

Add Course Request

Submitted on: 2011-03-24 09:31:18

1. COURSE SUBJECT	INTD
2. COURSE NUMBER (OR PROPOSED NUMBER)	1991
3. COURSE TITLE	Supervised Internship Experience
4. INITIATING DEPARTMENT or UNIT	University Interdisc Courses Comm
5. NAME OF SUBMITTER	Anabel Perez
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8. CONTACT PERSON	Beth Settje
9. UNIT NUMBER of CONTACT PERSON (U-BOX)	2051
10. PHONE of contact person	Phone: 6-3013
11. EMAIL of of contact person	Email: beth.settje@uconn.edu
12. Departmental Approval Date	03/11/2011
13. School/College Approval Date	03/23/2011
14. Names and Dates of additional Department and School/College approvals	
15. Proposed Implementation Date	Term: Summer , Year: 2011
16. Offered before next printed catalog is distributed?	Yes
17. General Education Content Area	
18. General Education Skill Code (W/Q). Any non-W section?	None
19. Terms Offered	Semester: Fall Spring Summer Year: Every_Year
20. Sections	Sections Taught: 1
21. Student Number	Students/Sections: 2/40
22. Clarification: In summer, range is from 25-40 students. During AY, range is 2-15 students per semester.	
23. Number of Credits	1 if VAR Min: Max: credits each term
24. INSTRUCTIONAL PATTERN	

For all three terms, students submit weekly journals and complete class assignments. During the fall and spring semesters, students meet once a month in lieu of their written assignments, to review the internship, relate learning to major, and learn how to promote themselves on résumés for their field of interest. During the summer, students complete written assignments and will use HuskyCT for discussion topics, similar to ones during the academic year.

25. Will this course be taught in a language other than English? No
If yes, then name the language:

26. Please list any prerequisites, recommended preparation or suggested preparation:

27. Is Instructor, Dept. Head or Unit **Consent Required**? Instructor

28. Permissions and Exclusions:

29. Is this course **repeatable for credit**? Yes
If yes, total credits allowed: 2
Allow multiple enrollments in same term?
No

30. **Grading Basis** S/U

31. If satisfactory/unsatisfactory grading is proposed, please provide **rationale**:
Career Services will grade on completion of assignments, quality of informational interview and résumé, clarity of reflection. The reflection paper has specific questions for the students, outlining their learning over the course of the internship. Students are directed to discuss how this internship impacted their major and career choices. They are to refer to the learning contract which includes learning outcomes. The informational interview is designed to introduce students to networking, as well as have them break out of their comfort zone. When students complete assignments and articulate their learning, they will earn an S. If a student fails to complete assignments, or submits inferior work, he/she will earn a U.

32. Will the course or any sections of the course be taught as Honors?
AsHonors

33. Additional Details:

34. Special Attributes:

35. **REGIONAL CAMPUS AVAILABILITY**:
Regional students may register for this course with their advisor's approval.

36. **PROVIDE THE PROPOSED TITLE AND COMPLETE CATALOG COPY**:

INTD 1991 Supervised Internship Experience. Both semesters. One credit. Hours by arrangement. Instructor consent required. Settje, B.

Open to matriculated undergraduates only. Students must have a minimum GPA of 2.0. Students must secure a satisfactory internship position prior to the end of the second week of the semester of enrollment in this course. May be repeated one time, with permission, under specific circumstances. This course does not fill any general education or major requirements. Students taking this course will be assigned a final grade of S (satisfactory) or U (unsatisfactory). Supervised field work of six to eight hours per week (for a minimum of 80 hours) for 8-10 weeks, relevant to major and/or career goals. Mid semester and final evaluations are prepared by the field supervisor and the course instructor.

37. RATIONALE FOR ACTION REQUESTED

This course needs to be added to provide an opportunity for students to earn academic credit while interning, especially for specific circumstances when an academic major is not able to accommodate the students. Reasons may include but are not limited to: student has not declared a major; student has not earned enough credits in major; student's career interest may not mirror academic focus; student may have exhausted allowed intern credits in major; major does not allow internship during school year for credit. Some departments/majors do not offer course credit each semester and refer students to Career Services. Other departments have a maximum number of students allowed to intern due to staffing and refer students to Career Services. Departments do encourage students to complete more than one internship but may not have the option of having more than a three credit internship course in their curriculum. These students can use the UNIV 1991 course to remain competitive and to offer practical experience in classroom discussions.

Students participating in the one-credit internship course will be expected to provide weekly evidence of learning through journal entries and activity reports. Students complete an informational interview and write a one-page paper on the results. A final two-three page reflection paper allows students to demonstrate how they learned and how the internship connects to academic and career goals. Students also meet with the Internship Resources Manager three times over the course of an academic semester during the fall and spring terms.

This course allows students to experience real-life work environments and practice appropriate behaviors, in all fields and environments, to best assist them in determining their career goals. Students are expected to write weekly journals using concise and relevant language, conduct an interview with a leader in the organization, problem-solve and edit documents for effective writing strategies, and to bring back experiences to their classroom discussions. This course also allows underclass students the chance to participate in an internship prior to having one in his or her declared major, which may have more restrictions.

History of course:

This course began in Summer 2005 and was offered as a one-credit letter graded INTD independent study. When the Sat/Unsat graded INTD 1998 course was approved in Fall 2007 as a Supervised Internship Experience, Dr. Margaret Lamb made an administrative decision to switch the offering as INTD 1998 on the grounds that Sat/Unsat credit was more consistent with practice elsewhere in the university.

Since the move to teach the course as INTD 1998, there has been no opportunity for faculty curricular review of the course. Approvals to offer the course from 2008 until now have been with the explicit confirmation that the course would be offered exactly as first approved. Because of this, the course has not benefited from the natural evolution of such courses although we identified and implemented a number of areas that could be improved. This proposal will allow for Career Services to suggest some natural changes to the course and to receive feedback.

Impact on other depts:

This course does not negatively impact any other department. Students may not enroll in INTD

1991 if they have not met clear requirements and academic department approval. This course helps departments because they have a resource for students when they have to tell a student he/she is ineligible for an academic internship through that department. Examples of this course assisting other departments include Journalism and Communications, which have early deadlines. Students often find internships which require them earning credit, after the enrollment deadline. Another department which refers students are in the school of business. This school has specific rules – two of the majors only allow students to intern for credit if they are getting paid. In addition, one of the majors does not offer internships for course credit during the fall or spring semester. This major has reviewed their options and does not anticipate changing their policies, and have expressed their appreciation that Career Services has a course for their students.

38. SYLLABUS:

Online URL: (https://web2.uconn.edu/senateform/request/course_uploads/anp05007-1300973153-UICC_1011_1991_CareerServicesInternship_a-e_031111.pdf)

39. Course Information: ALL General Education courses, including W and Q courses, MUST answer this question

40. Goals of General Education: All Courses Proposed for a Gen Ed Content Area MUST answer this question

41. Content Area and/or Competency Criteria: ALL General Education courses, including W and Q courses, MUST answer this question.: Specific Criteria

- a. **Arts and Humanities:**
- b. **Social Sciences:**
- c. **Science and Technology:**
 - i. **Laboratory:**
- d. **Diversity and Multiculturalism:**
 - 43. **International:**
- e. **Q course:**
- f. **W course:**

42. RESOURCES:

Does the department/school/program currently have resources to offer the course as proposed
YES

If NO, please explain why and what resources are required to offer the course.

43. SUPPLEMENTARY INFORMATION:

School C&CC approval date noted above is the date when UICC approved the course.
Dept C&CC approval date noted above refers to Student Affairs faculty advisory board approval of the course.

The attachment includes the proposal documents presented to UICC.

ADMIN COMMENT:

Senate approved NEW course 4.25.11

Note: See above hyperlink for Syllabus (format cannot be combined in this document).