Proposal Form For Addition And Revision Of Courses

1. Proposing College / School: College of Human Sciences
   Department: College of Human Sciences

2. Course Prefix and Number: GSHS 4920
3. Effective Term: Fall 2013

4. Course Title: Global Studies Internship
   Abbreviated Title (30 characters or less): Internship

5. Requested Action:
   - [ ] Renumber a Course
   - [ ] Add a Course
   - [ ] Revise a Course

6. Course Credit:
<table>
<thead>
<tr>
<th>Contact/Group Hours</th>
<th>Scheduled Type</th>
<th>Weekly or Per Term?</th>
<th>Credit Hours</th>
<th>Anticipated Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Hours (Repeatability): 12</td>
<td>500</td>
<td>Internship</td>
<td>term</td>
<td>12</td>
</tr>
</tbody>
</table>

   Total Credit Hours: 12

7. Grading Type:
   - [ ] Regular (ABCDF)
   - [ ] Satisfactory/Unsatisfactory (S/U)
   - [ ] Audit

8. Prerequisites/Corequisites:
   GSHS 2000, 3000, GSHS major, senior standing and 2.5 GPA.

9. Restrictions: List specific restriction in space above.
   - [ ] College
   - [x] Major
   - [x] Standing
   - [ ] Degree

10. Course Description:
   (20 Words or Less; exactly as it should appear in the Bulletin)
   GLOBAL STUDIES INTERNSHIP (12) Supervised professional internship in an international setting. Pr., GSHS 2000, 3000, GSHS major, senior standing and 2.5 GPA.

11. May Count Either: [ ] Program Type or [ ] Program Title
   (Indicate if this particular course cannot be counted for credit in addition to another)
   Program Type | Program Title | Requirement or Elective?
   (e.g.: minor, major, etc.) | (e.g.: MS in Chemistry, Performance Option, Minor in Art) | (required or optional?)
   N/A | | |

12. Affected Program(s):
   (Respond "N/A" if not included in any program; attach memorandum if more space is required)
   | Program Type | Program Title | Requirement or Elective?
   | (e.g.: minor, major, etc.) | (e.g.: MS in Chemistry, Performance Option, Minor in Art) | (required or optional?)

13. Overlapping or Duplication of Other Units' Offerings:
   (If course is included in any other degree program, is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)
   - [ ] Applicable
   - [x] Not Applicable
14. Justification:

The addition of this course to the College of Human Sciences’ curriculum will allow students to apply knowledge gained in theoretical and empirical course work to hands-on experiences in an international setting relevant to global human sciences/quality of life issues.

(include a concise, yet adequate rationale for the addition/revision of the course, citing accreditation, assessments (faculty, graduate, and/or external) where applicable)

15. Resources:

Not applicable

(indicate whether existing resources such as library materials, classroom/laboratory space, and faculty appointments are adequate to support the proposed addition/revision; if additional resources are required, indicate how such needs will be met, referencing the appropriate level of authorization – i.e.: Dean – where necessary; if no additional resources or shifting of resources will be necessary, respond "Not Applicable")

16. Student Learning Outcomes:

After completing this course, students will be able to:

1. Integrate and apply concepts and principles learned in the classroom to the professional work environment;
2. Describe and analyze the history and organizational structure of the company/agency/organization to which the student has been assigned;
3. Observe and record daily activities and experiences on the job and use this information to analyze professional growth and development gained from the job experience;
4. Understand strengths and barriers in the work environment;
5. Develop a professional portfolio to be used in a post-graduation job search.

(State in measurable terms (reflective of course level) what students should be able to do when they have completed this course)

17. Course Content Outline:

Week 1: On-the-Job Orientation; Work Experience
Week 2: Contract Due; Work Experience
Week 3: Work Experience
Week 4: Work Experience
Week 5: Work Experience
Week 6: Work Experience
Week 7: Work Experience; midterm performance evaluation; midterm Skype conference
Week 8: Work Experience
Week 9: Work Experience
Week 10: Work experience
Week 11: Work Experience
Week 12: Work Experience
Week 13: Work Experience
Week 14: Work Experience
Week 15: Work Experience; final performance evaluation

(Provide a comprehensive, week-by-week breakdown of course content, including assignment due dates)

18. Assignments / Projects:

1. The student is required to work a total of 450 hours over a 15 week semester. The hours worked per week are determined by the internship site coordinator in consultation with the faculty advisor and student.
2. The student is required to turn in the Professional Internship Contract no later than the end of the second week of the semester. If the signed contract is not submitted by the deadline the student will be dropped from the internship.
3. The student is required to submit the Midterm Performance Evaluation Form completed by the on-site supervisor at the conclusion of 225 hours or by no later than the end of week 7 (whichever comes first) and the Final Performance Evaluation Form by the end of week 15.
4. The student is expected to initiate a Skype conference call with the
supervising faculty member on the Auburn campus during week 7 for the purpose of discussing progress on internship goals.
5. The student is expected to keep a daily journal of professional experiences that will be turned in with the portfolio (see #6 below).
6. The student will develop a portfolio to be turned in at the end of the semester that includes:
a. A history and description of the organization, including an organizational chart.
b. A statement of professional ethics that guides the agency and the student in his/her job.
c. A current resume that includes the internship experience and the skills gleaned from it.
d. A detailed summary of the internship experience, including aspects of professional growth and development.
e. Journal entries for the semester.
f. Reflections and personal evaluation of the experience.
g. Photos (with release forms), brochures, news articles, and/or other materials to enhance the presentation of the portfolio.

Grading Scale:
90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
59% and Below = F

Students are expected to work a total of 450 hours during the internship. If work is missed, the hours must be made up during the semester. The on-site supervisor and the faculty supervisor will confer if needed. For class guidelines and excused absence information see the current Tiger Cub.

(List all quizzes, projects, reports, activities and other components of the course grade -- including a brief description of each assignment that clarifies its contribution to the course's learning objectives)

19. Rubric and Grading Scale:
Midterm Performance Evaluation by On-Site Supervisor - 20%
Midterm Skype Conference Call with Auburn faculty supervisor - 10%
Final Performance Evaluation by On-Site Supervisor - 30%
Portfolio (including daily journal) to be graded by Auburn faculty supervisor - 40%

Grading Scale:
90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
59% and Below = F

Unannounced quizzes will not be given.

(List all components of the course grade -- including attendance and/or participation if relevant -- with point totals for each; indicate point totals and ranges or percentages for grading scale; for S/U grading, detail performance expectations for a passing grade)

20. Justification for Graduate Credit: N/A

(Include a brief statement explaining how the course meets graduate educational standards (i.e.: rigorous standards for evaluation, development of critical thinking and analytical skills, etc.))

(Included below are standard statements regarding course policies. If necessary, a statement may be altered to reflect the academic policies of individual faculty members and/or the academic unit or department, provided that there is no conflict with the Tiger Cub, Faculty Handbook, or any existing university policy.)
POLICY STATEMENTS

Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.

Excused Absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request, and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the Tiger Cub for more information on excused absences.

Make-Up Policy: Arrangement to make up a missed major examination (e.g., hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.

Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the Tiger Cub will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

Disability Accommodations: Students who need special accommodations in class, as provided for by the Americans With Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodation Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2096 (VTT).
Approvals

Department Chair / Head

[Signature]

Date: 10/1/12

College / School Curriculum Committee

[Signature]

Date: 10/5/12

College / School Dean

[Signature]

Date: 10/11/12

Dean of the Graduate School (for Graduate Courses)

[Signature]

Date

Assoc. Provost for Undergraduate Studies (for Undergraduate Courses)

[Signature]

Date

Contact Person: Susan Hubbard

E-Mail Address: shubbard@auburn.edu

Telephone: 844-4790

Fax: 844-3749