### Term Information

<table>
<thead>
<tr>
<th>Effective Term</th>
<th>Autumn 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Value</td>
<td>Summer 2012</td>
</tr>
</tbody>
</table>

### Course Change Information

**What change is being proposed? (If more than one, what changes are being proposed?)**

Allow the course to be repeatable. Students are taking the course in two semesters (generally 5+5) or 10 hours in one semester to meet the 10 hours required for the Early and Middle Childhood Studies major.

**What is the rationale for the proposed change(s)?**

In semester conversion it was intended that this would be a capstone experience, but as students are completing the program as 5+5 in two consecutive semesters or 10 credit hours in one term.

**What are the programmatic implications of the proposed change(s)?**

*(e.g. program requirements to be added or removed, changes to be made in available resources, effect on other programs that use the course)*

The time at the internship location is the same, but allows for a longer internship experience and easier internship and course scheduling for students in the Early and Middle Childhood Studies major.

**Is approval of the request contingent upon the approval of other course or curricular program request?** No

**Is this a request to withdraw the course?** No

### General Information

<table>
<thead>
<tr>
<th>Course Bulletin Listing/Subject Area</th>
<th>Education: Teaching &amp; Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Unit/Academic Org</td>
<td>School of Teaching &amp; Learning - D1275</td>
</tr>
<tr>
<td>College/Academic Group</td>
<td>Education &amp; Human Ecology</td>
</tr>
<tr>
<td>Level/Career</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Course Number/Catalog</td>
<td>4191</td>
</tr>
<tr>
<td>Course Title</td>
<td>Internship</td>
</tr>
<tr>
<td>Transcript Abbreviation</td>
<td>Internship</td>
</tr>
<tr>
<td>Course Description</td>
<td>Internship in an educational or community setting.</td>
</tr>
<tr>
<td>Semester Credit Hours/Units</td>
<td>Variable: Min 1 Max 15</td>
</tr>
</tbody>
</table>

### Offering Information

<table>
<thead>
<tr>
<th>Length Of Course</th>
<th>14 Week, 7 Week, 4 Week (May Session), 12 Week (May + Summer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flexibly Scheduled Course</td>
<td>Never</td>
</tr>
<tr>
<td>Does any section of this course have a distance education component?</td>
<td>No</td>
</tr>
<tr>
<td>Grading Basis</td>
<td>Letter Grade</td>
</tr>
<tr>
<td>Repeatable</td>
<td>Yes</td>
</tr>
<tr>
<td>Previous Value</td>
<td>No</td>
</tr>
<tr>
<td>Allow Multiple Enrollments in Term</td>
<td>Yes</td>
</tr>
<tr>
<td>Max Credit Hours/Units Allowed</td>
<td>15</td>
</tr>
<tr>
<td>Max Completions Allowed</td>
<td>15</td>
</tr>
<tr>
<td>Course Components</td>
<td>Clinical</td>
</tr>
<tr>
<td>Grade Roster Component</td>
<td>Clinical</td>
</tr>
<tr>
<td>Credit Available by Exam</td>
<td>No</td>
</tr>
</tbody>
</table>
Admission Condition Course: No
Off Campus: Never
Campus of Offering: Columbus, Lima, Mansfield, Marion, Newark

Prerequisites and Exclusions

Prerequisites/Corequisites: Prereq: Permission of instructor.
Exclusions:

Cross-Listings

Subject/CIP Code

Subject/CIP Code: 13.0101
Subsidy Level: Baccalaureate Course
Intended Rank: Senior

Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors

Course Details

Course goals or learning objectives/outcomes: This course provides students the opportunity to connect academic studies to educational issues of community. Students and their advisors will design the outcomes to be achieved as a result of the internship experience.

Previous Value

Content Topic List: Supervised internship in an educational or community setting

Attachments

Teaching_and_Learning_4191.docx: sample syllabus
(Syllabus. Owner: Odum,Sarah A.)

Comments

Workflow Information

<table>
<thead>
<tr>
<th>Status</th>
<th>User(s)</th>
<th>Date/Time</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Odum,Sarah A.</td>
<td>04/22/2014 11:17 AM</td>
<td>Submitted for Approval</td>
</tr>
<tr>
<td>Approved</td>
<td>Mercerhill,Jessica Leigh</td>
<td>04/22/2014 12:55 PM</td>
<td>Unit Approval</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>Achterberg,Cheyrl L Warnick,Bryan R. Odum,Sarah A. Zircher,Andrew Paul</td>
<td>04/22/2014 12:55 PM</td>
<td>College Approval</td>
</tr>
</tbody>
</table>
Accommodation of students with disabilities
Students who wish to have an accommodation for disability are responsible for contacting
the professor and TA as soon as possible. The Office for Disability Services (150 Pomerene
Hall; 292-3307; 292-0901 TDD) verifies the need for accommodations and assists in the
development of accommodation strategies.

Course Description
This is a one-semester internship course that offers undergraduate students the
opportunity to work with organizations off campus. The course operates in multiple
formats, depending on the internship site, but will include:
• 13-14 weeks of internship experience (1 credit hour = 3 hours of work per week at
  the internship site)
• 3 face to face class meetings with the instructor
• Written weekly journals
• A final written report

Course Goals
This course provides students the opportunity to connect academic studies to educational
issues of community. Students and their advisors will design the outcomes to be achieved as
a result of the internship experience.

Assignments
1A. Internship Experience
Students will work 3 hours per week for each credit hour the student has signed up for. Job
activities vary by site but are detailed in an internship contract that the student, the
instructor, and the site supervisor complete prior to the beginning of the internship quarter.

B. Student/Instructor meetings
The student and instructor will meet three (3) times during the quarter.
1. The first meeting (week 1) will provide an orientation for the internship.
2. At the second meeting (mid-quarter, week 6) the instructor and student will discuss the
  internship experience. Adjustments and/or suggestions about improving the internship
  experience will be discussed. Preparation for the final report will also be discussed.
3. At the last meeting, the student will turn in the final report and will discuss the overall
  internship experience with the instructor. The student will also turn in his/her self-
  assessment at this final meeting.

C. Written Weekly Journal/Carmen/Blogpost Entries
Students are required to submit one reflective journal entry per week. The instructor will
provide a prompt for the writing each week.
Guidelines for Journal Entries
• Journal entries are intended to serve as a vehicle through which you can reflect on your
  internship experience with regards to your professional, personal, and academic
  development.
• Journal entries are also intended to inform the instructor about your internship work
  experience and will be used as a component of your internship evaluation.
• Journal entries will be treated with full confidentiality and will only be read by your instructor or others for whom you give permission.
• Instructor may provide a weekly journal prompt; however, your journal entry should also include a brief description of your weekly activities, what you have learned from this work and how it relates to readings and class discussions, and highlights/comments/concerns you may want to share.
• Each entry should be about 500-1000 words and sent to your instructor by the end of your work week, but no later than on Fridays by 5:00 p.m.

D. Final Report
By the final exam date assigned for the course meeting times, each student will complete a 1000-1500 word critical research paper that combines reflection of the internship experience with a larger contextual discussion of the role of nonprofits and/or the mission of the specific internship site.

Grading
Internship Evaluation  50%
The agency mentor, the instructor, and the student will each provide an evaluation of the internship performance. The student, the instructor and the agency mentor should complete the evaluation form (attached) at the end of the quarter. The agency mentor may give feedback to the instructor in a phone conversation instead of completing the form (the agency mentor chooses whichever method—phone or written form—is most convenient). The student’s self-assessment and the agency mentor’s evaluation will be used by the instructor to complete the final internship performance evaluation. In other words, the agency mentor’s evaluation and the student’s self-assessment are to be used as guides for assigning the final performance evaluation grade.

Journal Entries & Participation  25%
Final Report  25%

Academic Integrity
It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct (http://studentaffairs.osu.edu/info_for_students/csc.asp).