

Add Course Request

Submitted on: 2013-03-11 14:58:04

1. COURSE SUBJECT	UNIV
2. COURSE NUMBER (OR PROPOSED NUMBER)	1981
3. COURSE TITLE	Documented Internship Experience
4. INITIATING DEPARTMENT or UNIT	Career Services
5. NAME OF SUBMITTER	Crystal L Shaw
6. PHONE of SUBMITTER	Phone: 860-486-3013
7. EMAIL of SUBMITTER	Email: crystal.shaw@uconn.edu
8. CONTACT PERSON	Beth Shapiro Settje
9. UNIT NUMBER of CONTACT PERSON (U-BOX)	3013
10. PHONE of contact person	Phone: 860-486-3013
11. EMAIL of of contact person	Email: Beth.settje@uconn.edu
12. Departmental Approval Date	04/03/2012
13. School/College Approval Date	04/09/2012
14. Names and Dates of additional Department and School/College approvals	
15. Proposed Implementation Date	Term: Summer, Year: 2012
16. Offered before next printed catalog is distributed?	
17. General Education Content Area	
18. General Education Skill Code (W/Q). Any non-W section?	
19. Terms Offered	Semester: Fall Spring Summer Year:
20. Sections	Sections Taught: 1
21. Student Number	Students/Sections: up to 100
22. Clarification: In summer, the range is expected to be from 50-100 enrollees, based on prior years. In the academic year, the range is likely to be 5-10, based on patterns established with INTD 1991. The Assistant Director will supervise additional career services staff to help monitor course activity.	
23. Number of Credits	0 if VAR Min: Max:

	credits each term
24. INSTRUCTIONAL PATTERN	
Online - in summer, via email and HuskyCT During semester, blended through combination email, HuskyCT and end of term meeting For all terms, students submit a learning contract, a reflection paper, a résumé, and evaluations.	
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: Allow multiple enrollments in same term?
30. Grading Basis	
31. If satisfactory/unsatisfactory grading is proposed, please provide rationale : S/U - Career Services will grade on completion of assignments, quality of informational interview and résumé, clarity of reflection.	
32. Will the course or any sections of the course be taught as Honors? No	
33. Additional Details: Other (specify): Students must have a minimum GPA of 2.0.	
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: UNIV 1981. Documented Internship Experience. All semesters. Zero credit. Hours by arrangement. Instructor consent required. 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 fieldwork of 8-10 hours per week for 8-12 weeks, relevant to major and/or career goals, complete a minimum of 80 hours at the internship site. Evaluations by the field supervisor and the course instructor. Settje, B. instructor. University Course.	
37. RATIONALE FOR ACTION REQUESTED This course allows students to experience real-life work environments and practice appropriate behaviors, in a variety of fields and workplace environments, to best assist them in determining their career goals. Students are expected to write a well-defined learning contract and reflection	

paper. This course also allows undergraduate students the chance to participate in an internship at any point in their academic tenure. The course will not be offered retroactively, as there would be no documented evidence of learning.

UNIV is the most appropriate term as the course is offered by the Department of Career Services and, for this course, reports to the Individualized & Interdisciplinary Studies Program. Students' academic plans are complemented by questions asked in the final paper, when students are directed to explain how the internship relates to coursework and career goals. They are also asked to reference how courses have prepared them so far for the internship. The course provides academic support to a student's major and career choice, but it is not direct classroom learning related to their major. The access to the professional work environment provides a quality supplement to the material learned in the classroom. Career Services will aid the student in expressing how the internship relates to his/her major/career.

Student work a minimum of 8 weeks and 80 hours for the internship. The length of time allows the student to understand facets of the organization, attend meetings, and learn about the industry. This course will allow students to have an academic connection to the university when they don't need to earn credit but want to. This course is not to replace any for full course credit.

This course does not negatively impact any other department. Students may not enroll in UNIV 1981 if they have not met clear requirements and have academic department approval. This course helps departments because they will have a resource for students when students are ineligible for an academic internship through that department.

This course needs to be added to provide an opportunity for students to have a notation on their transcript acknowledging they participated in an internship. Circumstances when such an occasion is warranted include:

1. Student wishes to have an internship documented on the transcript but does not wish to earn credit for it)
2. Student is required by employer to have university support but does not need to demonstrate academic credit (most often for unpaid internships)
3. This course creation will allow a new venue to record student internships. Currently there is no mechanism in place to document non-credit internships and this course will allow it, while also ensuring a learning opportunity is taking place.

Students participating in the zero-credit internship course will be expected to provide evidence of learning through a learning contract between self and employer. A final two-three page reflection paper allows students to demonstrate what they learned and how the internship connects to academic and career goals. Students also meet with the Assistant Director of Internship Resources & Development at end beginning and end of academic year semesters.

38. SYLLABUS:

Online URL: (https://web2.uconn.edu/senateform/request/course_uploads/cls09012-1363028244-UNIV1981_Career_040212.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

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

43. SUPPLEMENTARY INFORMATION:

A one-credit course, INTD 1991, was approved in spring 2011. Students were interested in that course, but when they learned of the cost associated with taking a summer course, they choose not to participate. A zero-credit course however, will enable many more students to participate in an internship with companies and workplaces that have University connections. By completing a learning contract and follow-up evaluation, there is more opportunity for structured learning to occur. In addition, the current UConn academic plan monitors internship numbers, and there is no centralized way of tracking this information other than a course offering; by offering this course, more students will report that they have internships, as they will be able to have the transcript notation for a very small registration fee (\$45).

*Per E-mail, the course was approved by Dan Doerr of the Student Affairs Committee.

ADMIN COMMENT:

Senate approved new course 4.29.2013 // UICCApr_031413KCP.

University of Connecticut

University Interdisciplinary Courses Committee

(modified from CLAS C&CC form and instructions)

Proposal to Add a New INTD or UNIV Undergraduate Course

1. Date of submission: April 2, 2012

2. Department(s), academic unit(s), and/or university unit(s) requesting this course (see Note W): Career Services

3. Principal Contact Person (Name, Phone Number, and e-mail address): Beth Shapiro Settje, 860-486-3013, Beth.settje@uconn.edu

4. Semester, intersession, or summer session and year in which course will be first offered (example: Fall 2012 or Summer 2013) (see Note R): Summer 2012

5. Final catalog Listing (see Note A to Note K, Note O, Note S): Assemble this after you have completed the components below. This listing should not contain any information that is not listed below! See Note A for examples of how undergraduate courses are listed.

(Include abbreviation INTD or UNIV; course number (1XXX, 2XXX, etc.); skill code (if applicable); course title; semester offered; number of credits; prerequisites or recommended preparation (if applicable); consent of instructor (if applicable); exclusions (if applicable); repetition for credit (if applicable); open to sophomores or higher (if applicable); open to juniors or higher (if applicable); instructor(s) name(s) (if desired, in catalog copy); notice of S/U grading if appropriate; and complete course description ending with “Interdepartmental course (proposed sponsoring school(s) and/or college(s))” or “University course”. General education content area(s) proposed (if applicable).)

UNIV 1981. Documented Internship Experience. All semesters. Zero credit. Hours by arrangement. Instructor consent required. 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 fieldwork of 8-10 hours per week for 8-12 weeks, relevant to major and/or career goals, complete a minimum of 80 hours at the internship site. Evaluations by the field supervisor and the course instructor. Settje, B. instructor. University Course.

Further Information Related to Items included in Catalog listing:

6. Course Number (see Note B): University Interdisciplinary Courses Committee will assign an appropriate number.

• What is the appropriate level for this course? UICC form:

• Is there a special number suffix that would apply? (See Note B) 1000, suggest 1981

7. Semester, intersession, or summer session in which to be offered on a regular basis (see Note C; check all that apply):

Fall Spring Both Either

Winter Intersession Summer Intersession Summer Session

8. Number of academic credits and rationale (see Note D): Zero credit. Student work a minimum of 8 weeks and 80 hours for the internship. The length of time allows the student to understand facets of the organization, attend meetings, and learn about the industry. This course will allow students to have an academic connection to the university when they don't need to earn credit but want to. This course is not to replace any for full course credit.

9. Instructional Pattern (Describe the type of instruction (face-to-face, on-line, blended, etc.) and weekly pattern of class engagements and their nature (lecture, laboratories, discussion sections, discussion boards, blogs, on-line journals, etc.) (see Note E): Online - in summer, via email and HuskyCT During semester, blended through combination email, HuskyCT and end of term meeting.

For all terms, students submit a learning contract, a reflection paper, a résumé, and evaluations.

10. Justification for creating this course (see Note L): This course needs to be added to provide an opportunity for students to have a notation on their transcript acknowledging they participated in an internship. Circumstances when such an occasion is warranted include:

1. Student wishes to have an internship documented on the transcript but does not wish to earn credit for it)
2. Student is required by employer to have university support but does not need to demonstrate academic credit (most often for unpaid internships)
3. This course creation will allow a new venue to record student internships. Currently there is no mechanism in place to document non-credit internships and this course will allow it, while also ensuring a learning opportunity is taking place. Students participating in the zero-credit internship course will be expected to provide evidence of learning through a learning contract between self and employer. A final two-three page reflection paper allows students to demonstrate what they learned and how the internship connects to academic and career goals. Students also meet with the Assistant Director of Internship Resources & Development at end beginning and end of academic year semesters. UICC form: UICC_AddForm_UNIV1981_Career_040212.doc Date saved: 4/3/2012 8:54 AM (HuskyPC) Page 3 of 7

11. Academic merit of course proposed (see Note Li): This course allows students to experience

real-life work environments and practice appropriate behaviors, in a variety of fields and workplace environments, to best assist them in determining their career goals. Students are expected to write a well-defined learning contract and reflection paper. This course also allows undergraduate students the chance to participate in an internship at any point in their academic tenure. The course will not be offered retroactively, as there would be no documented evidence of learning.

12. **Assessment Methods (see Note Y):** Students are assessed by assignment completion, quality of reflection paper, and evaluation input from direct supervisor.

13. **Rationale for proposing as an INTD course (see Note Lii):** n/a

14. **Rationale for proposing as an UNIV course (see Note Liii):** UNIV is the most appropriate term as the course is offered by the Department of Career Services and, for this course, reports to the Individualized & Interdisciplinary Studies Program. Students' academic plans are complemented by questions asked in the final paper, when students are directed to explain how the internship relates to coursework and career goals. They are also asked to reference how courses have prepared them so far for the internship. The course provides academic support to a student's major and career choice, but it is not direct classroom learning related to their major. The access to the professional work environment provides a quality supplement to the material learned in the classroom. Career Services will aid the student in expressing how the internship relates to his/her major/career.

15. **Provide a brief history of how this course was developed (see Note Lii and Liii):** A one-credit course, INTD 1991, was approved in spring 2011. Students were interested in that course, but when they learned of the cost associated with taking a summer course, they choose not to participate. A zero-credit course however, will enable many more students to participate in an internship with companies and workplaces that have University connections. By completing a learning contract and follow-up evaluation, there is more opportunity for structured learning to occur. In addition, the current UConn academic plan monitors internship numbers, and there is no centralized way of tracking this information other than a course offering; by offering this course, more students will report that they have internships, as they will be able to have the transcript notation for a very small registration fee (\$45).

16. **Overlapping courses:** Briefly describe how the content of this course overlaps with others offered in the University. Justify the need for overlap. (see Note M) n/a UICC form:

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17. **Proposed general education content area(s) and skill code(s) (see Note T).** Indicate all that apply:

W(riting) course Q(uantitative) course Both

Content Area: 1 2 3 4 International

18. **Grading basis proposed (letter grading, satisfactory/unsatisfactory grading) and rationale (see**

Note U). S/U - Career Services will grade on completion of assignments, quality of informational interview and résumé, clarity of reflection.

19. Number of students expected to enroll each time the course is offered: In summer, the range is expected to be from 50-100 enrollees, based on prior years. In the academic year, the range is likely to be 5-10, based on patterns established with INTD 1991. The Assistant Director will supervise additional career services staff to help monitor course activity.

20. Number of class sections associated with each offering of the course: one

21. Estimated seats per class section: Up to 20 in F/S, 100 in summer

22. Classroom and technology requirements: none

23. Effects on Other Departments, academic programs, and University units. (see Note N) Other than overlap, how will this course affect other departments, academic programs and/or University units? Consider matters such as enrollments in courses in other departments, academic programs and University units, contributions to plans of studies (majors, minors, concentrations), requiring a prerequisite from another department, etc. Where there are identifiable effects, then indicate the names of departments, academic programs and/or University units, the contact person with whom you have communicated, and contact information. As an appendix to this proposal, summarize or reproduce departmental responses. This course does not negatively impact any other department. Students may not enroll in UNIV 1981 if they have not met clear requirements and have academic department approval. This course helps departments because they will have a resource for students when students are ineligible for an academic internship through that department.

24. Regional campus availability: Describe the availability of the proposed course at each Regional Campus. If not generally available, please explain why. Regional students may register for this course with their advisor's approval. UICC form:

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25. Provide the name(s) of faculty or instructors who will be teaching and/or supervising the course. Describe team-teaching or supervision arrangements proposed (if applicable) (see Note P): Assistant Director of Internship Resources & Development, at UConn since August 2001. Teaching background: At UConn: taught FYE course 1800 four times; taught INTD 298 (career course) three times; on core-committee for EDLR 2998 (careers in student affairs); facilitated six SYE discussion sections. Has taught INTD 1998/1991 every semester since summer 2005. At Mitchell College: taught FYE course twice (two fall semesters). Additional Career Services staff with prior teaching experience will assist in monitoring the course as needed.

26. Statement of support from proposing department(s), academic program(s), and/or University unit(s) (Include the nature of the contract between sponsoring parties, sources of funding for the course, how the course will be staffed and supervised (e.g. by a department head). Also describe the agreed process for the joint development of the course between parties.) (see Note V): Please see attached document

27. Dates of Departmental Curricula and Courses Committee(s) (or closest equivalent for academic programs and University units) Approval (see Note Q):

Department 1: mm-dd-yyyy Name:

Department 2: mm-dd-yyyy Name:

Department 3: mm-dd-yyyy Name:

Department 4: mm-dd-yyyy Name:

Academic Unit5: mm-dd-yyyy Name:

Academic Unit 6: mm-dd-yyyy Name:

28. Date of Department Faculty Approval or Reapproval (for INTD courses only):

Department 1: mm-dd-yyyy Name:

Department 2: mm-dd-yyyy Name:

Department 3: mm-dd-yyyy Name:

Department 4: mm-dd-yyyy Name:

Academic Unit5: mm-dd-yyyy Name:

Academic Unit 6: mm-dd-yyyy Name:

29. Date of Department Head, Academic Unit Head, or University Unit Director Approval or Reapproval:

Department 1: mm-dd-yyyy Name:

Department 2: mm-dd-yyyy Name:

Department 3: mm-dd-yyyy Name:

Department 4: mm-dd-yyyy Name:

Academic Unit5: mm-dd-yyyy Name: UICC form:

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Academic Unit 6: mm-dd-yyyy Name:

29. Syllabus: Copy and paste course syllabus below. (see Note X):