

Cover Sheet: Request 14715

COM3XXX Internship in Communication Studies

Info

Process	Course New Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Amy Jung ajung@ufl.edu
Created	2/5/2020 3:10:44 PM
Updated	2/17/2020 8:42:54 PM
Description of request	New internship course in Dial Center; 0-3 variable, web-based course designed to complement student's internship experience through guided reflection, critical analysis, synthesis, and discussion.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CLAS - Center for Written and Oral Communications	Kellie Roberts	approved at unit level	2/10/2020
No document changes					
College	Approved	CLAS - College of Liberal Arts and Sciences	Joseph Spillane		2/17/2020
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			2/17/2020
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|New for request 14715

Info

Request: COM3XXX Internship in Communication Studies

Description of request: New internship course in Dial Center; 0-3 variable, web-based course designed to complement student's internship experience through guided reflection, critical analysis, synthesis, and discussion.

Submitter: Amy Jung ajung@ufl.edu

Created: 3/9/2020 10:22:33 AM

Form version: 3

Responses

Recommended Prefix

Enter the three letter code indicating placement of course within the discipline (e.g., POS, ATR, ENC). Note that for new course proposals, the State Common Numbering System (SCNS) may assign a different prefix.

Response:
COM

Course Level

Select the one digit code preceding the course number that indicates the course level at which the course is taught (e.g., 1=freshman, 2=sophomore, etc.).

Response:
3

Course Number

Enter the three digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles. For new course requests, this may be XXX until SCNS assigns an appropriate number.

Response:
xxx

Category of Instruction

Indicate whether the course is introductory, intermediate or advanced. Introductory courses are those that require no prerequisites and are general in nature. Intermediate courses require some prior preparation in a related area. Advanced courses require specific competencies or knowledge relevant to the topic prior to enrollment.

Response:
Intermediate

- 1000 level = Introductory undergraduate
- 2000 level = Introductory undergraduate
- 3000 level = Intermediate undergraduate
- 4000 level = Advanced undergraduate
- 5000 level = Introductory graduate
- 6000 level = Intermediate graduate
- 7000 level = Advanced graduate
- 4000/5000= Joint undergraduate/graduate
- 4000/6000= Joint undergraduate/graduate

**Joint undergraduate/graduate courses must be approved by the UCC and the Graduate Council)*

Lab Code

Enter the lab code to indicate whether the course is lecture only (None), lab only (L), or a combined lecture and lab (C).

Response:
None

Course Title

Enter the title of the course as it should appear in the Academic Catalog.

Response:
Internship in Comm Studies

Transcript Title

Enter the title that will appear in the transcript and the schedule of courses. Note that this must be limited to 21 characters (including spaces and punctuation).

Response:
Intern Comm Studies

Degree Type

Select the type of degree program for which this course is intended.

Response:
Baccalaureate

Delivery Method(s)

Indicate all platforms through which the course is currently planned to be delivered.

Response:
On-Campus, Off-Campus, Online

Co-Listing

Will this course be jointly taught to undergraduate, graduate, and/or professional students?

Response:
No

Effective Term

Select the requested term that the course will first be offered. Selecting "Earliest" will allow the course to be active in the earliest term after SCNS approval. If a specific term and year are selected, this should reflect the department's best projection. Courses cannot be implemented retroactively, and therefore the actual effective term cannot be prior to SCNS approval, which must be obtained prior to the first day of classes for the effective term. SCNS approval typically requires 2 to 6 weeks after approval of the course at UF.

Response:
Earliest Available

Effective Year

Select the requested year that the course will first be offered. See preceding item for further information.

Response:
Earliest Available

Rotating Topic?

Select "Yes" if the course can have rotating (varying) topics. These course titles can vary by topic in the Schedule of Courses.

Response:
No

Repeatable Credit?

Select "Yes" if the course may be repeated for credit. If the course will also have rotating topics, be sure to indicate this in the question above.

Response:
No

Amount of Credit

Select the number of credits awarded to the student upon successful completion, or select "Variable" if the course will be offered with variable credit and then indicate the minimum and maximum credits per section. Note that credit hours are regulated by Rule 6A-10.033, FAC. If you select "Variable" for the amount of credit, additional fields will appear in which to indicate the minimum and maximum number of total credits.

Response:
Variable

If variable, # min

Response:
0

If variable, # max

Response:
3

S/U Only?

Select "Yes" if all students should be graded as S/U in the course. Note that each course must be entered into the UF curriculum inventory as either letter-graded or S/U. A course may not have both options. However, letter-graded courses allow students to take the course S/U with instructor permission.

Response:
Yes

Contact Type

Select the best option to describe course contact type. This selection determines whether base hours or headcount hours will be used to determine the total contact hours per credit hour. Note that the headcount hour options are for courses that involve contact between the student and the professor on an individual basis.

Response:
Supervision of Student Interns

- Regularly Scheduled [base hr]
- Thesis/Dissertation Supervision [1.0 headcount hr]
- Directed Individual Studies [0.5 headcount hr]
- Supervision of Student Interns [0.8 headcount hr]
- Supervision of Teaching/Research [0.5 headcount hr]
- Supervision of Cooperative Education [0.8 headcount hr]

Contact the Office of Institutional Planning and Research (352-392-0456) with questions regarding contact type.

Weekly Contact Hours

Indicate the number of hours instructors will have contact with students each week on average throughout the duration of the course.

Response:
Variable

Course Description

Provide a brief narrative description of the course content. This description will be published in the Academic Catalog and is limited to 50 words or fewer. See course description guidelines.

Response:
A variable web-based course designed to complement a student's internship experience through guided reflection, critical analysis, synthesis, and discussion.

Prerequisites

Indicate all requirements that must be satisfied prior to enrollment in the course. Prerequisites will be automatically checked for each student attempting to register for the course. The prerequisite will be published in the Academic Catalog and must be formulated so that it can be enforced in the registration system. Please note that upper division courses (i.e., intermediate or advanced level of instruction) must have proper prerequisites to target the appropriate audience for the course. Courses level 3000 and above must have a prerequisite.

Response:
One COM(C) or SPC(C) course & CMS minor

Completing Prerequisites on UCC forms:

- Use "&" and "or" to conjoin multiple requirements; do not use commas, semicolons, etc.
- Use parentheses to specify groupings in multiple requirements.
- Specifying a course prerequisite (without specifying a grade) assumes the required passing grade is D-. In order to specify a different grade, include the grade in parentheses immediately after the course number. For example,

N/A

Weekly Schedule of Topics

Provide a projected weekly schedule of topics. This should have sufficient detail to evaluate how the course would meet current curricular needs and the extent to which it overlaps with existing courses at UF.

Response:

0-1 Credit

Week 1-2: Skills Experience Goals - Paper, Video, Podcast, or PowerPoint

Week 3: Strong Interest Inventory Assessment

Week 4-5: A Day in the Life - Video

Week 6-7: Midterm Internship Evaluation - Form completed by Supervisor

Week 8-9: Elevator Speech - Video or Podcast

Week 10-11: Resume - Document

Week 12-13: Internship Description for Future Interns - Document

Week 14-15: Final Paper: Moving Forward - Paper

Final Internship Evaluation - Form completed by Supervisor

2 Credits

Week 1-2: Skills Experience Goals - Paper, Video, Podcast, or PowerPoint

Week 3: Strong Interest Inventory Assessment

Week 4-5: A Day in the Life - Video

Week 6-7: Midterm Internship Evaluation - Form completed by Supervisor

Week 8-9: Elevator Speech - Video or Podcast

Week 10-11: Resume - Document

Week 12: Internship Description for Future Interns - Document

Week 13-14: Final Paper: Moving Forward - Paper

Week 15: Importance of an Internship for Communication Studies Minors - Presentation

Final Internship Evaluation - Form completed by Supervisor

3 Credits

Week 1-2: Skills Experience Goals - Paper, Video, Podcast, or PowerPoint

Week 3: Strong Interest Inventory Assessment

Week 4-5: A Day in the Life - Video

Week 6-7: Midterm Internship Evaluation - Form completed by Supervisor

Week 8-9: Elevator Speech - Video or Podcast

Week 10-11: Resume - Document

Week 12: Internship Description for Future Interns - Document

Week 13: Final Paper: Moving Forward - Paper

Week 14: Importance of an Internship for Communication Studies Minors - Presentation

Week 15: Proposal for Strategies to Improve Communication in the Internship Site - Document disseminated to key audiences

Final Internship Evaluation - Form completed by Supervisor

** Schedule will be adjusted for Summer internships

Grading Scheme

List the types of assessments, assignments and other activities that will be used to determine the course grade, and the percentage contribution from each. This list should have sufficient detail to evaluate the course rigor and grade integrity. Include details about the grading rubric and percentage breakdowns for determining grades. If participation and/or attendance are part of the students grade, please provide a rubric or details regarding how those items will be assessed.

Response:

0-1 Credit 2 Credits 3 Credits

Internship Evaluation by Supervisor

Midterm 10% 10% 10%

Final 20% 15% 10%

Assignments: Skills Experience Goals 10% 10% 10%
Strong Interest Inventory Assessment 10% 5% 5%
A Day in the Life 10% 10% 10%
Elevator Speech 10% 10% 10%
Resume 10% 10% 10%
Internship Description 10% 10% 5%
Final Paper: Moving Forward 10% 10% 10%
Presentation N/A 10% 10%
Proposal N/A N/A 10%

70-100% = S

0-69% = U

Instructor(s)

Enter the name of the planned instructor or instructors, or "to be determined" if instructors are not yet identified.

Response:

Amy C Jung or other Dial Center faculty.

Attendance & Make-up

Please confirm that you have read and understand the University of Florida Attendance policy.

A required statement related to class attendance, make-up exams and other work will be included in the syllabus and adhered to in the course. Courses may not have any policies which conflict with the University of Florida policy. The following statement may be used directly in the syllabus.

• *Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:*

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Response:

Yes

Accommodations

Please confirm that you have read and understand the University of Florida Accommodations policy.

A statement related to accommodations for students with disabilities will be included in the syllabus and adhered to in the course. The following statement may be used directly in the syllabus:

• *Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.*

Response:

Yes

UF Grading Policies for assigning Grade Points

Please confirm that you have read and understand the University of Florida Grading policies.

Information on current UF grading policies for assigning grade points is required to be included in the course syllabus. The following link may be used directly in the syllabus:

- <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Response:

Yes

Course Evaluation Policy

Course Evaluation Policy

Please confirm that you have read and understand the University of Florida Course Evaluation Policy.

A statement related to course evaluations will be included in the syllabus. The following statement may be used directly in the syllabus:

- Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/public-results/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

Response:

Yes