

1. General Information

1a. Submitted by the College of: ARTS & SCIENCES

Date Submitted: 9/30/2014

1b. Department/Division: English

1c. Contact Person

Name: Pearl James

Email: pearl.james@uky.edu

Phone: 257-6978

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Specific Term/Year¹ Spring 2015

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: Eng 399

2c. Full Title: Internship in English-related work experience

2d. Transcript Title: Internship-Work in English

2e. Cross-listing:

2f. Meeting Patterns

PRACTICUM: 1-3

2g. Grading System: Pass/Fail

2h. Number of credit hours: 1-3

2i. Is this course repeatable for additional credit? Yes

If Yes: Maximum number of credit hours: 6

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

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SENATE COUNCIL

2j. Course Description for Bulletin: The Department of English internship is available for qualified students to receive academic credit toward the Bachelor of Arts or Bachelor of Science in English through applied and practical experience with a variety of private and public entities, including but not limited to the University Press of Kentucky. The student will identify a field-, community-based, practical or applied educational experience and locate a sponsor to host their internship, which will be supervised by both a responsible person on site and by an English Dept. faculty member. The internship will provide supervised professional experience in public and private sector positions and is intended to introduce students to the skills and working environments of careers for graduates of the English Dept. Students should consult with an English faculty member in advance of registering for this class. A learning contract must be completed by the student, the faculty supervisor, and the on-site internship supervisor, then filed with the English Dept.'s Director of Undergraduate Studies (DUS) in order to receive credit for this course. Credits: 1-3 credit hours, depending on the time required and nature of the internship. Approximately 10 hours a week of internship work equals three credit hours. At midterm, the faculty and on-site supervisors will communicate about the student's progress so that the faculty member can submit a midterm grade. English 399 will be graded only on a pass-fail basis. Repeatable for a total of up to 6 credit hours.

2k. Prerequisites, if any: To be eligible for the internship, students must (1) be sophomores, juniors or seniors, and (2) have completed both parts of the CCR/composition and communication requirement.

2l. Supplementary Teaching Component: Community-Based Experience

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Winter,

Will the course be offered every year?: Yes

If No, explain:

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

If No, explain: Students have been getting EXP credit for doing internships with the University Press of Kentucky, the Carnegie Center, various news outlets, and so on already under the supervision of ENG faculty.

6. What enrollment (per section per semester) may reasonably be expected?: 5

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?: Yes

If Yes, explain: Students who may not be English majors may still want to gain internship credit for a job that relates to our disciplinary foci of reading, research, writing or the teaching of English.

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

If No, explain: Students have been getting EXP credit for doing internships with the University Press of Kentucky, the Carnegie Center, various news outlets, and so on already under the supervision of ENG faculty.

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|JACLYM3|Jeffory A Clymer|Eng 399 NEW Dept Review|20140930

SIGNATURE|ACSI222|Anna C Harmon|Eng 399 NEW College Review|20141103

SIGNATURE|ACSI222|Anna C Harmon|Eng 399 NEW College Review|20141103

SIGNATURE|JACLYM3|Jeffory A Clymer|Eng 399 ZCOURSE_NEW Approval Returned to Dept|20141103

SIGNATURE|JMETT2|Joanie Ett-Mims|Eng 399 NEW Undergrad Council Review|20141210

Courses	Request Tracking
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New Course Form

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

Open in full window to print or save

Generate F

Attachments:

		<input type="button" value="Browse..."/>	Upload File
	ID	Attachment	
Delete	3782	Eng 399 sample contract.docx	
Delete	4088	ENG 399 UGC Review Checklist.docx	
Delete	4178	ENG 399 -syallabus 12-8-2014-3.docx	
		<input type="button" value="First"/> 1 <input type="button" value="Last"/>	

Select saved project to retrieve...

Get New

(*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 ¹
- 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 ⁴ 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 hours² 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="checkbox"/> 1-3 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:

The Department of English internship is available for qualified students to receive academic credit toward the Bachelor of Arts or Bachelor of Science in English through applied and practical experience with a variety of private and public entities, including but not limited to the University Press of Kentucky. The student will identify a field-, community-based, practical or applied educational experience and locate a sponsor to host their internship, which will be supervised by both a responsible person on site and by an English Dept. faculty member. The internship will provide supervised professional experience in public and private sector positions and is intended to introduce students to the skills and working environments of careers for graduates of the English Dept. Students should consult with an English faculty member in advance of registering for this class. A learning contract must be completed by the student, the faculty supervisor, and the on-site internship supervisor, then filed with the English Dept.'s Director of Undergraduate Studies (DUS) in order to receive

k. Prerequisites, if any:

To be eligible for the internship, students must (1) be sophomores, juniors or seniors, and (2) have completed both parts of the CCR/composition and communication requirement.

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: _____

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:

Students have been getting EXP credit for doing internships with the University Press of Kentucky, the Carnegie Center, various news outlets, and so on already under the supervision of ENG faculty.

6. * What enrollment (per section per semester) may reasonably be expected? 5

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:

Students who may not be English majors may still want to gain internship credit for a job that relates to our disciplinary foci of reading, research, writing or the teaching of English.

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 requirement ²for ANY program? Yes No

If YES ², 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) ident 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 appl 10.a above) are attached.

¹ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
² 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, is 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

[Submit as New Proposal](#) [Save Current Changes](#)

ENG 399: Internship in English-related work experience
Proposal - Contract

Student:
Instructor:
Semester:
Focus of Study:

Request overview (include rationale):

Location and contact information of internship:

Describe work to be done within the parameters of the internship:

Timetable/Assignments to be done to supplement internship, if any:

Goals and Expectations (include learning outcomes):

Grading is Pass/Fail only.

Student Signature

Faculty supervisor Signature

Director of Undergraduate Signature

Proposed Syllabus

ENG 399-001 Internship in English-related work experience

Instructor: Pearl James

Office: POT 1227

Phone: 859-257-6978

Email: pearl.james@uky.edu* preferred method of contact

Office Hours: Wed 10-12 and by appointment

Course Description: The Department of English internship is available for qualified students to receive academic credit toward the Bachelor of Arts or Bachelor of Science in English through applied and practical experience with a variety of private and public entities, including but not limited to the University Press of Kentucky. The student will identify a field-, community-based, practical or applied educational experience and locate a sponsor to host their internship, which will be supervised by both a responsible person on site and by an English Dept. faculty member. The internship will provide supervised professional experience in public and private sector positions and is intended to introduce students to the skills and working environments of careers for graduates of the English Dept. Students should consult with an English faculty member in advance of registering for this class. A learning contract must be completed by the student, the faculty supervisor, and the on-site internship supervisor, then filed with the English Dept.'s Director of Undergraduate Studies (DUS) in order to receive credit for this course. Credits: 1-3 credit hours, depending on the time required and nature of the internship. Approximately 10 hours a week of internship work equals three credit hours. At midterm, the faculty and on-site supervisors will communicate about the student's progress so that the faculty member can submit a midterm grade. English 399 will be graded only on a pass-fail basis. Repeatable for a total of up to 6 credit hours.

Pre-Requisites: To be eligible for the internship, students must (1) be sophomores, juniors or seniors, and (2) have completed both parts of the CIS/WRD composition and communication requirement.

Applying The Credit: Students could register for up to three credit hours per semester. Hours will count toward elective hours for the English major.

Course Goals:

- provide supervised professional experience in public and/or private sector positions
- introduce students to the skills and working environments of careers for graduates of the English Dept.

Student Learning Outcomes:

- Apply skills (reading, creative and critical writing, research, presentation) and knowledge (such as literary and cinematic traditions or of creative writing) gained in English degree program in a real-world context;
- Reflect on the applicability of skills (reading, creative and critical writing, research, presentation) and knowledge (such as literary and cinematic traditions or of creative writing) gained in English degree program to the real-world context through reflective writing at the end of the internship;
- Gain new skills and knowledge in a working field related to English's skills and knowledge

Required Materials: This course has no required materials, but students should dress professionally at the internship.

Description of Internship Activities and Assignments: see below, in "course requirements." Activities will vary but will be spelled out in each case in the learning contract. Every learning contract will include a reflection paper, see number 6, below.

Grading Policy: Pass/Fail based (50%) on observations by internee's work supervisor; 50% based on reflection paper. Student and Faculty sign a learning contract that outlines the work required in order to successfully complete Eng 399 for the chosen number (1-3) of credit hours per semester. Work supervisor must communicate to the faculty instructor twice during the semester with a short evaluation of the student's work, once at midterm, once at the end of the semester. Grades will be Pass-Fail only.

A Mid-term grade will be posted in myUK by the deadline established in the Academic Calendar.

The Pass-Fail grade distinction will be based in part (50%) on observations communicated to the faculty member by the internee's work supervisor. Attendance, professionalism in the work place, and ability to follow directions are among the primary criteria. The content and clarity of a required final summary paper (see below) written by the student will determine the other half 50% of the final grade.

Course Requirements:

Please follow the procedures specified below:

Locate an internship, apply and interview. Obtain your placement. You must work 10 hours a week (3 hours of credit) for the organization, for NO less than 12 weeks for a semester. (For summer credit, the internship should involve working for the host organization for 120 hours (for 3 credits). The Department of English may provide leads for obtaining an internship, particularly with the University of Kentucky Press, but students are responsible for locating their own internship and

making arrangements for their work. In the case of the University of Kentucky, the English Dept; will advertise and solicit applications, and forward promising applications to the Press. The Press will then choose their own interns. In other cases, students will identify and negotiate their own internship, and an important part of the internship experience in that case is for students to locate their own work opportunity. The Department of English is not responsible for locating internships for students. Students are to be prepared to begin working on the first day of classes of the internship semester.

Obtain a statement of duties and work schedule from your supervisor and submit to your faculty instructor. This may be emailed to the student and to the faculty supervisor. This document is important for specifying the nature of your work. This letter must also contain your start date, ending date, and the days and hours you are working. It's fine for the student to prepare this letter, but both the work and faculty supervisors must sign it when they sign the learning contract.

Complete the learning contract, obtain signatures from both the work supervisor and your faculty supervisor, and then file the contract and the work description with the English Dept. DUS.

Register for ENG-399 Internship in English.

Do the work outlined in the contract. Students should dress and conduct themselves professionally while working for an outside organization.

Write and submit a paper describing the work of the internship with a reflection on what you learned and how it has enhanced your understanding of or ability to practice skills associated with a degree in English (reading, research, interpretation, writing, argumentation, presentation of literary texts or evaluation of literary value). The paper must be double-spaced with one-inch margins. Your paper must have at least 5 pages. Papers are due by the Friday of the last week of a semester before grades are due. The paper can be submitted digitally or in hardcopy. Late submissions must be approved by the instructor.

Course Policies:

Attendance Policy: The student is expected to uphold the basic outline of the UK attendance policy in their internship position. Students need to notify the professor and their work supervisor of absences prior to their occurrence when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor in consultation with the work supervisor. Excused absences can be made up in coordination with the work supervisor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of

such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students may be expected to withdraw from this internship class if more than 20% of the scheduled work times for the semester are missed (excused or unexcused) per university policy.

Verification of Absences: Students may be asked to verify their absences with faculty in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Academic Integrity: 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.

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.

Part II of Student Rights and Responsibilities (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.

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 appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else’s work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to disability: In consultation with the work supervisor, the faculty and internee will coordinate and assess any need for accommodations due to disability. If you have a documented disability that requires academic accommodations, please see the faculty instructor as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide 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.

Professional Behavior Policy

Students earning course credit for internship work represent the University to the community and are responsible for appearing and behaving professionally. This means being prompt, polite, civil, honest, and wearing clothing and shoes that are appropriate to the environment where the internship occurs.

Schedule:

Month or two before the semester begins: apply for and secure internship, complete learning contract, enroll in ENG 399

Semester: work 10 hours per week for 3 credits, or proportionally less for fewer credits to be earned at internship, doing work spelled out in learning contract

Midterm: facilitate communication between UK instructor and on-site internship supervisor so that mid-term grade can be assigned

At the start of finals week: turn in reflection paper to UK Instructor.