

000098

Change Undergraduate Course

Change a Course

Subject: INT-Career Ctr Internship Prog
Number: 1010
Effective Term: Spring 2016
Title: Career Center Internship Pt 1
Honors Course:
 Add Honors Course:
Last Term Course was taught: 201505

Brief Statement of Change Based on Assessment Results:

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Rationale for Changing a Course

- Strengthen Program Requirement(s)
- Alignment of Student Learning Outcomes
- Alternative Delivery of Content
- Improve Time to Degree
- Evolution of the Discipline
- Changing Prerequisites
- Address DWF Rates
- General Education Modifications
- Other (Please specify.)

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Change Catalog Title

From Career Center Internship Pt 1
To Off-Campus Internship Pt1

Learning Objectives

As a result of participating in the off-campus internship course, students will be able to: • synthesize and evaluate their experiences as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practices they observed while interning; • obtain technical and transferable skills that they can use in future experiential education opportunities, classroom activities, and job settings as evidence by final evaluations completed by site supervisors.

Topical Outline

Internships

Evaluation

Undergraduate

A	90	-	100
B	80	-	89
C	70	-	79
D	60	-	69
F	<		60

Pass/Fail

Syllabus

Upload File: INT Syllabus - spring 2016-20150907141835.pdf

9.10.15

Chair, Department Curriculum Committee

Date

9/9/15

Department Chair

Date

9/9/15

Chair, College Curriculum Committee

Date

College Dean

Date

Director, Calhoun Honors College

Date

10/2/2015

Chair, Undergraduate Curriculum Committee

Date

Chair, Graduate Curriculum Committee

Date

10/4/2016

Provost

Date

President

Date

Change Undergraduate Course

000100

Change a Course

Subject: INT-Career Ctr Internship Prog
Number: 1020
Effective Term: Spring 2016
Title: Career Center Internship Pt 2
 Honors Course:
 Add Honors Course:
Last Term Course was taught: 201505

Brief Statement of Change Based on Assessment Results:

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Rationale for Changing a Course

- Strengthen Program Requirement(s)
- Alignment of Student Learning Outcomes
- Alternative Delivery of Content
- Improve Time to Degree
- Evolution of the Discipline
- Changing Prerequisites
- Address DWF Rates
- General Education Modifications
- Other (Please specify.)

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Change Catalog Title

From Career Center Internship Pt 2
To Off-Campus Internship Pt2

Learning Objectives

As a result of participating in the off-campus internship course, students will be able to: • synthesize and evaluate their experiences as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practices they observed while interning; • obtain technical and transferable skills that they can use in future experiential education opportunities, classroom activities, and job settings as evidence by final evaluations completed by site supervisors.

Topical Outline

Internships

Evaluation

Undergraduate

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F < 60

Pass/Fail

Syllabus

Upload File: INT Syllabus - spring 2016-20150907142053.pdf

9/9/2015

Change Undergraduate Course - Curriculum & Course Change System

000101
9.10.15

Chair, Department Curriculum Committee

Date



9/8/15

Department Chair

Date



9/8/15

Chair, College Curriculum Committee

Date

College Dean

Date

Director, Calhoun Honors College

Date



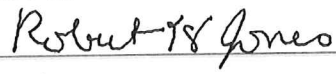
10/2/2015

Chair, Undergraduate Curriculum Committee

Date

Chair, Graduate Curriculum Committee

Date



10/4/2015

Provost

Date

President

Date

Change Undergraduate Course

Change a Course

Subject: INT-Career Ctr Internship Prog
Number: 1030
Effective Term: Spring 2016
Title: Career Center Internship Pt 3
Honors Course:
 Add Honors Course:
Last Term Course was taught: 201505

Brief Statement of Change Based on Assessment Results:

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Rationale for Changing a Course

- Strengthen Program Requirement(s)
- Alignment of Student Learning Outcomes
- Alternative Delivery of Content
- Improve Time to Degree
- Evolution of the Discipline
- Changing Prerequisites
- Address DWF Rates
- General Education Modifications
- Other (Please specify.)

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Change Catalog Title

From Career Center Internship Pt 3
To Off-Campus Internship Pt3

Learning Objectives

As a result of participating in the off-campus internship course, students will be able to: • synthesize and evaluate their experiences as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practices they observed while interning; • obtain technical and transferable skills that they can use in future experiential education opportunities, classroom activities, and job settings as evidence by final evaluations completed by site supervisors.

Topical Outline

Internships

Evaluation

Undergraduate

A	90	-	100
B	80	-	89
C	70	-	79
D	60	-	69
F	<		60


Pass/Fail

Syllabus

Upload File: INT Syllabus - spring 2016-20150907142137.pdf

000103
9.10.15

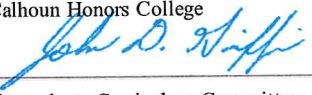

Chair, Department Curriculum Committee Date


Department Chair Date


Chair, College Curriculum Committee Date

College Dean Date

Director, Calhoun Honors College Date


Chair, Undergraduate Curriculum Committee Date

Chair, Graduate Curriculum Committee Date


Provost Date

President Date

10/2/2015

10/4/2015

Change Undergraduate Course

Change a Course

Subject: INT-Career Ctr Internship Prog
Number: 2010
Effective Term: Spring 2016
Title: Career Center Internship Ft 1
 Honors Course:
 Add Honors Course:
Last Term Course was taught: 201505

Brief Statement of Change Based on Assessment Results:

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Rationale for Changing a Course

- Strengthen Program Requirement(s)
 Alignment of Student Learning Outcomes
 Alternative Delivery of Content
 Improve Time to Degree
 Evolution of the Discipline
 Changing Prerequisites
 Address DWF Rates
 General Education Modifications
 Other (Please specify.)

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Change Catalog Title

From Career Center Internship Ft 1
To Off-Campus Internship Ft1

Learning Objectives

As a result of participating in the off-campus internship course, students will be able to: • synthesize and evaluate their experiences as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practices they observed while interning; • obtain technical and transferable skills that they can use in future experiential education opportunities, classroom activities, and job settings as evidence by final evaluations completed by site supervisors.

Topical Outline

Internships

Evaluation

Undergraduate

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F < 60

Pass/Fail

Syllabus

Upload File: INT Syllabus - spring 2016-20150907142216.pdf

9/9/2015

Change Undergraduate Course - Curriculum & Course Change System

000105
9.10.15

Chair, Department Curriculum Committee

Date

9/8/15

Department Chair

Date

9/8/15

Chair, College Curriculum Committee

Date

College Dean

Date

Director, Calhoun Honors College

Date

10/2/2015

Chair, Undergraduate Curriculum Committee

Date

Chair, Graduate Curriculum Committee

Date

10/4/2015

Provost

Date

President

Date

000106

Change Undergraduate Course

Change a Course

Subject: INT-Career Ctr Internship Prog
Number: 2020
Effective Term: Spring 2016
Title: Career Center Internship Ft 2
Honors Course:
 Add Honors Course:
Last Term Course was taught: 201505

Brief Statement of Change Based on Assessment Results:

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Rationale for Changing a Course

- Strengthen Program Requirement(s)
- Alignment of Student Learning Outcomes
- Alternative Delivery of Content
- Improve Time to Degree
- Evolution of the Discipline
- Changing Prerequisites
- Address DWF Rates
- General Education Modifications

Other (Please specify.)

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Change Catalog Title

From Career Center Internship Ft 2
To Off-Campus Internship Ft2

Learning Objectives

As a result of participating in the off-campus internship course, students will be able to: • synthesize and evaluate their experiences as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practices they observed while interning; • obtain technical and transferable skills that they can use in future experiential education opportunities, classroom activities, and job settings as evidence by final evaluations completed by site supervisors.

Topical Outline

Internships

Evaluation

Undergraduate
A 90 - 100
B 80 - 89
C 70 - 79
D 60 - 69
F < 60
 Pass/Fail


Syllabus

Upload File: INT Syllabus - spring 2016-20150907142255.pdf

9/9/2015

Change Undergraduate Course - Curriculum & Course Change System

000107
9.10.15

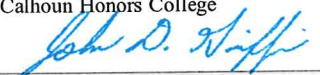

Chair, Department Curriculum Committee Date


Department Chair 9/9/15

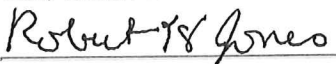

Chair, College Curriculum Committee Date

College Dean Date

Director, Calhoun Honors College Date


Chair, Undergraduate Curriculum Committee 10/2/2015

Chair, Graduate Curriculum Committee Date


Provost 10/4/2015

President Date

Change Undergraduate Course

Change a Course

Subject: INT-Career Ctr Internship Prog
Number: 2030
Effective Term: Spring 2016
Title: Career Center Internship Pt 3
Honors Course:
 Add Honors Course:
Last Term Course was taught: 201505

Brief Statement of Change Based on Assessment Results:

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Rationale for Changing a Course

- Strengthen Program Requirement(s)
- Alignment of Student Learning Outcomes
- Alternative Delivery of Content
- Improve Time to Degree
- Evolution of the Discipline
- Changing Prerequisites
- Address DWF Rates
- General Education Modifications
- Other (Please specify.)

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Change Catalog Title

From Career Center Internship Ft 3
To Off-Campus Internship Ft3

Learning Objectives

As a result of participating in the off-campus internship course, students will be able to: • synthesize and evaluate their experiences as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practices they observed while interning; • obtain technical and transferable skills that they can use in future experiential education opportunities, classroom activities, and job settings as evidence by final evaluations completed by site supervisors.

Topical Outline

Internships

Evaluation

Undergraduate

A	90	-	100
B	80	-	89
C	70	-	79
D	60	-	69
F	<		60

Pass/Fail

Syllabus

Upload File: INT Syllabus - spring 2016-20150907142345.pdf

9.10.15

Chair, Department Curriculum Committee

Date

9/8/15

Department Chair

Date

9/8/15

Chair, College Curriculum Committee

Date

College Dean

Date

Director, Calhoun Honors College

Date

10/2/2015

Chair, Undergraduate Curriculum Committee

Date

Chair, Graduate Curriculum Committee

Date

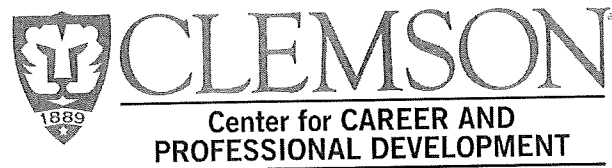
10/4/2015

Provost

Date

President

Date



Off-Campus Internship Course (INT)

INT 1010, 1020, 1030, 2010, 2020, 2030

Pass/Fail course, 0 Credit Hours
Spring 2016

Class Meetings and Program Information: For the purpose of this course, you will need to check your Clemson student email account regularly. Instructors will *only* correspond with you via your Clemson email account.

Instructors: Kathy Horner
Assistant Director of Graduate Programs and Off-Campus Internships
khorne@clemson.edu

Michelle Foulke
Graduate Assistant of Graduate & Internship Programs
mfoulke@clemson.edu

Office: Center for Career and Professional Development
316 Hendrix Student Center
Clemson, SC 29634

Phone: (864) 656-2497

Fax: (864) 656-0439

Office Hours: Appointment Only– email/call to schedule

Course Prerequisite: None

Course Description: This course provides the student with a professional internship experience, interacting with employers off-campus. All internships should be designed to provide meaningful, intentional experiential education opportunities. Part-time internships require a minimum of 160 hours, while full-time internships require a minimum of 320 hours. All hours must be completed and approved by the end of the semester (ideally last week of classes, finals week at the absolute latest).

Technology, Equipment, or Skills Required: Internet access and word processing. Please be aware that you are expected to use your Clemson University email account. All students are automatically assigned a Clemson University email account and web space upon receiving their user ID and password. Your university email address is USERID@CLEMSON.EDU. **As a student you should utilize your Clemson email account since all pertinent information from the instructor, program**

and university are communicated through this medium. If you prefer to receive all your email through your personal or work account, it is suggested you forward your Clemson email to that specific account through the Email Forwarding function located at the CCIT website. Be aware, however, that other email systems may not allow mail to be successfully retrieved due to firewalls, size of attachments, etc. In other words, be aware that you are forwarding mail from your Clemson account at your own risk.

Course Fee: You will pay the fee using the same university system to pay your tuition. The last day to withdraw from the class without a W grade is consistent with the last day to withdraw from any course according to the Clemson University academic calendar. If you need any help with completing forms or sending letters concerning your internship experience, please do not hesitate to contact us (contact information given below).

Visit the Financial Aid Office: You are responsible for contacting the Financial Aid Office to set up a time to discuss how taking INT will affect your financial aid package, ability to attend athletic events, etc. After speaking with financial aid and registering for the course, you are ready to move onto the assignments!

Concerned about athletic tickets?: Students are responsible for checking with Student Financial Services regarding their eligibility for student tickets. Typically you need to make sure you are charged the Activity Fee as part of your tuition. Please do not assume. Better to check and make sure you are still eligible for tickets if this is something important to you.

Harassment Policy

Within your internship position, if you see or experience anything that may constitute harassment or ANY inappropriate action that might cause harm to yourself or others, please notify your instructor or coordinator immediately (within 24 hours). We will work with you to properly handle the situation, and ensure that appropriate corrective action is taken.

Kathy Horner (khorner@clemson.edu) 864-656-2160

After Hours contact: Director Troy Nunamaker, (tnunama@clemson.edu) 864-722-2033

Please refer to the link below for official Clemson University policies, definitions and more information.
<https://www.clemson.edu/campus-life/campus-services/access/documents/policies/harassment.pdf>

Title IX-Sexual Harassment and Sexual Violence Policy

Clemson University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran's status, genetic information or protected activity (e.g. opposition to prohibit discrimination or participation in any complain process, etc.) in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972. The policy located at: <http://www.clemson.edu/campus-life/campus-services/access/non-discrimination-policy.html>. Jerry Knighton serves as Clemson's Title IX coordinator and he may be reached at knightl@clemson.edu or 656-3181.

Assignments:**Contract and Prospectus**

You are responsible for completing the Career Center Contract and Prospectus with your site mentor and turning it in to us. Please have these to us at your earliest convenience (form attached to email). This form must be turned into our office for approval (contact us if you will not be able to provide the contract by **Friday, January 15th**). We also recommend that you update your local information in Clemson's student database while interning. – *YOU MAY EMAIL, FAX, OR SUBMIT THESE IN PERSON*

Information Quiz

As the course description notes, we provide you with a Michelin Career Center information quiz on internships and how to make the most of them. Since most of you are not interning in the Clemson area, instead of attending a workshop, please view the attached PowerPoint and answer the ten quiz questions found on the last few slides. The answers to this quiz must be sent to me via email no later than **Friday, January 15th**.

Final Evaluations

Your last assignment for the internship course will be two final electronic evaluations. One evaluation you will complete, and it has a reflection essay question. The other evaluation your supervisor will complete about you and your experience. These will be due by **12:00pm on Friday, April 22nd**. We will send the documents via email to you and your site mentor with about four weeks left in the semester.

Learning Objectives:

As a result of participating in the off-campus internship course, students will be able to:

- synthesize and evaluate their experiences as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practices they observed while interning;
- obtain technical and transferable skills that they can use in future experiential education opportunities, classroom activities, and job settings as evidence by final evaluations completed by site supervisors.

Academic Integrity Policy:

As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a "high seminary of learning." Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.

*<http://gradspace.editme.com/AcademicGrievancePolicyandProcedures#integrityphilosophy>

*<http://gradspace.editme.com/AcademicGrievancePolicyandProcedures#integrity>

Accommodations for Students with Disabilities:

Student Disability Services coordinates the provision of reasonable accommodations for students with physical, emotional, or learning disabilities. Accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students are encouraged to consult with the Disability Services staff early in the semester, preferably prior to the first day of class.

Current documentation of a specific disability from a licensed professional is needed. Additional information or appointments are available from Student Disability Services, 2nd Floor, Academic Success Center, 656-6848. Details on policies and procedures are available at www.clemson.edu/ads.

If you have a documented disability that requires accommodation, you must notify the professor in writing during the first week of classes. "It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities. Students are encouraged to contact Student Disability Services to discuss their individual needs for accommodation."

Required Hours: Part-time student interns will be *required to complete 160 hours* at their internship site; full-time student interns will be *required to complete 320*. Completion of hours is **mandatory**, and failure to do so will result in not passing the INT course.

Evaluation/Grading Policy: This is a pass/fail course. In order to pass the course and successfully have your internship noted on your transcript, the following requirements must be met:

- Internship Site Hours Completion
- INT Course Assignments
- Final Course Evaluation

**The last date to withdraw from a course without a W grade is January 20th, 2015.*

**The last date to withdraw from a course without a final grade being recorded is March 11th, 2015.*

Pass	Fail
Completion of course requirements outlined in course syllabus.	Inability to complete the minimum requirements as outlined in course syllabus.
Completion of a minimum of 160 hours (part-time) or 320 hours (full-time) at internship site . The student should fulfill these hours throughout the semester (by last day of finals week at the latest).	Completion of less than a total of 160/320 hours at internship site; Failure to complete hours throughout the semester by deadlines specified; does not notify instructors of issues preventing completion of hours.
Completion of all INT course assignments; student responds to emails sent from instructors in timely manner.	Student does not complete required coursework; Does not respond to communication from instructors.
Completes final evaluation at end of course.	Does not complete final evaluation.

SCHEDULE, TOPIC, and DEADLINES

The following is a guideline for the term and subject to change at instructor's discretion.

Wednesday, January 6th	Fall classes officially begin
Friday, January 15th	<i>Due: INT Contract, Prospectus, and Internship Quiz</i>
Wednesday, January 20th	<i>Academic calendar: Last day to drop a class or withdraw without a W</i>
End of February	<i>By the end of February, interns should have approximately 80 hours logged for part-time, and 160 for full-time</i>
Friday, March 11th	<i>Academic calendar: the last day to drop a class or withdraw from the University without final grades</i>
March 14th-18th (M-F)	<i>Academic calendar: Spring Break - University Closed March 18th</i>
Friday, April 22nd - 12pm	<i>Due: Final Mentor and Student Evaluations</i>
Tuesday, May 3rd	<i>Academic calendar: 9:00 a.m.—Deadline to submit graduation candidates' grades*</i>
Wednesday, May 4th	<i>Academic calendar: 9:00 a.m.—Deadline to submit all other students' grades*</i>

*Any files not complete (INT Contract, Prospectus, Internship Quiz, Student and Supervisor Evaluations) will received a grade of ***incomplete***.

Add Undergraduate Course

000115

Course Attributes

Subject Abbreviation: INT-Career Ctr Internship Prog **Catalog Title:** UPIC Internship, 1st Part-time Experience
Course Number: 1501 1510 **Transcript Title:** UPIC Internship 1st P.T.
Effective Term: Summer 2016 **Cross-reference(s):** N/A
College: Interdisciplinary **Grade Mode:** Pass/No Pass
Department: Michelin Career Center

Additional Fee?

Justification

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Form

User ID: tnunama **Name:** Troy Nunamaker
Date: 09/09/2015 **Number:** 9629

Hours

Fixed Credit Course
 Credit Hrs Contact Hrs

0 160

Variable Credit Course

Credit Hrs Contact Hrs

Min Max Min Max

Rationale for Add Course

- Strengthen Program Requirement(s)
- Alignment of Student Learning Outcomes
- Alternative Delivery of Content
- Improve Time to Degree
- Evolution of the Discipline
- Changing Prerequisites
- Address DWF Rates
- General Education Modifications
- Other (Please specify.)**

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Schedule Types

- Field Course
- Independent Study
- Internship**
- Lab No Fee
- Lab With Fee
- Lecture
- Other
- Seminar
- Studio
- Tutorial

Course Modifier

- Variable Title
- Creative Inquiry
- Repeatable**

Projected Enrollment

Year 1: 150
 Year 2: 150
 Year 3: 150
 Year 4: 150

Evaluation

Undergraduate
 A 90 - 100
 B 80 - 89
 C 70 - 79
 D 60 - 69
 F < 60
 Pass/No Pass

Catalog Description

N/A

Prerequisite(s) Corequisite(s)

N/A

Required course for students in

N/A

000116

Statement of need and justification based on assessment of student learning outcomes

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Textbook(s)

N/A

Learning Objectives

• Students will be able to synthesize and evaluate their experience as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practices they observed while interning. • Students will have a better understanding of their interests, abilities, and values as demonstrated by one of the following activities: participating in site visits with UPIC advisors, reviewing sample application materials, and practicing interview skills.

Topical Outline

On-Campus Internships

Duplication (if applicable)

N/A

Add course requirements for honors courses (if applicable)

N/A

Learning Activities associated with General Education competencies (if applicable)

N/A

Syllabus

Upload File: Spring 2016 INT UPIC Syllabus-20150907132007.docx

Description: Syllabus for UPIC Internships

000117 9.10.15

Chair, Department Curriculum Committee

Date

T. P. M.
[Signature]

9/2/15

Department Chair

Date

[Signature]

9/2/15

Chair, College Curriculum Committee

Date

College Dean

Date

Director, Calhoun Honors College

Date

[Signature]

10/2/2015

Chair, Undergraduate Curriculum Committee

Date

Chair, Graduate Curriculum Committee

Date

[Signature]
Robert Jones

10/4/2015

Provost

Date

President

Date

Add Undergraduate Course

Course Attributes

Subject Abbreviation: INT-Career Ctr Internship Prog **Catalog Title:** UPIC Internship, 2nd Part-time Experience
Course Number: 1502 1520 **Transcript Title:** UPIC Internship 2nd P.T.
Effective Term: Summer 2016 **Cross-reference(s):** N/A
College: Interdisciplinary **Grade Mode:** Pass/No Pass
Department: Michelin Career Center

000118

Additional Fee?

Justification

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Form

User ID: tnunama **Name:** Troy Nunamaker
Date: 09/09/2015 **Number:** 9629

Hours

Fixed Credit Course
 Credit Hrs Contact Hrs

0 160

Variable Credit Course

Credit Hrs Contact Hrs

Min Max Min Max

Rationale for Add Course

- Strengthen Program Requirement(s)
- Alignment of Student Learning Outcomes
- Alternative Delivery of Content
- Improve Time to Degree
- Evolution of the Discipline
- Changing Prerequisites
- Address DWF Rates
- General Education Modifications
- Other (Please specify.)**

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Schedule Types

- Field Course
- Independent Study
- Internship**
- Lab No Fee
- Lab With Fee
- Lecture
- Other
- Seminar
- Studio
- Tutorial

Course Modifier

- Variable Title
- Creative Inquiry
- Repeatable**

Projected Enrollment

Year 1: 150
 Year 2: 150
 Year 3: 150
 Year 4: 150

Evaluation

Undergraduate
A 90 - 100
B 80 - 89
C 70 - 79
D 60 - 69
F < 60
 Pass/No Pass

Catalog Description

N/A

Prerequisite(s) Corequisite(s)

Required course for students in

N/A

000119

Statement of need and justification based on assessment of student learning outcomes

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Textbook(s)

N/A

Learning Objectives

- Students will be able to synthesize and evaluate their experience as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practices they observed while interning.
- Students will have a better understanding of their interests, abilities, and values as demonstrated by one of the following activities: participating in site visits with UPIC advisors, reviewing sample application materials, and practicing interview skills.

Topical Outline

On-Campus Internships

Duplication (if applicable)

N/A

Add course requirements for honors courses (if applicable)

N/A

Learning Activities associated with General Education competencies (if applicable)

N/A

Syllabus

Upload File: INT UPIC Syllabus Spring 2016-20150907144124.docx

Description: Syllabus for UPIC Internships

T.P. Ne

9.10.15

Chair, Department Curriculum Committee

Date

[Signature]

9/9/15

Department Chair

Date

[Signature]

9/9/15

Chair, College Curriculum Committee

Date

College Dean

Date

Director, Calhoun Honors College

Date

John D. Stiff

10/2/2015

Chair, Undergraduate Curriculum Committee

Date

Chair, Graduate Curriculum Committee

Date

Robert S. Jones

10/4/2015

Provost

Date

President

000120

Date

Add Undergraduate Course

Course Attributes

Subject Abbreviation: INT-Career Ctr Internship Prog **Catalog Title:** UPIC Internship, 3rd Part-time Experience
Course Number: ~~1503~~ 1530 **Transcript Title:** UPIC Internship 3rd P.T.
Effective Term: Summer 2016 **Cross-reference(s):** N/A
College: Interdisciplinary **Grade Mode:** Pass/No Pass
Department: Michelin Career Center

000121

Additional Fee?

Justification

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Form

User ID: tnunama **Name:** Troy Nunamaker
Date: 09/09/2015 **Number:** 9629

Hours

Fixed Credit Course
 Credit Hrs Contact Hrs

0 160

Variable Credit Course

Credit Hrs Contact Hrs

Min Max Min Max

Rationale for Add Course

- Strengthen Program Requirement(s)
- Alignment of Student Learning Outcomes
- Alternative Delivery of Content
- Improve Time to Degree
- Evolution of the Discipline
- Changing Prerequisites
- Address DWF Rates
- General Education Modifications

Other (Please specify.)

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Schedule Types

- Field Course
- Independent Study
- Internship
- Lab No Fee
- Lab With Fee
- Lecture
- Other
- Seminar
- Studio
- Tutorial

Course Modifier

- Variable Title
- Creative Inquiry
- Repeatable

Projected Enrollment

Year 1: 75
 Year 2: 75
 Year 3: 75
 Year 4: 75

Evaluation

Undergraduate

A	90	-	100
B	80	-	89
C	70	-	79
D	60	-	69
F	<		60

Pass/No Pass

Catalog Description

N/A

Prerequisite(s) Corequisite(s)

Required course for students in

N/A

000122

Statement of need and justification based on assessment of student learning outcomes

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Textbook(s)

N/A

Learning Objectives

- Students will be able to synthesize and evaluate their experience as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practices they observed while interning.
- Students will have a better understanding of their interests, abilities, and values as demonstrated by one of the following activities: participating in site visits with UPIC advisors, reviewing sample application materials, and practicing interview skills.

Topical Outline

On-Campus Internships

Duplication (if applicable)

N/A

Add course requirements for honors courses (if applicable)

N/A

Learning Activities associated with General Education competencies (if applicable)

N/A

Syllabus

Upload File: INT UPIC Syllabus Spring 2016-20150907143949.docx

Description: Syllabus for UPIC Internships

Chair, Department Curriculum Committee

Date

[Handwritten Signature]

9/9/15

Department Chair

Date

[Handwritten Signature]

9/9/15

Chair, College Curriculum Committee

Date

College Dean

Date

Director, Calhoun Honors College

Date

[Handwritten Signature]

10/2/2015

Chair, Undergraduate Curriculum Committee

Date

Chair, Graduate Curriculum Committee

Date

[Handwritten Signature]

10/4/2015

Provost

Date

President

Date

Add Undergraduate Course

000124

Course Attributes

Subject Abbreviation: INT-Career Ctr Internship Prog **Catalog Title:** UPIC Internship, 4th+ Part-time Experience
Course Number: 1504 1540 **Transcript Title:** UPIC Internship 4th+ P.T.
Effective Term: Summer 2016 **Cross-reference(s):** N/A
College: Interdisciplinary **Grade Mode:** Pass/No Pass
Department: Michelin Career Center

Additional Fee?

Justification

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Form

User ID: tnunama **Name:** Troy Nunamaker
Date: 09/09/2015 **Number:** 9629

Hours

Fixed Credit Course
Credit Hrs Contact Hrs

 0 160

Variable Credit Course
Credit Hrs Contact Hrs
Min Max Min Max

Rationale for Add Course

- Strengthen Program Requirement(s)
- Alignment of Student Learning Outcomes
- Alternative Delivery of Content
- Improve Time to Degree
- Evolution of the Discipline
- Changing Prerequisites
- Address DWF Rates
- General Education Modifications

Other (Please specify.)

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Schedule Types

- Field Course
- Independent Study
- Internship
- Lab No Fee
- Lab With Fee
- Lecture
- Other
- Seminar
- Studio
- Tutorial

Course Modifier

- Variable Title
- Creative Inquiry
- Repeatable

Projected Enrollment

Year 1: 50
 Year 2: 50
 Year 3: 50
 Year 4: 50

Evaluation

Undergraduate
 A 90 - 100
 B 80 - 89
 C 70 - 79
 D 60 - 69
 F < 60
 Pass/No Pass

Catalog Description

N/A

Prerequisite(s) Corequisite(s)

Required course for students in

N/A

000125

Statement of need and justification based on assessment of student learning outcomes

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Textbook(s)

N/A

Learning Objectives

- Students will be able to synthesize and evaluate their experience as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practices they observed while interning.
- Students will have a better understanding of their interests, abilities, and values as demonstrated by one of the following activities: participating in site visits with UPIC advisors, reviewing sample application materials, and practicing interview skills.

Topical Outline

On-Campus Internships

Duplication (if applicable)

N/A

Add course requirements for honors courses (if applicable)

N/A

Learning Activities associated with General Education competencies (if applicable)

N/A

Syllabus

Upload File: INT UPIC Syllabus Spring 2016-20150907144420.docx

Description: Syllabus for UPIC Internships

Chair, Department Curriculum Committee

Date

Troy P. Ambler
[Signature]

9/2/15

Department Chair

Date

[Signature]

9/2/15

Chair, College Curriculum Committee

Date

College Dean

Date

Director, Calhoun Honors College

Date

[Signature]

10/2/2015

Chair, Undergraduate Curriculum Committee

Date

Chair, Graduate Curriculum Committee

Date

Robert S. Jones

10/4/2015

Provost

Date

President

Date

Add Undergraduate Course

000127

Course Attributes

Subject Abbreviation: INT-Career Ctr Internship Prog **Catalog Title:** UPIC Internship, 1st Full-time Experience
Course Number: 2501 2510 **Transcript Title:** UPIC Internship 1st F.T.
Effective Term: Spring 2016 **Cross-reference(s):**
College: Interdisciplinary **Grade Mode:** Pass/No Pass
Department: Michelin Career Center

Additional Fee?

Justification

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Form

User ID: tnunama **Name:** Troy Nunamaker
Date: 09/09/2015 **Number:** 9681

Hours

Fixed Credit Course
Credit Hrs Contact Hrs

0 320

Variable Credit Course
Credit Hrs Contact Hrs
Min Max Min Max

Rationale for Add Course

- Strengthen Program Requirement(s)
- Alignment of Student Learning Outcomes
- Alternative Delivery of Content
- Improve Time to Degree
- Evolution of the Discipline
- Changing Prerequisites
- Address DWF Rates
- General Education Modifications
- Other (Please specify.)**

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Schedule Types

- Field Course
- Independent Study
- Internship**
- Lab No Fee
- Lab With Fee
- Lecture
- Other
- Seminar
- Studio
- Tutorial

Course Modifier

- Variable Title
- Creative Inquiry
- Repeatable**

Projected Enrollment

Year 1: 100
Year 2: 100
Year 3: 100
Year 4: 100

Evaluation

Undergraduate

A	90	-	100
B	80	-	89
C	70	-	79
D	60	-	69
F	<		60

Pass/No Pass

Catalog Description

N/A

Prerequisite(s) Corequisite(s)

N/A

Required course for students in

N/A

000128

Statement of need and justification based on assessment of student learning outcomes

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Textbook(s)

N/A

Learning Objectives

- Students will be able to synthesize and evaluate their experience as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practices they observed while interning. - Students will have a better understanding of their interests, abilities, and values as demonstrated by one of the following activities: participating in site visits with UPIC advisors, reviewing sample application materials, and practicing interview skills.

Topical Outline

On-Campus Internships

Duplication (if applicable)

N/A

Add course requirements for honors courses (if applicable)

N/A

Learning Activities associated with General Education competencies (if applicable)

N/A

Syllabus

Upload File: INT UPIC Syllabus Spring 2016-20150907151015.docx

Description: Syllabus for UPIC Internships

Tracy P. Nelson
Chair, Department Curriculum Committee

000129

9.10.15

Date

W. B. T.
Department Chair

9/9/15

Date

W. B. T.
Chair, College Curriculum Committee

9/9/15

Date

College Dean

Date

Director, Calhoun Honors College

Date

John D. Stiff
Chair, Undergraduate Curriculum Committee

10/2/2015

Date

Chair, Graduate Curriculum Committee

Date

Robert S. Jones
Provost

10/4/2015

Date

President

Date

Add Undergraduate Course

000130

Course Attributes

Subject Abbreviation: INT-Career Ctr Internship Prog **Catalog Title:** UPIC Internship, 2nd Full-time Experience
Course Number: 2502 2520 **Transcript Title:** UPIC Internship 2nd F.T.
Effective Term: Summer 2016 **Cross-reference(s):** N/A
College: Interdisciplinary **Grade Mode:** Pass/No Pass
Department: Michelin Career Center

Additional Fee?

Justification

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Form

User ID: tnunama **Name:** Troy Nunamaker
Date: 09/09/2015 **Number:** 9629

Hours

Fixed Credit Course
 Credit Hrs Contact Hrs

0 320

Variable Credit Course

Credit Hrs Contact Hrs

Min Max Min Max

Rationale for Add Course

- Strengthen Program Requirement(s)
- Alignment of Student Learning Outcomes
- Alternative Delivery of Content
- Improve Time to Degree
- Evolution of the Discipline
- Changing Prerequisites
- Address DWF Rates
- General Education Modifications

Other (Please specify.)

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Schedule Types

- Field Course
- Independent Study
- Internship
- Lab No Fee
- Lab With Fee
- Lecture
- Other
- Seminar
- Studio
- Tutorial

Course Modifier

- Variable Title
- Creative Inquiry
- Repeatable

Projected Enrollment

Year 1: 75
 Year 2: 75
 Year 3: 75
 Year 4: 75

Evaluation

Undergraduate

A	90	-	100
B	80	-	89
C	70	-	79
D	60	-	69
F	<		60

Pass/No Pass

Catalog Description

N/A

Prerequisite(s) Corequisite(s)

Required course for students in

N/A

000131

Statement of need and justification based on assessment of student learning outcomes

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Textbook(s)

N/A

Learning Objectives

- Students will be able to synthesize and evaluate their experience as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practices they observed while interning.
- Students will have a better understanding of their interests, abilities, and values as demonstrated by one of the following activities: participating in site visits with UPIC advisors, reviewing sample application materials, and practicing interview skills.

Topical Outline

On-Campus Internships

Duplication (if applicable)

N/A

Add course requirements for honors courses (if applicable)

N/A

Learning Activities associated with General Education competencies (if applicable)

N/A

Syllabus

Upload File: INT UPIC Syllabus Spring 2016-20150907144524.docx

Description: Syllabus for UPIC Internships

Troy D. Mc

9.10.15

Chair, Department Curriculum Committee

Date

[Signature]

9/9/15

Department Chair

Date

[Signature]

9/9/15

Chair, College Curriculum Committee

Date

College Dean

Date

Director, Calhoun Honors College

Date

John D. Stiff

10/2/2015

Chair, Undergraduate Curriculum Committee

Date

Chair, Graduate Curriculum Committee

Date

Robert S. Jones

10/4/2015

Provost

Date

President

000132 Date

Add Undergraduate Course

000133

Course Attributes

Subject Abbreviation: INT-Career Ctr Internship Prog **Catalog Title:** UPIC Internship, 3rd Full-time Experience
Course Number: 2503 2530 **Transcript Title:** UPIC Internship 3rd F.T.
Effective Term: Summer 2016 **Cross-reference(s):** N/A
College: Interdisciplinary **Grade Mode:** Pass/No Pass
Department: Michelin Career Center

Additional Fee?

Justification

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Form

User ID: tnunama **Name:** Troy Nunamaker
Date: 09/09/2015 **Number:** 9629

Hours

Fixed Credit Course
Credit Hrs Contact Hrs

0 320

Variable Credit Course

Credit Hrs Contact Hrs

Min Max Min Max

Rationale for Add Course

- Strengthen Program Requirement(s)
- Alignment of Student Learning Outcomes
- Alternative Delivery of Content
- Improve Time to Degree
- Evolution of the Discipline
- Changing Prerequisites
- Address DWF Rates
- General Education Modifications
- Other (Please specify.)

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Schedule Types

- Field Course
- Independent Study
- Internship
- Lab No Fee
- Lab With Fee
- Lecture
- Other
- Seminar
- Studio
- Tutorial

Course Modifier

- Variable Title
- Creative Inquiry
- Repeatable

Projected Enrollment

Year 1: 50
Year 2: 50
Year 3: 50
Year 4: 50

Evaluation

Undergraduate
A 90 - 100
B 80 - 89
C 70 - 79
D 60 - 69
F < 60
 Pass/No Pass

Catalog Description

N/A

Prerequisite(s) Corequisite(s)

Required course for students in

N/A

000134

Statement of need and justification based on assessment of student learning outcomes

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Textbook(s)

N/A

Learning Objectives

- Students will be able to synthesize and evaluate their experience as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practices they observed while interning.
- Students will have a better understanding of their interests, abilities, and values as demonstrated by one of the following activities: participating in site visits with UPIC advisors, reviewing sample application materials, and practicing interview skills.

Topical Outline

On-Campus Internships

Duplication (if applicable)

N/A

Add course requirements for honors courses (if applicable)

N/A

Learning Activities associated with General Education competencies (if applicable)

N/A

Syllabus

Upload File: INT UPIC Syllabus Spring 2016-20150907144731.docx

Description: Syllabus for UPIC Internships

Troy D. Ne

9.10.15

Chair, Department Curriculum Committee

Date

[Signature]

9/15

Department Chair

Date

[Signature]

9/15

Chair, College Curriculum Committee

Date

College Dean

Date

Director, Calhoun Honors College

Date

John D. Stiff

10/2/2015

Chair, Undergraduate Curriculum Committee

Date

Chair, Graduate Curriculum Committee

Date

Robert S. Jones

10/4/2015

Provost

Date

President

Date

000135

Add Undergraduate Course

Course Attributes

Subject Abbreviation: INT-Career Ctr Internship Prog
Course Number: 2504 *2540*
Effective Term: Summer 2016
College: Interdisciplinary
Department: Michelin Career Center

Catalog Title: UPIC Internship, 4th+ Full-time Experience
Transcript Title: UPIC Internship 4th+ F.T.
Cross-reference(s): N/A
Grade Mode: Pass/No Pass

000136

Additional Fee?

Justification

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Form

User ID: tnunama **Name:** Troy Nunamaker
Date: 09/09/2015 **Number:** 9629

Hours

Fixed Credit Course
Credit Hrs Contact Hrs

0 320

Variable Credit Course
Credit Hrs Contact Hrs
Min Max Min Max

Rationale for Add Course

- Strengthen Program Requirement(s)
- Alignment of Student Learning Outcomes
- Alternative Delivery of Content
- Improve Time to Degree
- Evolution of the Discipline
- Changing Prerequisites
- Address DWF Rates
- General Education Modifications
- Other (Please specify.)**

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Appling proposed this route for providing distinction and clarification between the courses.

Schedule Types

- Field Course
- Independent Study
- Internship**
- Lab No Fee
- Lab With Fee
- Lecture
- Other
- Seminar
- Studio
- Tutorial

Course Modifier

- Variable Title
- Creative Inquiry
- Repeatable**

Projected Enrollment

Year 1: 25
Year 2: 25
Year 3: 25
Year 4: 25

Evaluation

Undergraduate
A 90 - 100
B 80 - 89
C 70 - 79
D 60 - 69
F < 60
 Pass/No Pass

Catalog Description

N/A

Prerequisite(s) Corequisite(s)

Required course for students in

N/A

000137

Statement of need and justification based on assessment of student learning outcomes

To provide an accurate reflection of internship program completion between off-campus and UPIC students' transcripts, we would like to change the course title for the off-campus courses. We are proposing new course numbers and titles for the UPIC courses. Instructional content, syllabi, and \$200 course fee will remain the same for all courses. Dr. Applng proposed this route for providing distinction and clarification between the courses.

Textbook(s)

N/A

Learning Objectives

- Students will be able to synthesize and evaluate their experience as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practices they observed while interning.
- Students will have a better understanding of their interests, abilities, and values as demonstrated by one of the following activities: participating in site visits with UPIC advisors, reviewing sample application materials, and practicing interview skills.

Topical Outline

On-Campus Internships

Duplication (if applicable)

N/A

Add course requirements for honors courses (if applicable)

N/A

Learning Activities associated with General Education competencies (if applicable)

N/A

Syllabus

Upload File: INT UPIC Syllabus Spring 2016-20150907144836.docx

Description: Syllabus for UPIC Internships

[Handwritten signature]

9.10.15

Chair, Department Curriculum Committee

Date

[Handwritten signature]

9/8/15

Department Chair

Date

[Handwritten signature]

9/8/15

Chair, College Curriculum Committee

Date

College Dean

Date

Director, Calhoun Honors College

Date

[Handwritten signature]

10/2/2015

Chair, Undergraduate Curriculum Committee

Date

Chair, Graduate Curriculum Committee

Date

[Handwritten signature]

10/4/2015

Provost

Date

President

Date

000138



University Professional Internship and Co-op (UPIC) Internship Course - Spring 2016

INT 1501, 1502, 1503, 1504, 2501, 2502, 2503, 2504
Pass/ No Pass course, 0 credit hours

UPIC CONTACTS

Dr. Caren Kelley-Hall
Lisa Robinson, JD
Jenna Tucker
Colleen Lashley
Toni Hedden
Jaime Phipps

CONTACT INFO

caren@clermson.edu
lrobin3@clermson.edu
jennat@clermson.edu
clashle@clermson.edu
tbecker@clermson.edu
jmhipp@g.clemson.edu

REGARDING

INT Instructor/ Site Visits
Orientations/Site Visits
Events/Site Visits
HR/Payroll
HR/ Payroll
Graduate Assistant

Class Meetings:

None Seated Course

Course Description: This course provides the student with a professional internship experience, interacting with staff and faculty in various departments at Clemson University. All on-campus settings are designed to provide meaningful, intentional experiential education opportunities.

Learning Outcomes:

As a result in participating in this course:

- Students will be able to synthesize and evaluate their experiences as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practice they observed while interning.
- Students will have a better understanding of their interests, abilities, and values as demonstrated by one of the following activities, participating in site visits with UPIC advisors, reviewing sample job or graduate school application materials, and practicing interview skills.

Part-time internships require a minimum of 160 hours, while full-time internships require a minimum of 320 hours. All hours must be completed and approved by the end of the semester, on April 29th. The current cost for this course is \$200.

Technology Required: All students are automatically assigned a Clemson University email account and web space upon receiving their user ID and password. Your university email address is USERID@CLEMSON.EDU.

*As a student you should utilize your Clemson email account since all pertinent information from the instructor, UPIC program and university are communicated through this medium.

Expectations:

1 st and 2 nd Rotation Interns	3 rd , 4 th , and 5 th Rotation Interns
<ul style="list-style-type: none"> - Complete a goal/ purpose of internship assignment - Participate in site visits with mentor and UPIC staff member - Website Search Activity (1st rotation) - Self-Awareness Activity (2nd rotation) - Career Research Activity (3rd rotation) - Complete transferable skills identification exercise - Complete reflection / summary paper 	<ul style="list-style-type: none"> - Complete a goal/ purpose of internship assignment - Complete a resume critique (3rd rotation) - Mock interview (4th rotation) - LinkedIn Profile review (5th rotation) - Complete transferable skills identification exercise - Complete reflection / summary paper

**Resume critiques, mock interviews, and a LinkedIn Profile reviews in lieu of a site visits may be done via a scheduled appointment at the Center for Career and Professional Development (CCPD), located on the 3rd floor of the Hendrix Student Center (this meeting should be arranged with your UPIC coordinator).*

Field experience and participation policies: Part-time student interns are required to complete **160 hours** at their internship site; full-time student interns are required to complete **320 hours by April 29th, 2016**. Completion of hours is mandatory, and failure to do so will result in not passing the INT course. Interns must also submit all assignments and participate in site visits/scheduled appointments to pass the INT course and receive corresponding academic notation on their Clemson transcript.

**The last date to withdraw from a course without a W grade is January 20, 2016. This date also serves as the final deadline to be hired as a UPIC intern for the semester and enroll in the correct INT course.*

Academic Integrity Policy

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Students are encouraged to consult with the Disability Services staff early in the semester, preferably prior to the first day of class.

Current documentation of a specific disability from a licensed professional is needed. Additional information or appointments are available from Student Disability Services, 2nd Floor, Academic Success Center, 656-6848. Details on policies and procedures are available at www.clemson.edu/ads.

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On-the-Job Training

All training for UPIC interns should be completed through their internship department directly. As a UPIC intern, you should be considered a new employee of your respective department on campus, and as such should be provided any required training necessary to complete the requirements of the job position to perform work in those areas. This required training can be counted towards internship hours.

Limited UPIC funds are available to reimburse departments for necessary intern training certifications, or professional development registration fees required during the internship. UPIC staff will provide orientation sessions about your participation in the program and requirements associated with the INT class, but they will **NOT** provide any training relating to work tasks or safety on the job. Please contact a UPIC staff member with any questions regarding this policy.

Harassment Policy

Within your internship position, if you see or experience anything that may constitute harassment or ANY inappropriate action that might cause harm to yourself or others, please notify your UPIC instructor or site visit coordinator, or UPIC program director immediately (within 24 hours). We will ensure appropriate corrective action is taken.

After Hours Contact:		
UPIC Director - Troy Nunamaker	tnunama@clemsn.edu	864-722-2033

Please refer to the link below for official Clemson University policies, definitions and more information.

<https://www.clemson.edu/campus-life/campus-services/access/documents/policies/harassment.pdf>

Title IX-Sexual Harassment and Sexual Violence Policy

Clemson University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran's status, genetic information or protected activity (e.g. opposition to prohibit discrimination or participation in any complain process, etc.) in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972. The policy located at: <http://www.clemson.edu/campus-life/campus-services/access/non-discrimination-policy.html>. Jerry Knighton serves as Clemson's Title IX coordinator and he may be reached at knightl@clemson.edu or 656-3181.

UPIC Internship Detailed Information

Internship Hours/Payroll

As a UPIC intern, you should become familiar with your internship site through a minimum of **160 hours (part-time interns) or 320 hours (full-time interns) of on-site work**.

Hours at your internship may not exceed a total of 28 hours per week. During the hours at your site, you should be engaged in meaningful, professional experiences that apply skills from your field of study or interest area. Hours must be complete no later than April 29th.

Discuss these expectations with your mentor before beginning work at your internship site. Students should also have one-on-one meetings with their mentor on a regular basis. Timesheets should be submitted to UPICpay@clemson.edu. You can access the most updated

version of the Employee Time Sheet (Excel) for the semester with this link. Submit your timesheets on the 1st and 16th day of each month, or the next business day if it falls on a weekend. Clemson payday is the 15th and the last business day of the month. Any payroll questions may be directed to UPICpay@clermson.edu. All hours must be completed by the last day of exams.

Assignments

INT course assignments are given to each student at the beginning of the semester, and are also available through Blackboard. These include submitting internship goals, completing a short quiz regarding internship information, and a 1-page executive summary for all interns. Depending on the rotation of internship you are on, you may have other assignments you can find below. Details for each assignment are outlined in the syllabus below.

Goals/ Purpose Summary (All Interns)- Due January 19th by 11:55 pm with quiz

All interns will need to submit a summary of the goals and purpose of their internship. These goals should outline competencies and skills that student and mentor wish to see cultivated over the experience as well as tasks and project descriptions of what the intern will be completing. A helpful framework when setting goals that ensures they are intentional and worthwhile is S.M.A.R.T. goals. Meaning that each goal is specific, measurable, attainable through broken down steps, results-focused, and time-bound.

Initial Quiz (All Interns) – Due January 19th by 11:55 pm

View UPIC INT course powerpoint on blackboard, read the content, make note of important information, complete the quiz questions at the end of the powerpoint and submit a word document with your final answers on Blackboard.

Site Visit (1st and 2nd Rotation Interns) – Scheduled by January 19th, Due by April 29th

First and second rotation interns will receive an in-person site visits conducted by UPIC coordinators, in order to meet with interns and mentors at their place of work. Typically, the visits are scheduled mid-semester, and last approximately 30-45 minutes. The goal of the visit is to tour the department/work site; discover what projects the intern is working on; and make sure that learning outcomes and goals are being met. A UPIC staff member will visit all first rotation students at their internship site. Site visits are especially important for first-rotation interns, but may be scheduled with those who are second rotation and beyond, if time allows and also depending on their unique internship situation.

Website Search Activity (Rotation 1 Interns)- Due by April 29th

Clemson's Center for Career and Professional Development (CCPD) provides services and professional partnerships to empower students as they transition into successful careers. The University Professional Internship/ Co-op Program is simply one entity of the center that

engages students in their career development and experiential learning. With that being said, we would like for all UPIC student interns to gain a better understanding of the other services available to them through our center by completing an online search of the CCPD's website. Please begin your search by visiting career.clemson.edu and follow our instructions for this activity below.

Please answer the following questions.

1. Provide a summary of the service the Michelin Career Center offers.
2. Describe in detail when students can be seen by a career counselor for an appointment or drop-in, and how they would initiate the process of doing so.
3. Under the "Resource" tab of our website, share what "Clemson Joblink" and "Career Shift" are how they can be utilized by our students.
4. By selecting "Resources" at the top of the website's front page go to "O*Net Online" under "Favorite Resources- Student and Family" and briefly outline what O*Net is and how you would utilize this resource.
5. Concisely describe the steps we suggest for how to prepare for the Career Fair. This information can be found by clicking "Programs" -> "Employer Relations" -> "Career Fairs and Events" -> and lastly "Student Information" under the header Clemson University Career Fair.

In addition to answering the questions above, please share one additional point of information you learned during your search of the Center for Career and Professional Development's website.

Self-Awareness Activity (Rotation 2 Interns) –Due by April 29th

Career Development is a lifelong process of managing learning, work, leisure, and transitions in order to move toward a personally determined and evolving preferred future. To achieve this balance found in life satisfaction it is important that we know about ourselves and work to become self-aware. We would like you to complete the **TypeFocus** activity to help you work towards this awareness. The TypeFocus is a tool used to assess your personality based on preferences. This tool will give you insight into:

- What career choices fit with my personality?
- How can I improve my chances for getting a job?
- How can I get along with people better?
- What are my learning style strengths?

After completing the assessment and reading through each section of your results, write a short 1 page reflection of the key pieces of information you will take away from the activity and how you will utilize what you learned when it is time to job search.

Career Research Activity (Rotation 3 Interns)- Due by April 29th

Another important piece of the career development journey is career awareness, which entails being knowledgeable about different career options. Many times we imagine a particular career

based on stereotypes without actual factual knowledge to back up those perspectives for good and for bad. In order to broaden your career awareness we would like for you to research 2 potential careers and provide a brief overview of both. The overview should include:

1. What you learned about the professions
2. How the professions will help you to reach your future goals
3. Ways your personality and values align with the careers.

The Occupational Outlook Handbook or O*NET Online websites are the tools we would like for you to use to conduct your research for this activity. The websites can be found at the addresses listed below.

Occupational Outlook Handbook- <http://www.bls.gov/ooh/>

O*NET Online- <http://www.onetonline.org/>

Mock Interview (4th Rotation Interns)- Due by April 29th

Fourth rotation interns will be required to complete a mock interview with a UPIC coordinator that is utilized to emulate a real interview situations. Preparing and training for interviews can significantly improve an individuals ability to interview well and therefore increase their chances of landing a job making this assignment and very worth while experience.

LinkedIn Review (5th Rotation Interns)- Due by April 29th

Fifth rotation interviews are assigned to complete a LinkedIn Review with a UPIC coordinator. Being that LinkedIn is the world's largest professional network it is important that Clemson students are not only a part of the social media site but representing themselves in the best possible light.

Transferable Skills Identification Exercise (All Interns)- Due by April 29th

At the end of your internship experience meet with your mentor to go over the transferable skills identification worksheet found on blackboard to discuss additional transferable skills acquired during your internship experience.

Executive Summary (All Interns)- Due by April 29th at 11:55 pm

The executive summary is due at the end of the semester. A sample is located at the end of this document. This should be a creative display of what you learned and provide the reader with an overview of your internship. The summary should be uploaded on your LinkedIn account and include details relating to your professional growth during the internship, as well as an explanation of how your internship goals were met. **The summary must include your name, internship title, mentor, and department.** All assignments are to be **electronically submitted through Blackboard**. If you have questions or would like to discuss your ideas, feel free to email Dr. Caren caren@clemson.edu or Jaime Phipps at jmhipp@clemson.edu .

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Final Evaluations (All Interns)- Due by April 29th at 11:55 pm

All interns and mentors are expected to complete a final course evaluation, as part of their professional internship experience. This online evaluation link will be posted in Blackboard and sent via email towards the end of the semester.

<http://studentvoice.com/clemson/upininternsurvey>

Add Undergraduate Course

Course Attributes

Subject Abbreviation: INT-Career Ctr Internship Prog **Catalog Title:** International Internship
Course Number: 3010 **Transcript Title:** International Internship
Effective Term: Summer 2016 **Cross-reference(s):**
College: Interdisciplinary **Grade Mode:** Pass/No Pass
Department: Michelin Career Center

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Additional Fee?

Justification

As with similar study abroad programs, sometimes additional fees are necessary to cover costs such as work authorization process, safe housing options in other countries, and third party provider expenses.

Form

User ID: tnunama **Name:** Troy Nunamaker
Date: 09/09/2015 **Number:** 9714

Hours

Fixed Credit Course
Credit Hrs Contact Hrs

3 185

Variable Credit Course
Credit Hrs Contact Hrs
Min Max Min Max

Rationale for Add Course

- Strengthen Program Requirement(s)
- Alignment of Student Learning Outcomes
- Alternative Delivery of Content
- Improve Time to Degree
- Evolution of the Discipline
- Changing Prerequisites
- Address DWF Rates
- General Education Modifications
- Other (Please specify.)

To provide an academic and university monitored international option for students seeking to intern abroad that develops a global understanding of the workforce while building transferable skills centered and focusing on student development and cultural differences in business settings.

Schedule Types

- Field Course
- Independent Study
- Internship
- Lab No Fee
- Lab With Fee
- Lecture
- Other
- Seminar
- Studio
- Tutorial

Course Modifier

- Variable Title
 - Creative Inquiry
 - Repeatable
- Max Credits: 3

Projected Enrollment

Year 1: 10
 Year 2: 15
 Year 3: 20
 Year 4: 30

Evaluation

Undergraduate

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	< 60

Pass/No Pass

Catalog Description

This is a three-module course providing the student with a pre-departure curriculum, an international internship experience, and a post internship re-acclimation curriculum. All on-campus settings are designed to provide meaningful, intentional career development and cultural awareness development. The international, part-time internships require a minimum of 160 hours.

Required course for students in

N/A

Statement of need and justification based on assessment of student learning outcomes

To provide an academic and university monitored international option for students seeking to intern abroad that develops a global understanding of the workforce while building transferable skills centered and focusing on student development and cultural differences in business settings. In 2014, a Task Force on International Internships comprising of representatives from each of the colleges was assembled to explore developing an international internship course for the University. It was determined by this group that a college level template could not be implemented addressing the academic needs of all the majors. Each major possessed too much variance in curriculum requirements. Instead, it was suggested by the Task Force that one course be implemented that all undergraduate students could choose to participate in regardless of their major.

Textbook(s)

Online content and will be provided by the Center for Career and Professional Development (O*NET, OOH, Strong Interest Inventory, publications/articles, etc.). Articles will also be uploaded on Blackboard for students to access.

Learning Objectives

It is the goal of this course to help guide students' understanding of their global work experience so that they can apply their knowledge to an academic or career focus upon their return. The course has been set up with a pre-departure, experiential education, and an acclimation learning module designed for seamless incorporation into each student's career development framework. Many of the experiential education pieces have been structured to further develop a student's cultural understanding

Topical Outline

Three modules are taught in sequential order during the summer months. The first module in the series (2 weeks) concentrates on international internship pre-departure activities and focuses on helping students explore new paradigms related to their cultural awareness and career development. The second module in the series (8 weeks) occurs abroad and primarily emphasizes the work experience of the internship. Hours will be logged, an essay written, and final evaluations by mentors and students will be completed during this course module. The third module in the series (2 weeks) occurs during the remaining weeks of the summer once students have returned from their international internship experiences. Assignments will focus on how students are readjusting to US culture, reflections on how their cultural discoveries affect their educational activities and career aspirations, and strategies for leveraging the experience during the job search process. Sample job application materials and mock interview exercises – introduced and critiqued by faculty – will be used to support student learning in this last session.

Duplication (if applicable)

N/A

Add course requirements for honors courses (if applicable)

N/A

Learning Activities associated with General Education competencies (if applicable)

N/A

Syllabus

Upload File: InternationalInternshipMasterSyllabus(2.0)-20150908112147.doc

Description: International Internship Syllabus

9.10.15

[Signature]

Chair, Department Curriculum Committee

Date

[Signature]

9/2/15

Department Chair

Date

[Signature]

9/2/15

Chair, College Curriculum Committee

Date

College Dean

Date

Director, Calhoun Honors College

Date

[Signature]

10/2/2015

Chair, Undergraduate Curriculum Committee

Date

Chair, Graduate Curriculum Committee

Date

[Signature]

10/4/2015

Provost

Date

President

000149 Date

Course Expectations: Interns will complete various assignments over the 12-week period. Class schedules and assignment deadlines are outlined on the calendars below. Due to the nature of this course, participation is determined through your active communication in the course. Students should expect to spend at least 9 hours each week completing course activities, participating in online discussions, and otherwise interacting with the instructor, classmates, and course content. It is expected that students will log into the course site and check Clemson email at least three times a week. Participation is vital to your success in this course.

Course Methodology: Three modules are taught in sequential order during the summer months. The first module in the series (2 weeks) concentrates on international internship pre-departure activities and focuses on helping students explore new paradigms related to their cultural awareness and career development. The second module in the series (8 weeks) occurs abroad and primarily emphasizes the work experience of the internship. Hours will be logged, an essay written, and final evaluations by mentors and students will be completed during this course module. The third module in the series (2 weeks) occurs during the remaining weeks of the summer once students have returned from their international internship experiences. Assignments will focus on how students are readjusting to US culture, reflections on how their cultural discoveries affect their educational activities and career aspirations, and strategies for leveraging the experience during the job search process. Sample job application materials and mock interview exercises – introduced and critiqued by faculty – will be used to support student learning in this last session.

Class Participation/Completion of 160 Site Hours	50 points
Final Evaluations	30 points
<u>Homework Assignments</u>	<u>20 points</u>
Total Points	100 points

INT 3010 is considered to be a “Pass/No Pass” course. Failure to score at least 80 points will result in the issue of “No Pass” on the transcripts.

Module 1 - Pre-departure And Career Course Agenda: INT course assignments will be emailed to students at the beginning of the semester, and are also available via Blackboard. All assignments are to be emailed to the instructor or electronically submitted through Blackboard and Blackboard discussion boards.

Date	Topic	Homework/Assignments Due
Week 1	Introduction To Course	
Week 1	Articulating goals	Outline of students’ expectations of job placement and cultural acceptance.
Week 1	Strong Interest Inventory (SII) Presentation	Strong Interest Inventory (SII) Values & Skills Inventories
Week 1	Anticipating cultural challenges	Students will study the iceberg analogy of culture and consider aspects of American culture and how it can be perceived in their host countries.
Week 1	Super’s Life & Career Rainbow	Explore O*NET & OOH handout on top 5 career

	Intro To OOH, O*NET, And <i>Connect Majors to Careers</i> Website	possibilities. Identify top 2 careers to present to class.
Week 2	Benefits of Intercultural Competence	Find a Youtube video of locals in host country, discuss use of language, body language.
Week 2	Health and Safety	Student presentations on top 2 careers.
Week 2	Benefits of Intercultural Competence	Complete a culture mapping activity, and review a list of skills that can be enhanced through study abroad.
Week 2	Student Presentations	Film a 2 minute video about the “future you” (post internship experience) regarding hopes and concerns about the experience.
Week 2	Departure Activities	

- Module 1 Learning Outcomes:

- Students will be able to apply their knowledge of local business acumen as evidenced by arranging a list of top professional setting attributes they researched as being different in the host country.
- Students will be able to comprehend local culture in the host country as evidenced by describing behaviors and safety precautions that are different than that of the U.S.
- Students will be able to effectively apply their Strong Interest Inventory results as evidenced by listing their Holland’s Code (career personality type) and at least 2 careers that they might pursue because of that code.

Module 2 - Field experience and participation policies: Part-time student interns are required to complete **160** hours at their internship site. Failure to complete requisite hours will result in a “No Pass” for the course. During these hours, you should be engaged in meaningful, professional experiences that apply skills from your field of study or interest area. Discuss these expectations with your mentor before beginning work at your internship site. Students should also have one-on-one meetings with their mentors on a regular basis.

Week	Approximate Hours & Homework Assignments Due	Hours Worked For the Week	Total Hours
Week 1	20 hours/week		
Week 2	20 hours/week, signed student learning contract (20 points)		
Week 3	20 hours/week		
Week 4	20 hours/week		
Week 5	20 hours/week		
Week 6	20 hours/week		
Week 7	20 hours/week		
Week 8	20 hours/week, student & mentor final evaluation (30 points)		
Total	Minimum total completed hours = 160 (50 points)		

Interns must also submit all assignments and participate in all site visits/scheduled appointments to pass the INT course. All interns and mentors are expected to complete a final course evaluation as part of the professional internship experience. The link to this online evaluation will be posted in Blackboard and sent via email towards the end of the term.

Halfway through the internship, students will submit two cultural analysis papers. One will address social interactions of the host culture, while the other will address workplace interactions of the host culture. Items for students to focus on when writing these papers include: What kinds of topics do the group(s) discuss? Are there cultural references which make you feel like an outsider? Why? Note how the group(s) budget time – what differences have you noted compared to a typical US social/work setting? Do you feel impatient, rushed, or neither? Why? With respect to communication, do people interrupt or do they usually wait for the speaker to finish their statement? What other differences or similarities do you notice in how your host culture interacts in a social and/or work setting? Is the language more formal in a work setting? Are differences you noticed specific to certain people, the company for which you worked, or the culture of the host country?

- Module 2 Learning Outcomes:

- As a result of this internship, students will be able to synthesize and evaluate their experience as evidenced by constructing their thoughts on the internship, supporting their opinions with examples, and assessing the effectiveness of the cultural and business practices they observed while abroad.

Module 3 - Readjustment and Career Preparation Agenda: INT course assignments will be emailed to each student at the beginning of the semester, and are also available through Blackboard. All assignments are to be emailed to the instructor or electronically submitted through Blackboard and Blackboard discussion boards.

Date	Topic	Homework
Week 1	Introduction to Course Regroup on Experiences	1-2 page reflection paper on international experience.
Week 1	Re-Entry into the US	List the ways you have changed your worldview, behavior, feelings, etc. How have your friends and family responded to these changes? How do you feel since returning – have you had any specific challenges?
Week 1	LinkedIn, GoingGlobal, & Skills Employers Seek	
Week 1	Transferable Intercultural Skills	Take 5 skills from the list provided to you and describe how you have developed or improved through the international experience.
Week 1	Incorporating International Experiences Into the Resume & Cover Letter	LinkedIn profile due.
Week 2	Intercultural Challenges	Describe 3 instances in your internship abroad in which you developed one of the <i>Skills Employers Seek</i> provided to you.
Week 2	Finding International & Domestic Full-time Jobs	Resume and cover letter due.
Week 2	Culture in the Workplace	Reflect on international experience and how it has informed your personal and professional growth. STAR method for discussing internship abroad in interviews.
Week 2	Interviewing & Mock Interviews	Provide a list of 3 positions students would be interested

		in applying to now and 2 positions they'd be eligible for in 3-5 years.
Week 2	Final Exam (20 multiple choice and 10 fill in the blank questions)	Conduct Interview through Simplicity Interviewing Kiosk.

- Module 3 Learning Outcomes:

- Students will be able analyze differences in the job search culture and international business protocol as evidenced by constructing 2 cover letters and 2 resumes. One set of documents will be targeted specifically to the US workforce while the other will be targeted specifically to the host county workforce.
- Students will be able to synthesize their international work experience as evidenced by composing a written summary of the time abroad and comparing via discussion boards their personal experiences to those of other classmates.
- Students will be able to demonstrate an understanding of uses for international job search programs like LinkedIn and GoingGlobal as evidenced by discussing the benefits, differences, and risks associated with the programs.
- Students will know how to leverage their skills gained while abroad to an employer as evidenced by identifying top skills that employers look for and describing via the S.T.A.R. interview method (Situation, Task/Trouble, Action, Result) how to they've secured those skills through their international experience.

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After Hours Contact: Troy Nunamaker
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tnunama@clemsom.edu

864-722-2033

Please refer to the link below for official Clemson University policies, definitions and more information.

<https://www.clemson.edu/campus-life/campus-services/access/documents/policies/harassment.pdf>