

Eastern Illinois University
New/Revised Course Proposal Format
FCS 5980 - Internship

CGS Agenda item: 18-05
Effective Fall 2018

Banner/Catalog Information (Coversheet)

1. ☐ New Course or ☒ Revision of Existing Course
2. **Course prefix and number:** FCS 5980
3. **Short title:** Internship
4. **Long title:** Internship
5. **Hours per week:** ☐ Class ☐ Lab ☐ Credit ☐
X Arranged: Determined by the Capstone Experience Advisor, Graduate Student Intern, and Internship Site Supervisor
6. **Terms:** ☐ Fall ☐ Spring ☐ Summer ☒ On demand
7. **Initial term:** ☒ Fall ☐ Spring ☐ Summer Year: 2018
8. **Catalog course description:** (Arr.-Arr.-3 to 6) An individualized planned work experience in an agency or institution appropriate to the student's area of specialization. Satisfactory completion of the capstone experience will include mastery and comprehension of the integrative nature of FCS, application of research, and analysis of current public policy. May be repeated once to a maximum of six semester hours credit. Prerequisite: Must have completed more than 24 hours of graduate credit or permission of the MS in FCS Graduate Coordinator.
9. **Course attributes:**

General education component: ☐ N/A

☐ Cultural diversity ☐ Honors ☐ Writing centered ☐ Writing intensive ☐ Writing active
10. **Instructional delivery**
Type of Course:

☐ Lecture ☐ Lab ☐ Lecture/lab combined ☐ Independent study/research
☒ Internship ☐ Performance ☐ Practicum/clinical ☐ Other, specify:

Mode(s) of Delivery:

☐ Face to Face ☒ Online ☐ Study Abroad

☐ Hybrid, specify approximate amount of on-line and face-to-face instruction _____
11. **Course(s) to be deleted from the catalog once this course is approved.** N/A
12. **Equivalent course(s):**

a. Are students allowed to take equivalent course(s) for credit? ☒ Yes ☐ No

13. Prerequisite(s): Student must have completed more than 24 hours of graduate credit or permission of the MS in FCS Graduate Coordinator

a. Can prerequisite be taken concurrently? ☒ Yes ☐ No

b. Minimum grade required for the prerequisite course(s)? 3.0

c. Use Banner coding to enforce prerequisite course(s)? ☐ Yes ☒ No

d. Who may waive prerequisite(s)?

☐ No one ☐ Chair ☐ Instructor ☐ Advisor

☒ Other (specify) MS in FCS Graduate Coordinator

14. Co-requisite(s): N/A

15. Enrollment restrictions

a. Degrees, colleges, majors, levels, classes which may take the course: MS in FCS students

b. Degrees, colleges, majors, levels, classes which may not take the course: all others

16. Repeat status: ☐ May not be repeated ☒ May be repeated once with credit

17. Enter the limit, if any, on hours which may be applied to a major or minor: 6

18. Grading methods: ☐ Standard ☒ CR/NC ☐ Audit ☐ ABC/NC

19. Special grading provisions:

☒ Grade for course will not count in a student's grade point average.

☐ Grade for course will not count in hours toward graduation.

☐ Grade for course will be removed from GPA if student already has credit for or is registered in:

☐ Credit hours for course will be removed from student's hours toward graduation if student already has credit for or is registered in: _____

20. Additional costs to students:

Supplemental Materials or Software: N/A materials located online

Course Fee ☒ No ☐ Yes, Explain if yes _____

21. Community college transfer:

☐ A community college course may be judged equivalent.

X A community college may not be judged equivalent.

Note: Upper division credit (3000+) will not be granted for a community college course, even if the content is judged to be equivalent.

Rationale, Justifications, and Assurances (Part I)

1. Course is required for the major(s) of _____

 Course is required for the minor(s) of _____

 Course is required for the certificate program(s) of _____

 X Course is used as an elective but must be selected from one of the three options:

Thesis, Internship, or Independent Study

Rationale for proposal:

Embedding the professional capstone experience in the internship will allow students to demonstrate mastery and comprehension of the following content areas and apply knowledge of the content areas to professional practice experiences in the internship. The capstone experience will include each of the three topics:

- a) Analysis of the integrative nature of Family and Consumer Sciences
- b) Application of research to professional practice
- c) Analysis of current public policy.

2. Justifications for (answer N/A if not applicable)

Similarity to other courses: N/A

Prerequisites: N/A

Co-requisites: N/A

Enrollment restrictions: 3.0 GPA; completion of 24 hours or more of coursework as determined by approved study plan; Capstone Experience Advisor and Internship Site Supervisor approval.

Working collaboratively with the Capstone Experience Advisor, the student must seek approval from the Advisor and the MS in FCS Graduate Coordinator for the experience by submitting a *Permission to Enroll in Capstone Experience Coursework* form. The following information is required for submission:

- a) Below is a sample of the required information and steps for the intern to secure an internship site:
 - 1) Meet with the faculty member who will supervise the internship to discuss possible internship sites and the internship experience.
 - 2) Select an internship site that will provide new learning.
 - 3) Prepare a typed resume to present to the prospective employer.
 - 4) Make an appointment for an interview with the potential employer at the agency, organization, or institution.
 - 5) Interview with the potential employer discussing:

- a. the objectives of the work experience
 - b. possible learning experiences for you
 - c. your work schedule and hours
 - d. your responsibilities as an intern
 - e. the evaluation process
- 6) Write a letter of appreciation for the interview.
 - 7) Obtain placement with the employer; provide the necessary information pertaining to the internship.
 - 8) Return signed Internship Agreement Form to the capstone experience advisor and provide a copy to the site supervisor.
 - 9) Register and pay tuition and fees.
- b) Based on the experience described above and in a written and/or oral format, the capstone experience advisor and student will develop objectives to assess the student's ability to demonstrate mastery and comprehension of the following content areas and the application of knowledge of the content areas to professional experiences in the internship. Each topic below will be addressed in the experience:
- 1) Analysis of the integrative nature of Family and Consumer Sciences
 - 2) Application of research to professional practice
 - 3) Analysis of current public policy.

Writing active, intensive, centered: N/A

3. General education assurances (answer N/A if not applicable)

General education component: N/A

Curriculum: N/A

Instruction: N/A

Assessment: N/A

4. Online/Hybrid delivery justification & assurances (answer N/A if not applicable)

Online or hybrid delivery justification: Interns will submit all written assignments via the student management tool.

Instruction: The Capstone Experience Advisor will review and provide feedback to the intern

Integrity: The intern will be supervised on site. *Turn It In* will be used to ensure integrity in assignment submissions.

Interaction: The Capstone Experience Advisor, Intern, and Site Supervisor will collaboratively develop the work experience. Interaction between the Advisor and Intern will include weekly assignment submission and feedback.

Model Syllabus (Part II)

Please include the following information:

1. **Course number and title:** FCS 5980 - Internship
2. **Catalog description:** (Arr.-Arr.-3 to 6) An individualized planned work experience in an agency or institution appropriate to the student's area of specialization. Satisfactory completion of the capstone experience will include mastery and comprehension of the integrative nature of FCS, application of research, and analysis of current public policy. May be repeated once to a maximum of six semester hours credit. Prerequisite: Must have completed more than 24 hours of graduate credit or permission of the MS in FCS Graduate Coordinator.
3. **Learning objectives.**
Students will:
 - a) satisfactorily complete reports in a timely and professional manner
 - b) demonstrate satisfactory performance evaluations from Site Supervisor
 - c) demonstrate mastery and comprehension in the integrative nature of Family and Consumer Sciences
 - d) demonstrate mastery and comprehension in the application of research to professional practice
 - e) demonstrate mastery and comprehension in the analysis of current public policy

Learning Objectives/Graduate Learning Goals

	A depth of content knowledge	Critical Thinking and Problem Solving	Effective Oral and Written Communication Skills	Evidence of Advanced Scholarship through Research and/or Creative Activity
satisfactorily complete reports in a timely and professional manner			X	
demonstrate satisfactory performance evaluations from Site Supervisor	X	X	X	
demonstrate mastery and comprehension in the integrative nature of Family and Consumer Sciences	X	X	X	X
demonstrate mastery and comprehension in the application of research to professional practice	X	X	X	X
demonstrate mastery and comprehension in the analysis of current public policy	X	X	X	X

4. **Course materials.**
 - a) FCS 5980 Graduate Student Internship Packet
 - b) FCS 5980 Graduate Internship Site Supervisor Packet
 - c) *Permission to Enroll in Capstone Experience Coursework* form
 - d) Internship Agreement

5. **Weekly outline of content.**
Arranged and specific to each intern's work experience. The content will be outlined in the *Permission to Enroll in Capstone Experience Coursework* form.

6. **Assignments and evaluation, including weights for final course grade.**

- a) For each three semester hours of credit a student must complete a minimum of 150 clock hours on the job. REQUIRED for internship completion.
- b) Weekly Reports (30% of grade): Students will document weekly hours and cumulative hours. In addition, students will address the following questions (Objective 3a):
- 1) Summarize the activities in which you have participated this week.
 - 2) Indicate areas where you assumed major responsibilities for the task performed.
 - 3) In what ways did your work contribute to the goals of the organization?
 - 4) What personal /professional goals have you set for yourself next week?
 - 5) Discuss the satisfactions or successes gained from your experiences this past week.
 - 6) In what ways did your college course work contribute to your understanding of and participation in these activities?
 - 7) Indicate any challenges/problems you have encountered this week. Were you able to resolve them? If so, how?

The weekly reports will be evaluated using the following criteria, as published in the MS in FCS Written Certification of Comprehensive Knowledge Rubric: Content, Application to Discipline, Language, and Mechanics and Style.

- c) Evidence of Comprehensive Knowledge (30% of grade): Based on the Capstone Experience and in a written and/or oral format, students must be able to demonstrate mastery and comprehension of the following content areas and apply knowledge of the content areas to professional experiences in the internship. Each capstone experience must include each of the three topics:
- 1) Analysis of the integrative nature of Family and Consumer Sciences (Objective 3c)
 - 2) Application of research to professional practice (Objective 3d)
 - 3) Analysis of current public policy (Objective 3e)

The written component of the capstone will be evaluated on the following criteria, as published in the MS in FCS Written Certification of Comprehensive Knowledge Rubric: Content, Application to Discipline, Language, and Mechanics and Style. (See MS in FCS Written Capstone Rubric)

The oral component of the capstone will be evaluated on the following criteria, as published in the MS in FCS Oral Certification of Comprehensive Knowledge Rubric: Content, Application to Discipline, Language, Verbal Delivery, Nonverbal and General Delivery. (See MS in FCS Oral Capstone Rubric)

- d) Performance Evaluations (40% of grade based on supervisor evaluations)
- 1) Intern Midterm Self Evaluation: Submitted immediately after completing one-half of the total number of hours required and submitted to the Capstone Experience Advisor. (Objective 3a)
 - 2) Intern Final Self Evaluation: Submitted immediately at completion of internship hours. (Objective 3a)
 - 3) Site Supervisor Midterm Evaluation: Submitted immediately after completing one-half of the total number of hours required and submitted to the Capstone Experience Advisor. (Objective 3b). 90% of intern ratings must be “good” or “excellent”.
 - 4) Site Supervisor Final Evaluation: Submitted immediately at completion of internship hours. (Objective 3b). 90% of intern ratings must be “good” or “excellent”.

Criteria for Intern Midterm Self Evaluation:

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not Applicable Performance

Exhibits knowledge of subject matter
Effective in verbal communication
Effective in written communication
Interacts or deals effectively and appropriately with customers or clients
Works well with co-workers (patience, courtesy, tact)
Displays a positive attitude
Allocates time well
Completes assignments on time
Uses practical judgment and common sense
Displays the ability to make decisions
Brings an adequate amount of training to the internship
Accepts and follows directions
Follows through with tasks on own initiative
Solves problems
Adapts readily to new situations and responsibilities
Projects a professional image
Reports to work on time
Maintains a satisfactory attendance report
Accepts and implements constructive criticism
Adapts to physical demands of the job
Exhibits dedication to profession
Open-ended Question: Suggest activities which the intern might undertake to strengthen his/her performance.

Criteria for Intern Final Self Evaluation

Includes all criteria listed above for Intern Midterm Evaluation and the following additional open-ended questions:

- 1) Briefly describe the learning experiences during the internship program.
- 2) Briefly discuss the impact the internship experience has had on your career direction.
- 3) What additional assistance could the employer and/or site supervisor offer to the internship?

Criteria for Site Supervisor Midterm Evaluation

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, NA=Not Applicable Performance

Exhibits knowledge of subject matter
Effective in verbal communication
Effective in written communication
Interacts or deals effectively and appropriately with customers or clients
Works well with co-workers (patience, courtesy, tact)
Displays a positive attitude
Allocates time well
Completes assignments on time
Uses practical judgment and common sense
Displays the ability to make decisions

Brings an adequate amount of training to the internship
 Accepts and follows directions
 Follows through with tasks on own initiative
 Solves problems
 Adapts readily to new situations and responsibilities
 Projects a professional image
 Reports to work on time
 Maintains a satisfactory attendance
 Accepts and implements constructive criticism
 Adapts to physical demands of the job
 Exhibits dedication to profession
 Open-ended question: Suggest activities which the intern might undertake to strengthen his/her performance

Criteria for Site Supervisor Final Evaluation

Includes all criteria listed above for Site Supervisor Midterm Evaluation and the following additional open-ended questions:

- 1) Describe growth or learning you have observed in this intern during the internship.
- 2) Suggest academic courses and/or other experiences that the intern might take to better prepare for career success.
- 3) Describe the type of position for which you feel the intern might be best prepared.
- 4) State the reasons the intern would or would not be suited for a position with your firm.
- 5) Other comments:

7. Grading scale

The student's Capstone Experience Advisor will review, evaluate, and render a Pass/Fail decision on satisfactory completion of clock hours, assignment submissions, weekly reports, and written and oral capstone submissions. 80% Pass rating required.

8. Correlation of learning objectives to assignments and evaluation.

Required Objectives	Professional Presentation	Written Assignment	Weekly Reports	Performance Evaluations
Complete reports in a timely and professional manner			X	
Demonstrate satisfactory performance evaluations from Site Supervisor				X
Demonstrate mastery and comprehension in the integrative nature of Family and Consumer Sciences	X			
Demonstrate mastery and comprehension in the application of research to professional practice		X		
Demonstrate mastery and comprehension in the analysis of current public policy		X		

Date approved by the department or school: 11/1/17

Date approved by the college curriculum committee: December 4, 2017

Date approved by the Honors Council (*if this is an honors course*):

Date approved by CAA: CGS: