

1. General Information

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

Date Submitted: 9/16/2013

1b. Department/Division: Library & Information Science

1c. Contact Person

Name: Will Buntin

Email: will.buntin@uky.edu

Phone: 859-257-3317

Responsible Faculty ID (if different from Contact)

Name: Jeff Huber

Email: jeffrey.huber@uky.edu

Phone: 859-257-2334

1d. Requested Effective Date: Specific Term/Year¹ Fall 2013

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: ICT 596

2c. Full Title: Internship in ICT

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

OTHER: X

2g. Grading System: Letter (A, B, C, etc.)

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?

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SEP 16 2013

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SENATE COUNCIL

2j. Course Description for Bulletin: Provides students with supervised work-and-learning experience in a professional environment under the direction of a University faculty member and an employee of a participating firm. One hundred forty (140) hours of student time are expected during the semester. Enrollment is contingent upon the availability of internships. Students are selected on the basis of personal qualifications, including GPA, courses taken, recommendations, and an interview.

2k. Prerequisites, if any:

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,

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?: 35

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: [var7InterestExplain]

8. Check the category most applicable to this course: Relatively New – Now Being Widely Established,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: Yes

If YES, name the proposed new program: Information Communication Technology Graduate Program

b. Will this course be a new requirement for ANY program?: Yes

If YES, list affected programs: Information Communication Technology

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: Yes

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|JTHU222|Jeffrey T Huber|Dept approval for ZCOURSE_NEW ICT 596|20121204

SIGNATURE|CEMONA2|E C Monaghan|College approval for ZCOURSE_NEW ICT 596|20121204

SIGNATURE|JMETT2|Joanie Ett-Mims|Undergrad Council approval for ZCOURSE_NEW ICT 596|20121217

SIGNATURE|ZNNIKO0|Roshan N Nikou|Graduate Council approval for ZCOURSE_NEW ICT 596|20130110

SIGNATURE|CEMONA2|E C Monaghan|Approval resent to College for ZCOURSE_NEW ICT 596|20130114

SIGNATURE|ZNNIKO0|Roshan N Nikou|Graduate Council approval for ZCOURSE_NEW ICT 596|20130123

SIGNATURE|CEMONA2|E C Monaghan|Approval resent to College for ZCOURSE_NEW ICT 596|20130215

SIGNATURE|ZNNIKO0|Roshan N Nikou|Graduate Council approval for ZCOURSE_NEW ICT 596|20130219

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 R

Attachments:

Upload File

	ID	Attachment
Delete	2221	596 Revised.pdf

First 1 Last

Select saved project to retrieve...

(*denotes required fields)

1. General Information

- a. * Submitted by the College of: COMMUNICATION AND INFORMATION Submission Date: 9/16/2013
- b. * Department/Division: Library & Information Science
- c.
- * Contact Person Name: Will Buntin Email: will.buntin@uky.edu Phone: 859-257-3317
- * Responsible Faculty ID (if different from Contact) Jeff Huber Email: jeffrey.huber@uky.edu Phone: 859-257-2334
- d. * Requested Effective Date: Semester following approval OR Specific Term/Year ¹ Fall 2013
- 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: ICT 596
- c. * Full Title: Internship in ICT
- 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="checkbox"/> Practicum |
| <input type="checkbox"/> Research | <input type="checkbox"/> Residency | <input type="checkbox"/> Seminar | <input type="checkbox"/> Studio |
| <input checked="" type="checkbox"/> Other | If Other, Please explain: Internship <input type="text"/> | | |
- g. * Identify a grading system: Letter (A, B, C, etc.) Pass/Fail Graduate School Grade Scale
- h. * Number of credits: 3
- 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:

Provides students with supervised work-and-learning experience in a professional environment under the direction of a University faculty member and an employee of a participating firm. One hundred forty (140) hours of student time are expected during the semester. Enrollment is contingent upon the availability of internships. Students are selected on the basis of personal qualifications, including GPA, courses taken, recommendations, and an interview.

k. Prerequisites, if any:

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both

3. * 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:

6. * What enrollment (per section per semester) may reasonably be expected? 35

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:

Information Communication Technology Graduate Program

b. * Will this course be a new requirement ⁵ for ANY program? Yes No

If YES ⁵, list affected programs::

Information Communication Technology

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 SF

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.

- Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
- 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](#)



ICT 596: Internship in ICT

Instructor

TBD
320 Lucille Little Fine Arts Library
Lexington, KY 40506-0224
Phone: 859.257.8876 (administration)
Fax: 859.257.4205
Preferred method of contact: email

Office Hours

TBD and by appointment. Contact me via e-mail to schedule an appointment to meet: I will frequently respond as soon as possible, usually within 24 hours.

COURSE INFORMATION

Course Description

Provides students with supervised work-and-learning experience in a professional environment under the direction of a University faculty member and an employee of a participating firm. One hundred forty (140) hours of student time are expected during the semester.

Student Learning Outcomes

The objective is to provide the student an opportunity to participate in services that are part of a professional ICT program. Specific objectives of the course include:

- Gain practical experience in an area of Information and Communication Technology
- Engage in self-assessment by reflecting on aspects of the internship experience
- Become familiar with professional associations and literature affiliated with the services assigned, and
- Become socialized into the ICT profession.

Course Overview

The student assumes entry level professional duties and responsibilities in an operational setting under the close supervision of a business or information professional.

STUDENT EVALUATION

Grading Parameters

Bi-Weekly Progress Reports:	10%
Supervisor Evaluation:	70%
Final Presentation:	20%

Bi-Weekly Progress Reports

Bi-weekly progress reports must be typed, edited and proofread, and typically run a 2-3 pages, double-spaced. They will include a summary of your job responsibilities along with a self-evaluation.

- Describe what you did that week. If you are having any problems or have any questions please share that with your instructor and or supervisor.
- Discuss what skills and knowledge you were developing.
- Attach time sheets to your report.

Supervisor Evaluation

The supervisor evaluation must be completed by an appropriate and responsible management-level individual in your firm, indicating your successful completion of the requirements of your internship—preferably your supervisor with whom you have worked most closely during the semester.

Final Presentation

You will be required to make an oral presentation as part of the course's final deliverable. Details will be provided at the start of the semester.

Grading Scale

- [90% – 100%] = **A (Exceptional Achievement)**
- [80% – 89%] = **B (High Achievement)**
- [70% – 79%] = **C (Average Achievement)**
- [60% – 69%] = **D (Below Average Achievement)**
- [0% – 60%] = **E (Fail)**

GENERAL COURSE POLICIES

Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at: <http://www.uky.edu/CIS/SLIS/academics/policies.pdf>