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OFFICE OF THE
SENATE COUNCIL

1. General Information

1a. Submitted by the College of: COMMUNICATION AND INFORMATION

Date Submitted: 9/30/2014

1b. Department/Division: College of Communication and Information

1c. Contact Person

Name: Beth Barnes

Email: bbarnes@email.uky.edu

Phone: 257-4275

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: CIS 499

2c. Full Title: International Internship

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

PRACTICUM: 3

2g. Grading System: Pass/Fail

2h. Number of credit hours: 3

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: Qualified students enter the professional sector to refine skills and knowledge. Supervised internships in an international location approved by the College allow placements in industry, government, the media, communication agencies, etc. International internship credit will only be given for sites/programs approved by Education Abroad at UK. Pass/Fail only.

2k. Prerequisites, if any: Admission to upper-division in one of the undergraduate majors in the College of Communication and Information (COM, ICT, ISC, JOU or MAS), fulfillment of internship prerequisites for the specific major (for COM 399, JAT 399 or ICT 399), and approval of the College's executive director for international studies.

2l. Supplementary Teaching Component: Community-Based Experience

3. Will this course taught off campus? Yes

If YES, enter the off campus address: Various international internship locations under the purview of UK Education Abroad.

4. Frequency of Course Offering: Summer,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 10

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: Yes

Will it be of interest to a significant number of students outside the degree pgm?: No

If Yes, explain:

8. Check the category most applicable to this course: Traditional – Offered in Corresponding Departments at Universities Elsewhere,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: No

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: No

If YES, list affected programs:

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached: Yes

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|BIV222|Bobi Ivanov|CIS 499 NEW Dept Review|20141015

SIGNATURE|MSBEAC2|Megan B Sizemore|CIS 499 NEW College Review|20141015

SIGNATURE|JMETT2|Joanie Ett-Mims|CIS 499 NEW Undergrad Council Review|20150414

New Course Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

Generate R

Open in full window to print or save

Attachments:

Upload File

| | ID | Attachment |
|--------|------|--|
| Delete | 3783 | CIS 499 International Internship Syllabus.docx |
| Delete | 3784 | CIS 499 International Internship Contract.doc |
| Delete | 3985 | CIS 499 UGC Review Checklist.docx |

(*denotes required fields)

1. General Information

- a. * Submitted by the College of: Submission Date:
- b. * Department/Division:
- c.
 - * Contact Person Name: Email: Phone:
 - * Responsible Faculty ID (if different from Contact): Email: Phone:
- d. * Requested Effective Date: Semester following approval OR Specific Term/Year
- e. Should this course be a UK Core Course? Yes No
 If YES, check the areas that apply:
 - Inquiry - Arts & Creativity Composition & Communications - II
 - Inquiry - Humanities Quantitative Foundations
 - Inquiry - Nat/Math/Phys Sci Statistical Inferential Reasoning
 - Inquiry - Social Sciences U.S. Citizenship, Community, Diversity
 - Composition & Communications - I Global Dynamics

2. Designation and Description of Proposed Course.

- a. * Will this course also be offered through Distance Learning? Yes No
- b. * Prefix and Number:
- c. * Full Title:
- d. Transcript Title (if full title is more than 40 characters):
- e. To be Cross-Listed ² with (Prefix and Number):
- f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours³ for each meeting pattern type.

| | | | |
|---------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Laboratory ¹ | <input type="checkbox"/> Recitation | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> Indep. Study | <input type="checkbox"/> Clinical | <input type="checkbox"/> Colloquium | <input type="text" value="3"/> Practicum |
| <input type="checkbox"/> Research | <input type="checkbox"/> Residency | <input type="checkbox"/> Seminar | <input type="checkbox"/> Studio |
| <input type="checkbox"/> Other | If Other, Please explain: <input type="text"/> | | |
- g. * Identify a grading system:
 - Letter (A, B, C, etc.)
 - Pass/Fail
 - Medicine Numeric Grade (Non-medical students will receive a letter grade)
 - Graduate School Grade Scale
- h. * Number of credits:
- i. * Is this course repeatable for additional credit? Yes No
 If YES: Maximum number of credit hours:
 If YES: Will this course allow multiple registrations during the same semester? Yes No

j. * Course Description for Bulletin:

Qualified students enter the professional sector to refine skills and knowledge. Supervised internships in an international location approved by the College allow placements in industry, government, the media, communication agencies, etc. International internship credit will only be given for sites/programs approved by Education Abroad at UK. Pass/Fail only.

k. Prerequisites, if any:

Admission to upper-division in one of the undergraduate majors in the College of Communication and Information (COM, ICT, ISC, JOU or MAS), fulfillment of internship prerequisites for the specific major (for COM 399, JAT 399 or ICT 399), and approval of the College's executive director for international studies.

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both3. * Will this course be taught off campus? Yes No

If YES, enter the off campus address: Various international internship locations under the purview of UK Education Abroad.

4. Frequency of Course Offering.

a. * Course will be offered (check all that apply): Fall Spring Summer Winter

b. * Will the course be offered every year? Yes No

If No, explain:

5. * Are facilities and personnel necessary for the proposed new course available? Yes No

If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected? 10

7. Anticipated Student Demand.

a. * Will this course serve students primarily within the degree program? Yes No

b. * Will it be of interest to a significant number of students outside the degree pgm? Yes No

If YES, explain:

8. * Check the category most applicable to this course:

Traditional – Offered in Corresponding Departments at Universities Elsewhere

Relatively New – Now Being Widely Established

Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

a. * Is this course part of a proposed new program? Yes No

If YES, name the proposed new program:

b. * Will this course be a new requirement⁵ for ANY program? Yes No

If YES⁵, list affected programs::

10. Information to be Placed on Syllabus.

a. * Is the course 400G or 500? Yes No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) identify additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

b. * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable 10.a above) are attached.

⁵ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
⁶ The chair of the cross-listing department must sign off on the Signature Routing Log.

- ▣ In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, require two hours per week for a semester for one credit hour. (from SR 5.2.1)
- ▣ You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.
- ▣ In order to change a program, a program change form must also be submitted.

Rev 8/09

University of Kentucky
College of Communication and Information
CIS 499 International Internship Contract

Note: Completed contract is to be signed by the student and either the international internship program on-site director or the student's supervisor at the internship site and then scanned in and emailed to bbarnes@email.uky.edu.

Student Name:

UK ID:

E-mail:

Internship Host Company:

Location:

Supervisor name:

Supervisor title:

Supervisor e-mail:

Internship beginning date:

Internship completion date:

Work schedule:

Hours/Week:

Please be as specific as possible on the following:

Learning Objectives:

- 1.
- 2.
- 3.
- 4.

Specific duties/tasks:

- 1.
- 2.
- 3.
- 4.

Tangible outcomes of internships (professional skills or competencies acquired, professional portfolio pieces to be created if applicable, etc.)

- 1.
- 2.
- 3.
- 4.

Student signature

Host company supervisor signature

CIS 499
International Internship

| | | |
|------------------------|--|--|
| Instructor: | Dr. Beth E. Barnes | |
| Office Address: | 120 Grehan Building | |
| Email: | bbarnes@email.uky.edu | |
| Office Phone: | 859-257-4275 | |
| | | |
| Office hours: | By appointment | |

Course Description:

Qualified students enter the professional sector to refine skills and knowledge. Supervised internships in an international location approved by the College allow placements in industry, government, the media, communication agencies, etc. International internship credit will only be given for sites/programs approved by Education Abroad at UK. Pass/Fail only.

Prerequisites:

Admission to upper-division in one of the undergraduate majors in the College of Communication and Information, fulfillment of internship prerequisites for the specific major, and approval of the College's executive director for international studies.

Student Learning Outcomes:

After completing this course, the student will be able to:

1. Understand and be able to apply communication workplace skills in a non-U.S. working environment
2. Discuss how cultural factors influence working practices in a non-U.S. workplace
3. Demonstrate the skills needed to work in a specific communication-related professional setting.
4. Compare and contrast U.S. and non-U.S. workplace practices.

Required Materials:

The student will need to create an online blog. Recommended free blogging sites are WordPress (wordpress.com), Blogger (www.blogger.com) or Tumblr (www.tumblr.com); however, students are free to use a site of their choosing.

Description of Course Activities and Assignments

The College of Communication and Information permits students to receive three credits for an internship done outside the U.S. that meets the requirements outlined below. The international internship is in addition to a domestic internship that may be required by the student's major; the international

internship does not replace a required domestic internship. Only one, three credit international internship may be counted toward credits needed for graduation.

To qualify for CIS 499 credit, the international internship must be done through one of the internship programs approved by UK Education Abroad. The current list of approved internship programs may be found by going to the Education Abroad web site (<http://www.uky.edu/international/educationabroad>), choosing the "Students" tab, then "Program Search." From the "Program Search" page, select "Intern Abroad" as the experience type and then click the Search button.

The assignments listed below are in addition to any requirements of the sponsoring internship program; in cases where any of the assignments listed below duplicate requirements of the sponsoring program, it is acceptable for the student to submit the same material to both the international sponsoring program and the UK supervisor.

To be enrolled in CIS 499 the student must complete the online International Internship Learning Contract found under the International tab on the college's web site (URL here). Once the learning contract is approved by the UK supervisor, the student will be placed in CIS 499. **NOTE:** A minimum of 150 hours of work at the internship site is required to receive credit for CIS 499. In addition to the assignments outlined below, the student must email a summary of hours worked to the UK supervisor on a biweekly basis.

Course Assignments

CIS 499 is a Pass/Fail course. In order to receive a grade of Pass, the student must complete all of the following assignments.

-- Weekly blog post. At least once a week during the internship, the student must post to his/her blog a summary of his/her activities for the week and what he/she learned from those activities as it relates to the student's major. The posts should give particular attention to learning that helped increase the student's understanding of the culture of the host country and/or host internship site. When possible, the student should attach examples of work completed. (Assuming such work is not proprietary, that is, that posting the examples would not violate policies of the host internship site.)

-- Mid-internship blog post. After the student has completed 75 hours at the internship, the student must post to his/her blog a reflective entry on the half-way point. What overall lessons have been learned? How has the internship experience contributed to the student's understanding of his/her major? What has been most surprising about the internship experience so far? For students who have already completed a domestic internship, this would be a good opportunity to compare and contrast the domestic internship experience and the international internship experience.

-- End of internship blog post. At the completion of the internship, the student

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| <p>must post to his/her blog another reflective entry looking back over the entire internship experience. This post should include a summary of the student's activities at the internship site, lessons learned, how the internship has furthered the student's understanding of his/her major, how it has affected the student's interest in a career in the field, and what it was like to work at the internship site.</p> | |
| <p>-- PowerPoint presentation. To be submitted via email after the end of internship blog post has been completed. The PPT should be four slides providing an overview of where the student did the internship, work done, and highlights of the internship. These presentations will be archived on the College's web site to serve as a resource for future students considering an international internship.</p> <p>Slide 1: Student's name, international internship program name, city and country of internship, name of organization</p> <p>Slide 2: Overview of the organization, including type of business, customer base, and any other information to help others understand what this organization does</p> <p>Slide 3: Sample activities the student participated in during the internship</p> <p>Slide 4: Summary of positive and negative aspects of the internship</p> | |
| <p>Course Grading</p> <p>As noted above, CIS 499 is a Pass/Fail course. Students who complete all of the required assignments will receive a passing grade. Failure to complete the assignments will result in a failing grade.</p> | |
| <p>Mid-term Grade (for 100-400 level courses, and for undergraduates in 500 level courses)</p> <p>Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (http://www.uky.edu/Registrar/AcademicCalendar.htm)</p> | |
| <p>Course Policies:</p> | |
| <p>Submission of Assignments:</p> <p>All assignments are to be submitted electronically, either via the student's blog or by email to bbarnes@email.uky.edu. The student must email the URL for the blog to the UK supervisor no later than the end of the first week of the internship. The final blog post and PPT are due no later than the last day of the final exam period for the term in which the student is registered for CIS 499.</p> | |
| <p>Attendance Policy.</p> <p>As noted earlier, the student must work a minimum of 150 hours at the internship site in order to receive credit for CIS 499. The student must email a summary of hours worked to the UK supervisor every other week; the supervisor may also consult with either the internship site supervisor or the supervisor of the international internship program in which the student is participating in order to verify hours. The actual working days/hours for the internship will be determined by the internship site in consultation with the student.</p> | |

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| | Hour shortfall |
| | <p>In the event that the student is not able to complete 150 hours at the internship site due to illness, a family emergency, or events in the host country that necessitate the evacuation of non-citizens, the UK supervisor will work with the student to withdraw from CIS 499 rather than assign a failing grade.</p> <p>Should the student have to be assigned to a new internship site during the course of the international internship program due to any issues at the initial site, the hours worked at the first site will count toward the 150 required hours as long as the director of the international internship program in which the student is participating verifies that the change in placement was due to issues outside the student's control. If the change in site was due to poor performance by the student at the initial placement site, then the count of hours will begin from zero at the new placement site.</p> |
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| | Academic Integrity |
| | <p>Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.</p> <p>Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: http://www.uky.edu/Ombud. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.</p> <p>Part II of <i>Student Rights and Responsibilities</i> (available online http://www.uky.edu/StudentAffairs/Code/part2.html) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.</p> <p>When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without</p> |

General Course Information

- Full and accurate title of the course
- Departmental and college prefix
- Course prefix, number and section number
- Scheduled meeting day(s), time and place

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

- Instructor name
- Contact information for teaching/graduate assistant, etc.
- Preferred method for reaching instructor
- Office phone number
- Office address
- UK email address
- Times of regularly scheduled office hours and if prior appointment is required

Course Description

- Reasonably detailed overview of the course
- Student learning outcomes
- Course goals/objectives
- Required materials (textbook, lab materials, etc.)
- Outline of the content, which must conform to the Bulletin description
- Summary description of the components that contribute to the determination of course grade
- Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s)
- Final examination information: date, time, duration and location
- For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for undergraduate students
- For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for graduate students. (Graduate students cannot receive a "D" grade.)
- Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.)
- Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus
- Policy on academic accommodations due to disability. Standard language is below:
 If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Course Policies

- Attendance
- Excused absences
- Make-up opportunities
- Verification of absences
- Submission of assignments
- Academic integrity, cheating & plagiarism
- Classroom behavior, decorum and civility
- Professional preparations
- Group work & student collaboration

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| <p>UGE Review (11/6/14)</p> <p>- Ready for review. Many of the policies do not apply or are very different than normal due to the nature of this course (internship).</p> |
| <p>Committee Review ()</p> <p>Comments</p> |