

Eastern Illinois University
New/Revised Course Proposal Format
 (Approved by CAA on 4/3/14 and CGS on 4/15/14, Effective Fall 2014)

Banner/Catalog Information (Coversheet)

1. ☒ **New Course** or ☐ **Revision of Existing Course**
2. **Course prefix and number:** KSS 4274
3. **Short title:** Pre-Internship in KSS
4. **Long title:** Pre-Internship and Career Development in Kinesiology & Sports Studies
5. **Hours per week:** 1 Class 0 Lab 1 Credit
6. **Terms:** ☒ Fall ☒ Spring ☐ Summer ☐ On demand
7. **Initial term:** ☒ Fall ☐ Spring ☐ Summer Year: 2018
8. **Catalog course description:** Development of the student's ability to identify, select, and secure an internship position with an appropriate organization that will meet departmental objectives of the internship experience and the student's professional expectations. Career development tips and strategies will also be covered including professional certifications, workplace culture, professional etiquette, salary negotiating, and life after the internship.
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. None
12. **Equivalent course(s):** None
 - a. **Are students allowed to take equivalent course(s) for credit?** Yes ☒ No
 - b. **Prerequisite(s):** For Exercise Science majors: completion of KSS 4440 and permission of advisor.
 For Sport Management majors: completion of KSS 4760 and permission of advisor.
 - c. **Can prerequisite be taken concurrently?** Yes ☒ No

d. Minimum grade required for the prerequisite course(s)? C

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

f. Who may waive prerequisite(s)?

___ No one X Chair ___ Instructor ___ Advisor ___ Other (specify)

13. Co-requisite(s): ____N/A____

14. Enrollment restrictions

a. Degrees, colleges, majors, levels, classes which may take the course: Undergraduate Exercise Science and Sport Management majors.

b. Degrees, colleges, majors, levels, classes which may not take the course: Non-Exercise Science or Sport Management majors. _____

15. Repeat status: X May not be repeated May be repeated once with credit

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

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

18. 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: _____

19. Additional costs to students:

Supplemental Materials or Software N/A

Course Fee X No ___ Yes, Explain if yes _____

20. 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. X Course is required for the major(s) of Exercise Science and Sport Management

___ Course is required for the minor(s) of _____

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

___ Course is used as an elective

- 2. Rationale for proposal:** This course will develop the student's ability to secure an internship position with an appropriate organization that will meet departmental objectives of the internship experience and the student's professional expectations. Career development strategies, professional certifications and professional etiquette will also be included.
- 3. Justifications for (answer N/A if not applicable)**

Similarity to other courses: N/A

Prerequisites: Students will be expected to enroll in this course the semester before their internship. The listed prerequisites will help to ensure that students are taking this course at the appropriate time in their respective programs.

Co-requisites: N/A

Enrollment restrictions: This course is specifically designed for students pursuing degrees in Exercise Science and Sport Management.

Writing active, intensive, centered: N/A

- 4. General education assurances (answer N/A if not applicable)**

General education component: N/A

Curriculum: N/A

Instruction: N/A

Assessment: N/A

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

Online or hybrid delivery justification: N/A

Instruction: N/A

Integrity: N/A

Interaction: N/A

Model Syllabus (Part II)

Please include the following information:

- 1. Course number and title:** KSS 4274 Pre-Internship and Career Development in Kinesiology & Sports Studies
- 2. Catalog description:** Development of the student's ability to identify, select, and secure an internship position with an appropriate organization that will meet departmental objectives of the

internship experience and the student's professional expectations. Career development tips and strategies will also be covered including professional certifications, workplace culture, professional etiquette, salary negotiating, and life after the internship.

3. Learning objectives:

1. Prepare an individual assessment and career goals and objectives. (WR-1, 3-4)
2. Prepare a cover letter and resume for the internship application process. (WR-1, 3-4) (RC-2)
3. Practice interviewing for an internship position. (SL-2-7)
4. Analyze the steps and procedures involved in securing an internship position. (CT-3) (WR-1, 3-4) (RC-2)
5. Analyze the role of networking before, during, and following the internship. (CT-1) (SL-4-7) (RC-1, 4)
6. Examine the value and steps associated with planning for full-time employment following the internship. (CT-4) (RC-1-4)
7. Appraise the performance on core assignments/projects completed while at EIU. (CT-1, 4)
8. Interpret how the student's body of work (i.e., academic coursework/experiences) will assist them with their internship & future career(s). (CT-1-3)
9. Examine the importance of professional development (i.e., conferences, certifications, resources available) in the field. (CT-1, 4, 6) (WR-5-7) (SL-7) (RC 1-2, 4)

4. Course materials. Course Packet developed by instructor.

5. Weekly outline of content.

Week	Topic Area	Time Requirement
1	Course introduction. Thinking strategically, individual assessment, and aligning your goals with the agency.	50 min
2	Initiating the search process.	50 min
3	Resume development. Letter writing (letters of inquiry/application).	50 min
4	The interview process.	50 min
5	Student interviews.	50 min
6	Student interviews. Securing the internship.	50 min
7	Department internship responsibilities. Student internship responsibilities. Agency internship responsibilities.	50 min
8	Department internship responsibilities. Student internship responsibilities. Agency internship responsibilities.	50 min
9	Certification and accreditation.	50 min
10	Certification and accreditation.	50 min
11	Professional development, continuing education.	50 min
12	Managing the internship/job experience.	50 min
13	Networking.	50 min
14	Thinking strategically about your career and the role of the internship.	50 min
15	Preparing for the next step and salary negotiation.	50 min
16	Final Exam	

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

<u>Evaluation Criteria</u>	<u>Percentage of Final Grade</u>
Individual Assessment	15%
Career Goals & Objectives	15%
Cover Letter & Resume	25%
Mock Interview	20%
Self-reflection paper	25%

7. Grading scale.

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59-0%

8. Correlation of learning objectives to assignments and evaluation.

	Individual Assessment Assignment (15%)	Internship/Career Goals & Objectives Assignment (15%)	Cover Letter, Resume, & Position Announcement Assignment (25%)	Mock Interview Experience (20%)	Self-Reflection Paper (25%)
Prepare an individual assessment and career goals and objectives.	X	X			
Prepare a cover letter and resume for the internship application process.			X		
Practice interviewing for an internship position.				X	
Analyze the steps and procedures involved in securing an internship position.	X	X	X	X	
Analyze the role of networking before, during, and following the internship.	X	X	X		
Examine the value and steps associated with planning for full-time employment following the internship.	X	X	X	X	
Appraise the performance on core assignments/projects completed while at EIU.			X		X
Interpret how the student's body of work (i.e., academic coursework/experiences) will assist them with their internship & future career(s).				X	X
Examine the importance of professional development (i.e., conferences, certifications, resources available) in the field.	X	X			X

Date approved by the department or school: January 24, 2018

Date approved by the college curriculum committee:

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

Date approved by CAA: **CGS:**