

RECEIVED

APR 18 2013

OFFICE OF THE  
SENATE COUNCIL**1. General Information**

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

Date Submitted: 4/22/2013

1b. Department/Division: Arts and Sciences

1c. Contact Person

Name: Diane Robertson

Email: georgia.robertson@uky.edu

Phone: 257-7002

Responsible Faculty ID (if different from Contact)

Name: Roxanne Mountford

Email: mountford@uky.edu

Phone: 257-6985

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: WRD 399

2c. Full Title: INTERNSHIP

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

OTHER: 6

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

2h. Number of credit hours: 1-6

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? No

2j. Course Description for Bulletin: Internship in the community that brings together the student's critical and practical knowledge of writing, rhetoric, or digital media. In addition to evaluation by the internship supervisor for the course grade, the students will produce a reflective research project that may be presented in an annual public research forum.

Repeatable up to 6 hours.

2k. Prerequisites, if any: Completion of Composition and Communication requirement and consent of Internship Supervisor

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?: 20

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: 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?: Yes

If YES, name the proposed new program: BA in Writing, Rhetoric, and Digital Media

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

If YES, list affected programs: BA in Writing, Rhetoric, and Digital Media

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|RDMO222|Roxanne D Mountford|Dept approval for ZCOURSE\_NEW WRD 399|20120413

SIGNATURE|RHANSON|Roxanna D Hanson|College approval for ZCOURSE\_NEW WRD 399|20120413

SIGNATURE|JMETT2|Joanie Eit-Mims|Undergrad Council approval for ZCOURSE\_NEW WRD 399|20120828

Courses	Request Tracking
---------	------------------

### New Course Form

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

[Open in full window to print or save](#)

Generate F

Attachments:

Upload File

	ID	Attachment
Delete	1614	WRD 399 Internship_BCM edit.docx
Delete	1615	WRD Internship contract.pdf

First 1 Last

Select saved project to retrieve...

Get New

(\*denotes required fields)

**1. General Information**

- a. \* Submitted by the College of: ARTS & SCIENCES Today's Date: 4/22/2013
- b. \* Department/Division: Arts and Sciences
- c.
  - \* Contact Person Name: Diane Robertson Email: georgia.robertson@uky.e Phone: 257-7002
  - \* Responsible Faculty ID (if different from Contact) Roxanne Mountford Email: mountford@uky.edu Phone: 257-6985
- d. \* Requested Effective Date:  Semester following approval OR  Specific Term/Year<sup>1</sup>
- 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<sup>4</sup>  No
- b. \* Prefix and Number: WRD 399
- c. \* Full Title: INTERNSHIP
- d. Transcript Title (if full title is more than 40 characters):
- e. To be Cross-Listed<sup>2</sup> with (Prefix and Number):
- f. \* Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours<sup>3</sup> for each meeting pattern type.
 

Lecture	Laboratory <sup>1</sup>	Recitation	Discussion
Indep. Study	Clinical	Colloquium	Practicum
Research	Residency	Seminar	Studio
6 Other	If Other, Please explain:		Internship (hours possible are 1-6)
- g. \* Identify a grading system:  Letter (A, B, C, etc.)  Pass/Fail
- h. \* Number of credits: 1-6
- i. \* Is this course repeatable for additional credit?  Yes  No  
 If YES: Maximum number of credit hours: 6  
 If YES: Will this course allow multiple registrations during the same semester?  Yes  No

j. \* Course Description for Bulletin:

Internship in the community that brings together the student's critical and practical knowledge of writing, rhetoric, or digital media. In addition to evaluation by the internship supervisor for the course grade, the students will produce a reflective research project that may be presented in an annual public research forum. Repeatable up to 6 hours.

k. Prerequisites, if any:

Completion of Composition and Communication requirement and consent of Internship Supervisor

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? 20

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:

BA in Writing, Rhetoric, and Digital Media

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

If YES, list affected programs:

BA in Writing, Rhetoric, and Digital Media

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.

- ⓘ 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 OL 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](#)   [Delete Form Data and Attachments](#)

# WRD 399: Internship in Writing, Rhetoric, and Digital Studies

This course is an internship in the community that brings together the student's critical and practical knowledge of writing, rhetoric, or digital studies. In addition to evaluation by the internship supervisor for the course grade, the students will produce a reflective research project that may be presented in an annual public research forum. An internship contract is required. *Repeatable up to 6 hours.*  
*Prereq: Completion of Composition and Communication requirement and consent of the Internship Supervisor.*

**Student Intern:** Jason Banks

**Internship Workplace:** Mary Todd Lincoln Center for Literacy

**Semester:** Fall 2011

**Credit Hours** (between 1 and 6): 4 (10 hours/week for 16 weeks)

**On-site Supervisor:** Beth Rogers

**Instructor of Record:** Beth Connors-Manke, WRD Internship Supervisor

## Internship Contract

Student must complete internship learning contract (see attachment) before beginning of internship.

**Internship Description** *(describe the internship in the space below, including the work that will be involved, the project[s] the intern will do, and who the intern will work with/for):*

Jason Banks will work at the Mary Todd Lincoln Center for Literacy during the Fall 2012 semester. He will be assigned two primary tasks: 1) to create a Blog for the Center that will be used for updating the community on events and for advertising the accomplishments of the Center's clients, and 2) to start an after-school program for low-income middle-school students that will involve them in creating an online magazine featuring stories about their lives. For the Blog, he will work directly with Beth Rogers, the Director of the Center. For the after-school program, he will work with the Writing Program Director for the Center, Joseph Frank, and the grant writer for the Center, Lorraine Jones.

**Learning Outcomes for the Internship** *(list the specific goals the Intern and On-site Supervisor have agreed on):*

The intern will:

- 1) Apply his writing, rhetoric, and digital studies skills to the task of creating a visually attractive and rhetorically effective Blog for the Center.
- 2) Conduct a user interface study to assess how well the Blog is working for the Center's clients and the public.
- 3) Identify some model after-school programs and make calls to find best practices for working successfully with middle-school students.
- 4) Develop some potential sources for the after-school program (work with the grant writer for the Center).
- 5) Meet with potential clients and their parents for the after-school program.
- 6) Write a proposal that the Center can use to further develop the after-school program.

## Internship Policies

### Attendance

Interns are expected to be on time and at their internship worksite for all agreed-upon hours. Interns who miss work due to an excused absence must inform both the Onsite and Internship supervisors and submit appropriate written documents within one week following the period of the excused absence, except in those cases where prior notification is required. In any event, you may not miss more than one-fifth of the course for any reason (3 courses total). If the absence is certified as excused, you will be given an opportunity to make up any work that was due. See definition of "excused Absence" in the current edition of Student Rights and Responsibilities or on the web at <http://www.uky.edu/StudentAffairs/Code>. No absence can be designated "excused" unless documentation has been provided.

Absences due to minor conditions (lack of transportation, slight discomfort, conflict with an appointment, etc.) are considered unexcused, as are absences for registration. 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 are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

### Grading Policy

Only students who have completed all components of the Internship are eligible for a passing grade in this course.

90 – 100%:	A	Blog:	40%
80 – 89%:	B	After-School Program:	40%



70 – 79%: C  
60 – 69%: D  
59% and below: E

Participation in Center: 20%

The Onsite Supervisor will send an assessment to the Internship Supervisor, who will enter the final grade for the Intern's work in WRD 396. Copies of the assessment will be in writing and made available to the Intern.

## Conduct

Interns will make themselves familiar with the code of conduct of their worksite (including such matters as safety procedures, ethical obligations, and clothing restrictions or requirements) and follow all procedures expected of them. In addition, the UK Student Code of Conduct is in force. Plagiarism and other forms of academic misconduct as well as behaviors that may disrupt the Internship worksite are forbidden.

## Accommodations Due to Disability

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](mailto:jkarnes@email.uky.edu)) for coordination of campus disability services available to students with disabilities.

**Writing, Rhetoric, Digital Media (WRD)**  
**INTERNSHIP LEARNING CONTRACT**  
LEARNING CONTRACT MUST BE TYPED

---

***Student Information***

Student Name:  
E-mail:  
Phone:  
Address:  
City/ST/Zip  
Major:  
College:  
Class Level:  
Student Number *(not SSN)*:

***Course Information***

Semester/Year:  
Course:  
Credit Hours:  
Grade Option:  
Paid\_\_\_\_\_ Unpaid\_\_\_\_\_

***Internship Partner Information***

Organization/Company Name:  
Supervisor's Name:  
E-mail:  
Phone:  
Address  
City/ST/Zip:

***Hours***

Starting Date:  
Ending Date:  
Total Number of Weeks:  
Average Hours Per Week:  
Total Hours Worked:

---

Describe the duties of your internship:

List your learning objectives for this experience:  
*(What do you expect to learn from this experience? Objectives should be measurable and achievable.)*

Specify the assignments agreed upon with your faculty sponsor:  
*(Assignments are usually reflective in nature.)*

Specify dates and times you have agreed to meet with your faculty sponsor for critical reflection:  
*(Dates/times may be specific or in general terms. "To Be Determined" is not acceptable.)*

---

Faculty Sponsor:  
Department:  
Campus Address:  
Phone:  
E-mail:

DUS or Department Chair:  
Department:  
Campus Address:

---

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

---

DUS or Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

---