Cover Sheet: Request 10152

DIG4XXX Internship

Info

Process	Course|New|Ugrad/Pro
Status	Pending
Submitter	Soria,Carlos A los@digitalworlds.ufl.edu
Created	3/20/2015 3:42:16 PM
Updated	3/24/2015 8:23:50 AM
Description	This course provides DAR students a mechanism to earn academic credit for internship experience.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CFA - Digital Worlds 015851001	Oliverio, James Charles		3/20/2015
College	Approved	CFA - College of Fine Arts	Schaefer, Edward E		3/24/2015
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			3/24/2015
Statewide Course Numbering System					
Office of the Registrar					
Student Academic Support System					
Catalog					
College Notified					

Recommended SCNS Course Identification

1. Prefix   DIG   2. Level   4   3. Number   XXX   4. Lab Code   Select

5. Course Title   Internship
6. Transcript Title (21 character maximum)   Internship

7. Effective Term   8. Effective Year   9. Rotating Topic?   No
   Earliest Available   Earliest Available

10. Amount of Credit   Variable   11. If variable, 1 minimum and 3 maximum credits per semester.

12. Repeatable credit?   No   13. If yes, total repeatable credit allowed   #

14. S/U Only?   Yes   15. Contact Type   Regularly Scheduled [base hr]

16. Degree Type   Baccalaureate   17. If other, please specify: Click here to enter text.

18. Category of Instruction   Advanced

19. Course Description (50 words maximum)

The purpose of the internship course is to help you to better understand and reflect on your internship experience, and encourage you to think about your position, company, industry and experience. After completing the assignments you should be able to articulate what role your internship had in your career development.

20. Prerequisites

DAR major

21. Co-requisites

Click here to enter text.

22. Rationale and Placement in Curriculum

To provide Digital Arts & Sciences students a mechanism to earn academic credit for internship experience.

23. Complete the syllabus checklist on the next page of this form.

Syllabus Requirements Checklist

The University's complete Syllabus Policy can be found at:
http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf

The syllabus of the proposed course **must** include the following:

- ☐ Course title

- ☐ Instructor contact information (if applicable, TA information may be listed as TBA)

- ☐ Office hours during which students may meet with the instructor and TA (if applicable)

- ☐ Course objectives and/or goals

- ☐ A weekly course schedule of topics and assignments.

- ☐ Methods by which students will be evaluated and their grades determined

- ☐ Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx.

- ☐ List of all required and recommended textbooks

- ☐ Materials and Supplies Fees, if any

- ☐ A statement related to class attendance, make-up exams and other work such as: *"Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx."*

- ☐ A statement related to accommodations for students with disabilities such as: *"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."*

- ☐ A statement informing students of the online course evaluation process such as: *"Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results."*

It is **recommended** that the syllabus contain the following:

- ☐ Critical dates for exams or other work

- ☐ Class demeanor expected by the professor (e.g. tardiness, cell phone usage)

- ☐ The university's honesty policy regarding cheating, plagiarism, etc.

    Suggested wording: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

- ☐ Contact information for the Counseling and Wellness Center: http://www.counseling.ufl.edu/cwc/, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies

INTERNSHIP

COURSE NUMBER: DIGXXXX	CREDIT HOURS: 1 TO 3
SEMESTER/YEAR: FALL 2015	CLASS LOCATION: TBD
	CLASS MEETING TIME(S): TBD
INSTRUCTOR:	**OFFICE HOURS:** BY APPOINTMENT ONLY
COURSE TA OR COORDINATOR: *TBD*	**COURSE WEBSITE:** *http://lss.at.ufl.edu*

COURSE COMMUNICATIONS: Students can communicate directly with the instructor regarding the course material. Students are also encouraged to post general questions to the discussion board through the course management system.

REQUIRED TEXTS AND ONLINE RESOURCES: None

COURSE DESCRIPTION: The purpose of the internship course is to help you to better understand and reflect on your internship experience. The series of assignments is designed to encourage you to think about your position, company, industry and experience.

PREREQUISITE KNOWLEDGE AND SKILLS: NA

COURSE GOALS AND/OR OBJECTIVES: After completing the assignments you should be better able to articulate what role your internship had in your career development.

EXPECTATIONS AND GRADING:
You must successfully complete all 6 of the assignments to earn a passing grade in the course. And, you must complete the minimum hours corresponding to the number of credit hours you requested in order to earn a passing grade in the course. Regardless of the start and end dates of your work experience, all assignments must be completed by the last day of classes, not the last day of your internship.

HOUR REQUIREMENT FOR CREDITS:
1 credit = 45 hours 2 credits = 90 hours 3 credits = 135 hours

ASSIGNMENTS:
Complete at the Start of Semester
1. Company Profile – Write 250-500 words describing your company and internship position. The assignment is meant to help you familiarize yourself with your company at the local and national/international levels. After completing this assignment you should have a better idea of your company's mission, values, and placement within the relevant industry.

2. Goal Setting- The purpose of this assignment is to assist you in setting goals for your internship experience. You are to complete this assignment with the assistance of your supervisor at the beginning of the semester. Completing this assignment early in your experience will help you frame your internship and provide an opportunity for you to discuss with your supervisor your goals for the semester. You will be reflecting on this assignment when you complete Assignment 5, at the end of the semester.

Complete at Mid-Semester

3. Supervisor Interview - This assignment is designed to facilitate communication between you and your direct supervisor. You will need to schedule about a 1/2 hour with your supervisor for this assignment. It should be planned as soon as possible during your first few weeks on the job.

4. Industry and Competitor Research - The purpose of this assignment is to familiarize you with research on the larger industry as a whole as well as a specific competitor within the industry in which you are interning. Competitor awareness will allow you to further your knowledge of the industry and make you a more competitive job candidate.

Complete at the End of Semester

5. Goal Evaluation - The purpose of this assignment is to help you examine the goals you set in Assignment 2. You should reflect on how you achieved your goals, what more you could have done, and any recommendations/reflections for improvement of your internship experience.

6. Final supervisor evaluation (be sure hours are reported on this form) – This assignment must be completed at the end of your internship or by the submission deadline for the semester. Your hours total must be included to earn credit for this assignment, and should reflect the number of hours you completed over the course of the semester and satisfy the requirement for the credits you are enrolled in.

Assignment Deadlines
• Assignments 1 and 2 should be completed by the first third of your internship or by week 5 of a full semester (16 week) experience.
• Assignments 3 and 4 should be completed by the second third of your internship or by week 10 of a full semester (16 week) experience.
• Assignments 5 and 6 should be completed by the last third of your internship or by week 15 of a full semester (16 week) internship. The required number of internship hours must be completed by the time Assignment 6 is submitted.

All assignments must be submitted by the last day of classes for grading purposes

COURSE POLICIES:

ATTENDANCE POLICY:
Letter of completion from employer supervisor.

ASSIGNMENT & MAKE-UP POLICY:
a. At the sole discretion of the instructor, assignments may or may not be taken late. Documented Emergencies or medical situations may be the only accepted reasons for an excused absence on the day of an exam.
b. Any assignment turned in past the due date will be accepted at the faculty's discretion.

COURSE TECHNOLOGY: The students will be required to have access, and use a personal computer with the access to the Internet. Word editing software will be required for written assignments.

Disclaimer: This syllabus represents the instructor's current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.