

PROPOSAL FOR COURSE CHANGE

To: Curriculum Committee

From: Department of Social Sciences and Philosophy

Date submitted: 24 October 2007

Request for: Course Creation

Submitted by: H. Micheal Tarver

Approved by: Department Head: H. Micheal Tarver
Dean of School: G. Duncan

Reviewed by: Registrar: G. Woods
Vice President: _____

I. Catalog description: *Internship*. Prerequisites: Junior or Senior standing, 2.75 grade point average, and consent of department head. A supervised placement in selected agency settings in student/trainee status under professional guidance of both an agency supervisor and a faculty member. Emphasis will be on providing hands-on experience in research, editing, cultural management, public service, or some other area related to the discipline. Written report required and minimum of 125 clock hours of supervision required per credit hour. May be repeated for a maximum of 6 hours credit.

Number: HIST/POLS 4971-6

Title for Catalog: Internship

*Title for Course Inventory (24 characters): Internship

Description: A supervised placement in selected agency settings in student/trainee status under professional guidance of both an agency supervisor and a faculty member. Emphasis will be on providing hands-on experience in research, editing, cultural management, public service, or some other area related to the discipline. Written report required and minimum of 125 clock hours of supervision required per credit hour. May be repeated for a maximum of 6 hours credit. The internship must be based on its related academic learning potentials. Simply being in an archive, or museum, or county judge's office may not offer sufficient learning opportunities to justify an approved internship. Thus, both the applicant and the department head must carefully address the learning and practical experience level obtainable from the proposed internship. The department head will not feel compelled to approve every application.

Effective date or term: Summer One 2008

*Course fees: NONE

II. Justification and feasibility of course:

app CC 11/19/07
app FS 12/3/07

- A. What is the need for this course? Who will take it? *This course will be offered to students wishing to gain practical experience in the disciplines of history and political science. Our departmental assessment efforts over the past three years have revealed a weakness among graduates who either do not fully understand the range of career options available to them, need further experience to gain entrance to quality graduate programs, or seek a capstone experience to complement their course of study.*
- B. How does it relate to other work being offered by your department? Is there an overlap with other courses in the department? *The creation of an internship will strengthen the offerings of the Social Sciences and Philosophy Department by further broadening the variety of courses being offered. There would be no overlap with other courses in the department. Currently, students who do a public service internship or assist with faculty research take a special problems course. The creation of HIST/POLS 4971-6 will help distinguish between students who are gaining job-related experience from those who merely complete an independent study.*
- C. Is this course part of any general plan of development within your department? Explain. *Yes. The Department is attempting to broaden its offerings, in an effort to add greater depth and breadth to its courses. This course strengthens the Department's efforts at achieving the goals established by the History and Political Science Program Objectives – as detailed in the Department of Social Sciences and Philosophy Assessment Plan and the National Council for the Social Studies Matrices.*
- D. How often will the course be offered? *This course will be offered on an as-needed basis, potentially each semester.*
- E. How will the course be staffed? *The current SSP faculty will work with the students and qualified professionals who agree to supervise the interns. The Department will assign an Internship Coordinator to supervise the overall program and coordinate the students enrolled.*
- F. When applicable, state with which departments you have specifically coordinated this change? (If unable to identify coordinating departments that change affects, Academic Affairs can offer assistance in identifying course use.)

List Department Head/
Program Director Consulted:
(Add to list as needed)

Indicate Support
for Proposal
(yes/no)

Date:

1. NONE

If no, please attach explanation from responding Department Head indicating why they do not support the proposal.

Assessment Note: *This course directly relates to a new departmental assessment goal: "Opportunities to test, apply, and develop the skills and techniques of the disciplines of history and political science both inside and outside the classroom." The course also provides an additional class through which the department can continue to assess its majors. The Departmental Assessment Committee will evaluate the course with the instructor to determine how best to incorporate the class into the Department's efforts at assessment.*

*Updated 8/1/04

**Updated 9/1/05

History and Political Science Internship

Course Description: Prerequisites: Junior or Senior standing, 2.75 grade point average, and consent of department head. A supervised placement in selected agency settings in student/trainee status under professional guidance of both an agency supervisor and a faculty member. Emphasis will be on providing hands-on experience in research, editing, cultural management, public service, or some other area related to the discipline. Written report required and minimum of 125 clock hours of supervision required per credit hour. May be repeated for a maximum of 6 hours credit.

Course Coverage and Objectives: The Internship option is not open to all students. Students who participate in the History or Political Science Internship Program represent the Department and the University in the community. In order to ensure that interns represent the university community with the highest degree of professionalism, students must apply to the Social Sciences and Philosophy Department Head to be admitted into the class. To be admitted, students must demonstrate academic excellence as well strong writing skills, strong communications skills, competency, punctuality, courtesy and professionalism.

The value of an effective internship cannot be disputed. The student is afforded an opportunity to gain "real world" experience from the internship. This should intensify and strengthen the student's appreciation for, and interest in, academic work as well as improve the resume and job seeking potential. The key to all of this is to have an "effective" internship program.

This course will allow students to apply the theories, principles, and methods of historical and/or political studies in a practical work environment. By participating in this course, each student will learn both conceptual and applied approaches to the study of history and political science, and will be better prepared for a variety of career opportunities. Emphasis will be on providing hands-on experience in research, editing, cultural management, public service, or some other area related to the discipline. A written report will be required, as well as a minimum of 125 clock hours of supervision per credit hour. This internship program must be based on its related academic learning potentials (i.e., simply being in an archive, or museum, or county judge's office may not offer sufficient learning opportunities to justify an approved internship). Prerequisites: Junior or Senior standing, 2.75 grade point average, and consent of department head.

Specific Course Goals: This course is designed to allow history and political science interns the opportunity to:

- Apply theoretical learning in real-life situations.
- Develop applied skills necessary for working in the field of social sciences.
- Sample a variety of career directions.
- Learn which areas of history and/or political science fit or do not fit particular skills and interests.
- Improve student qualifications for graduate programs.
- Assist some excellent agencies and organization provide services that improve our society on the local level.

Resources: There are no specific reference books or readings required for this class. If a student desires more resources, s/he can refer to any of the following:

Bradbury, Miles L. *Internships in History: An Argument and an Example*, 1978.
Conaway, Mary Ellen. *Student Projects and Internships in a Museum Setting*, 1993.
College Internships, 1991.

Grant, Reeher and Mariani Mack, eds. *The Insider's Guide to Political Internships: What to Do Once You're in the Door*, 2002.

The History Internship Book, 2006.

Jones, Arnita A. and Philip Cantelon. *Corporate Archives and History: Making the Past Work*, 1993.

Mediavilla, Cindy. *Public Library Internships: Advice from the Field*, 2006.

Pennsylvania Historical and Museum Commission. *Internships: Applied History Program*.

Sweitzer, H. Frederick and Mary A. King, *The Successful Internship: Transformation and Empowerment*, 2003.

Course Requirements: Students are responsible for securing their own internship, which may be paid or unpaid. They should research possible internships based on the type of work they want to perform and on practical considerations such as employment location. They are also responsible for arranging required interviews and submitting application materials. When securing employment, students are responsible for explaining the purpose and requirements of the internship. They should also discuss specific work responsibilities. Once a student secures an internship, he or she develops an internship contract approved by both the internship supervisor and the department chair. The internship contract must document the specific work to be performed, especially written work. Internships that are clerical in nature, for example those requiring interns to do typing, copying, or other routine paperwork, are not acceptable for credit. The internship contract must be signed by the student, internship supervisor, and department head.

Credits for the internship will be determined by the amount of work performed. For an internship of two credits, students must complete approximately 250 hours at the internship. For an internship of four credits, students must complete approximately 500 hours at the internship. The internship advisor and job supervisor will communicate to assess the student's on-site performance.

During the enrolled semester, students must communicate with the supervising faculty member by email, telephone, or in person once a week. The communication should address issues like work being performed, positive and negative aspects of the internship situation, and the status of projects or course work.

In addition to working at the internship, the student will be required to maintain a log and journal for each day worked. The student should 1) keep a record of hours worked and projects accomplished, 2) write about experiences and observations of the organization's activities, 3) gather ideas and data for the research paper, 4) reflect on the purpose, mission, and function of the organization, and 5) reflect philosophically on the chosen vocation. Other journal topics could include decision-making practices, research techniques used, supervisor-worker relations, formal structure, informal networks, goals of the organization, and problems in the organization.

Finally, each student will write a 10-20 page research paper (depending on credit hours) on a topic relating to the internship. The intern will select a paper topic in consultation with the supervising faculty member. Topics may include a significant problem relating to the intern's role or the functioning of the organization. The paper might relate the purpose of the organization to larger societal and/or historical issues. Other research topics might be more appropriate depending upon the type and scope of the internship.

Grading Policy: Daily journal (30%): The daily journal is a record of the internship experience. It includes the details of the projects you work on, meetings or events you attended, and your reflection about the day's experiences. The journal is due on the last day of seminar. Employer Evaluation (30%) This consists of an evaluation by your office supervisor that examines your performance including aspects such as initiative, punctuality, dependability, and ability to complete tasks/projects. Research Paper (40%) The internship report is a report of what you learned and accomplished in your internship. The report is an academic paper that describes what you had hoped to learn as well as what you accomplished in the internship. Your report is to be rooted in the pertinent literature for the area in which your employer is located (i.e., an elected official's office occupies a position within the campaign and elections literature; a non-profit organization occupies a position in the literature relating to non-profits). The report is to contain a literature review section and bibliography.

Your final grade is based on the total percentage that you earn on assignments:

90-100% = A

80-89% = B

70-79% = C

60-69% = D

<60% = F

A. STUDENT INFORMATION

- ## B. DESCRIPTION OF INTERNSHIP

Description of Goals and Objectives (What do you intend to learn through this experience?):

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

C. EVALUATION OF INTERNSHIP

Documentation of Accomplishments and Learning Objectives (How will you demonstrate what you have learned as a result of the internship?)

- Projects: _____

- Research and research papers: _____

- Other written/oral reports: _____

- Log or diary records: _____

- Other plans (e.g. portfolio, employer evaluation): _____

The signature of the student on this document shall serve to bind the student to the terms of this contract and make the student responsible for the completion and satisfaction of said responsibilities in order to earn academic credit for the assignment.

Signature of Student
Date

Signature of Employer/Supervisor _____ Date _____

Signature of Faculty Supervisor
Date

Signature of Department Head
Date