

**Experiential Learning Course Proposal Cover Sheet**  
(use this form if your program is seeking approval for a whole course to count as an ELR)

**Program/Department/School Submitting Proposal** Educational Studies/FLA    **Date Submitted** 9/14/11

**Contact Person** Laura Buckeye    **E-mail** lbuckeye@kent.edu    **Phone** 2-3195

**Course Number/Title** CHDS 41892 Internship in Educational Studies    **Number of Credits** 10

**Check one:**

☒ New Proposal    ☐ Resubmission with Revision; Date of Original Submission \_\_\_\_\_

**Select Appropriate Experiential Learning Category/Categories:** Practical Experiences

**Chair/Director Signature**      **Date** 9-21-11

**Date Approved by College Curriculum Committee** \_\_\_\_\_

**Dean Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

*For URCC use only*

**Date Received by URCC** \_\_\_\_\_

**Decision:**

Approved	_____ (Date)	<input type="checkbox"/>
Withdrawn by Submitter	_____ (Date)	
Minor Revision – Resubmit	_____ (Date)	
Major Revision – Resubmit	_____ (Date)	
Denied	_____ (Date)	

**Course-Based Experiential Learning Requirement Form**  
(use this form if your program is seeking approval for a whole course as an ELR)

Please consult the Experiential Learning Guidelines as you respond to each item on this form.

**Course Subject/Number/Title:** CHDS 41892 Internship in Educational Studies

**Credit Hours:** 10

**Prerequisite(s):** Senior Standing

**The course objectives section of the syllabus must include the goals of the experiential learning component.**

**1. Describe how the course provides opportunities for students:**

- The Educational Studies internship is specifically designed to connect ideas, concepts, and skills developed at the university with their applications to new and different contexts. Students contract with an external agency that will allow them to use course concepts in a practical setting. As an example, students interested in working in a museum, may choose to do internship hours with the McKinley Museum. Their experience would most likely encompass a variety of experiences giving the student the opportunity to learn whether or not this career path meets with their educational and career objectives.
- The Educational Studies Internship definitively broadens the student's understanding of the discipline, the world, or themselves as learners. By being placed in an environment external to the classroom, students will experience the application of theory learned in the classroom.
- By having contact with professionals in the field, students will have the ability to relate their experience with their current academic programs. Part of the internship involves discussion with supervisors and peers in the field. These interactions should allow students the opportunity to reflect upon their current academic plan and their future career goals.

**2. Explain how the three learning outcomes will be assessed:**

- Students are required to keep a biweekly log that will allow them to connect ideas, concepts, and skills developed at the university with their applications to new and different contexts.
- In the biweekly log, students explain how this experience has broadened their understanding of the discipline, the world, or themselves as learners and reflect on the meaning of the experience for their current and future learning.

**3. In what ways will your unit communicate expectations described in this proposal to faculty who will be teaching this course?** The program coordinator will meet with any new instructor to go over the syllabus and expectations for the course.

**In what ways will your unit maintain standards across multiple sections and over time as instructors change?** Instructors will use the same syllabus and therefore use the same evaluation criteria in each class.

**URCC Use Only**

Date Received by URCC \_\_\_\_\_ Date Approved by EPC \_\_\_\_\_

Date Approved by URCC \_\_\_\_\_ Date Removed as ELR \_\_\_\_\_

## **CHDS 41892 Internship in Educational Studies Syllabus**

**Required Text:** No Text for this class

**Objectives/Purpose:** The purpose of the practicum is to provide students opportunities to gain practical experience in their area of interest. It is a senior level experience designed to provide students with applied knowledge about an education, health, or human service agency. Ideally, students should have the opportunity to observe, assist and then perform activities and tasks independently with guidance from a mentor/supervisor. Throughout the course of the practicum students will reflect upon what experiences students have had and how these experiences interrelate with course concepts students have learned.

### **PRACTICUM REQUIREMENTS:**

1. Each student must participate in a minimum of 300 hours of practicum experience in an approved setting. Hours include orientation as well as direct participant contact. These hours are to be recorded on the "Final Evaluation" form which is submitted at the conclusion of the practicum.
2. Step 1: Select an approved site and complete "Internship Agreement" and "Assignment of Supervisor" forms (must be signed by the agency supervisor, student and instructor.)  
Step 2: Turn in both forms to the instructor on record.  
Step 3: Your forms will be processed and you will be registered for the course if all paperwork is completed properly.  
Step 4: Submit completed Biweekly Internship Activity Report and Log to instructor every other week throughout the internship experience.  
Step 5: Half-way through your hours, contact the instructor to schedule a site visit. Also have the agency supervisor complete and submit the Mid-semester Internship Performance Evaluation and Checklist.  
Step 6: At the completion of the experience, the agency Final Evaluation form, the student Internship Assessment of the Internship form, and Internship Completion form must be turned in. The results of these forms will be considered in the student's overall grade.

### **Projects:**

1. Agency (mid-semester) – Written evaluation describing the students experience with the agency. Be sure to include positives and negatives from the experience as well as recommendation for a better experience.
2. Student (semester) – Written log of experiences every other week to include dates, times, activities, and reflections.
3. Agency & Student (end of internship) – Written evaluation describing the students experience during the internship. Be sure to include the positives and negatives of the experience.

**Grading:**

*Satisfactory/Unsatisfactory – Must complete all aspects of the course to receive a satisfactory grade. Any missing items will result in failing the course.*

1. Attendance: This course requires students to complete all contact hours at the site. If contact hours are not met, it may result in a reduction in your grade. Participation in the activities and demonstration of the skills presented in this course is required.
2. Affective: The affective portion of your performance is related to attendance, punctuality, participation in class discussion and activity, completing the required hours, having appropriate materials and dress, or other behaviors that indicate your level of commitment.

**Disability Statement:** University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit [www.kent.edu/sas](http://www.kent.edu/sas) for more information on registration procedures).

ACADEMIC AND STUDENT AFFAIRS  
 CERTIFICATION OF CURRICULUM PROPOSAL  
 COLLEGE OF EDUCATION

CURRICULUM BULLETIN NUMBER  
 DATE PROPOSAL APPROVED BY EPC  
 EFFECTIVE SEMESTER/YEAR OF PROPOSAL  
 DATE OF PREPARATION

176  
8 / 23 / 99  
 Fall 2000  
 04/15/98

PURPOSE OF COURSE PROPOSAL Establish new course

TITLE

INTERNSHIP IN EDUCATIONAL STUDIES AND HELPING PROFESSIONS  
 DEPT CHDS NUMBER 41892 CREDIT HOURS 10-10

Previous Course Information

TITLE

DEPT CHDS NUMBER CREDIT HOURS -

(Asterisked items are new or revised )

* Title	Credit By Exam
* Title Abbreviation	Lecture Hr
* Number/Slash	Lab Hr
* Prerequisite	---If applicable---
* Credit Hours	Course Fee
* Description	LER Status (G)
CIP/HEGIS	WIC (W)

Describe proposal s impact on courses and program/requirements  
 Required in program but length of program will remain the  
 same

-----  
 Surnames from support, duplication and encroachment memos  
 -----

REQUIRED ENDORSEMENTS

CHAIR/DIRECTOR/CAMPUS DEAN Donald A. Bulenger 3/22/98  
 COLLEGE/SCHOOL DEAN William A. Bulenger 3/23/99  
 PROVOST Lois Myers / edmoscio 8/23/99

Kent State University

COLLEGE OF EDUCATION

Basic Data Sheet

CHDS 41892

Preparation Date 04/15/98

Effective Semester F Yr 98 00 F

Asterisked (\*) items are new or revised

\*Title

INTERNSHIP IN EDUCATIONAL STUDIES AND HELPING PROFESSIONS

\*Number Slash  
41892

\*Title Abbreviation  
INTERN ED STUD HLP PROF

LER

WIC

\*Credit  
10-10

FVD  
✓

LecHr  
FED/RA

LabHr

CBE  
N

Course Fee  
\$ 0 00

\*Prerequisite

SENIOR STANDING, *corequisite* SIMULTANEOUS WITH CHDS ~~41700~~ 41791

HEGIS

\*Catalog Description

Placement in a worksite congruent with student's career aspirations (10 hr /wk for 15 weeks for two semesters or 20 hr /wk for 15 weeks, one semester for total of 300 hrs) *hours*  
*S/U GRADED, 1P PERMISSIBLE*

For course revision enter previous title abbr, number and credit )

Previous Title

Previous Title Abbreviation

Number

Credit

Donald E. Bulenz  
Chair Director School Dean, or Campus Dean

*Should this  
course be  
variable hrs  
5-10 if  
students have  
the option of  
completing the work  
in either 1 or 2 sem.*

Writing expectations and basis for student evaluation  
Weekly logs

Instructor(s) expected to teach this course  
Silverberg Teaching Fellow

Instructor(s) contributing to the preparation of this sheet  
Bubenzer

=====	=====
Content Outline	Hrs
=====	=====
Placement in work site related to career goal tasks	300
assigned appropriate to student s experience goals and	
worksite needs	

=====	=====
Total Time	300
=====	=====

Textbook(s) used in this course  
Handouts