

1. General Information

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

Date Submitted: 7/7/2014

1b. Department/Division: Modern & Classical Languages

1c. Contact Person

Name: Mark Lauersdorf

Email: lauersdorf@uky.edu

Phone: 7-7101

Responsible Faculty ID (if different from Contact)

Name: Masamichi Inoue

Email: msinoue@uky.edu

Phone: 7-7024

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: MCL 593

2c. Full Title: Internship

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

OTHER: 3-20

OTHEREXPLAIN: Internship

2g. Grading System: Pass/Fail

2h. Number of credit hours: 1-6

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

If Yes: Maximum number of credit hours: 12

If Yes: Will this course allow multiple registrations during the same semester? No

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SENATE COUNCIL

2j. **Course Description for Bulletin:** In this course students engage in an internship under the supervision of a faculty member. The course is intended to help students apply, reinforce, and extend what they have learned in the classroom for their professional development. The production of a portfolio, project, or other form of summative work will allow the students to reflect on the semester's work in a focused synthesis. 10 hours of internship per week (150 hours in a semester) are generally equated with 3 credit hours. Course may be repeated up to 12 credit hours. Prerequisite: Creation of a learning contract for the internship with the supervising faculty member.

2k. **Prerequisites, if any:** Creation of a learning contract for the internship with the supervising faculty member.

2l. **Supplementary Teaching Component:** Both

3. **Will this course taught off campus?** Yes

If YES, enter the off campus address: at physical location of internship

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?:** 5-10

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?: Yes

If Yes, explain: Students with appropriate skills and training in an additional language(s) and culture(s) (beyond their native language and culture) will be able to apply their multilingual abilities in a guided fashion in a professional setting corresponding to their academic and career interests.

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?:** 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|JROUHIE|Jeanmarie Rouhier-Willoughby|MCL 593 NEW Dept Review|20130730

SIGNATURE|RHANSON|Roxanna D Hanson|MCL 593 NEW College Review|20140317

SIGNATURE|JMETT2|Joanie Ett-Mims|MCL 593 NEW Undergrad Council Review|20140520

SIGNATURE|ZNNIKO0|Roshan N Nikou|MCL 593 NEW Graduate Council Review|20140709

SIGNATURE|JROUHIE|Jeanmarie Rouhier-Willoughby|MCL 593 NEW Dept Review|20131130

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	3464	Learning Contract for MCL 593.docx
Delete	3522	MCL 593 Internship, revised 6-30-2014.docx

[First](#) | [1](#) | [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
- 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="text" value="3-20"/> Lecture	<input type="text" value=""/> Laboratory ¹	<input type="text" value=""/> Recitation	<input type="text" value=""/> Discussion
<input type="text" value=""/> Indep. Study	<input type="text" value=""/> Clinical	<input type="text" value=""/> Colloquium	<input type="text" value=""/> Practicum
<input type="text" value=""/> Research	<input type="text" value=""/> Residency	<input type="text" value=""/> Seminar	<input type="text" value=""/> Studio
<input type="text" value=""/> 3-20 Other	<input type="text" value=""/> If Other, Please explain:	<input type="text" value=""/> Internship	
- 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:

In this course students engage in an internship under the supervision of a faculty member. The course is intended to help students apply, reinforce, and extend what they have learned in the classroom for their professional development. The production of a portfolio, project, or other form of summative work will allow the students to reflect on the semester's work in a focused synthesis. 10 hours of internship per week (150 hours in a semester) are generally equated with 3 credit hours. Course may be repeated up to 12 credit hours. Prerequisite: Creation of a learning contract for the internship with the supervising faculty member.

k. Prerequisites, if any:

Creation of a learning contract for the internship with the supervising faculty member.

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: at physical location of internship

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? 5-10

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:

Students with appropriate skills and training in an additional language(s) and culture(s) (beyond their native language and culture) will be able to apply their multilingual abilities in a guided fashion in a professional

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 requirement² for ANY program? Yes No

If YES², 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 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

Learning Contract for MCL 593

Your Name:

ID Number:

Home Address:

Telephone Number:

Email Address:

Academic Major:

Minor:

Name of the internship site:

Internship hours per week:

Name of immediate supervisor at the internship site:

Beginning date of internship:

Ending date of internship:

List duties and responsibilities at the internship site.

List your learning objectives. What skills and knowledge do you intend to acquire by doing this internship?

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

MCL 593 Internship (1-6 credit hours)

Instructor: Masamichi S. Inoue, Ph.D.

1465 Patterson Office Tower

Office Hours: Tuesday 11-12, Thursday 11-12 (prior appointments are not required);

The instructor will be available also by appointment.

Telephone: 257-7024 Email: msinoue@uky.edu

(Preferred method of contact: Email)

1) Overview of the Course

In this course students engage in an internship under the supervision of a faculty member. The course is intended to help students apply, reinforce, and extend what they have learned in the classroom for their professional development. The production of a portfolio, project, or other form of summative work will allow the students to reflect on the semester's work in a focused synthesis. 10 hours of internship per week (150 hours in a semester) are generally equated with 3 credit hours. Course may be repeated up to 12 credit hours. Prerequisite: Creation of a learning contract for the internship with the supervising faculty member.

2) Student Learning Outcomes

By completing this course, students will become able to apply, reinforce, and extend what they have learned in the classroom (e.g., language proficiency, cultural literacy, analytical skills) for their professional development.

3) Course Objectives

The main goal of this course is to allow students to engage in an internship—work-related, community-based, and/or field-based learning experience—for their professional development.

4) Outline of the Content

In order to receive 3 credit hours, the student will conduct 10 hours of internship per week (150 hours in a semester) under the supervision of a faculty member.

5) Required Readings

N/A

6) Selection of Internship

Each language track can approve internship sites in accordance with the following criteria: 1) match between the tasks assigned to the student at the internship site and the student's skills and competence; 2) relevance of such tasks to the student's professional goals; 3) and other issues such as distance from the university, balance between the internship and other course work, and whether or not the student desires a paid internship. If internships are available, each language track will announce fall internships toward the end of the preceding spring semester and about spring internships toward the end of the preceding fall semester. The student shall choose and apply for the internship by carefully assessing 1), 2), and 3) above. Once accepted, the student will register for this course and create a learning contract with a supervising faculty by the end of the semester prior to the beginning of the internship.

6) Grading Procedures and Assignments

Undergraduate Students: The following letter grading system will be used to assign the grade to undergraduate students: A = 90- 100, B = 80-89, C = 70-79, D = 60-69, E = 59 or below.

Assignments for undergraduate students are as follows.

- a) Write a weekly journal to summarize and analyze his/her internship experience (50% of the grade);
- b) Meet with the faculty once every other week to discuss the progress of internship (25% of the grade); and
- c) Produce a portfolio, project, or other form of summative work, which will allow him/her to reflect on the semester's work in a focused synthesis (25% of the grade).

Note: Undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in this syllabus.

Graduate Students: The following letter grading system will be used to assign the grade to graduate students: A = 90- 100, B = 80-89, C = 70-79, E = 69 or below. Assignments for graduate students are as follows.

- a) Write a weekly journal to summarize and analyze his/her internship experience (40% of the grade);
- b) Meet with the faculty once every other week to discuss the progress of internship (20% of the grade);
- c) Produce a portfolio, project, or other form of summative work, which will allow him/her to reflect on the semester's work in a focused synthesis (20% of the grade); and
- d) Submit a review of two books relevant to the internship s/he undertakes (20%): This extra assignment is given in order to help facilitate and accelerate graduate students' professional and intellectual development.

7) Course Policies

* If the student has a documented disability that requires accommodations, s/he needs to see the faculty supervisor as soon as possible. In order to receive accommodations in this course, s/he 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.

* To be considered excused from a missed internship day (and for a late journal entry or a summative portfolio/project to be accepted), a written, official documentation must be provided to both the faculty supervisor and the internship site that shows the absence was a direct result of one of the following causes (These policies are spelled out in *Student Rights and Responsibilities*, especially section 5.2.4.2.):

- A. Significant illness of the student or serious illness of a member of the student's household (permanent or campus) or immediate family.

- B. The death of a member of the student's household (permanent or campus) or immediate family.
- C. Trips for members of student organizations sponsored by an academic unit, trips for University classes, and trips for participation in intercollegiate athletic events.
- D. Major Religious Holidays.
- E. Any other circumstances which the instructor finds reasonable cause for nonattendance.

* 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.

8) Schedule

By the end of the semester prior to the beginning of the internship.

Create the learning contract

Week 1 Begin internship.

Week 2-Week 15 Continue with internship; meet biweekly with the faculty supervisor.

Week 16 End internship; submit a portfolio, project, or other form of summative work.