

CURRICULUM CHANGE PROPOSAL

APPROVAL PAGE

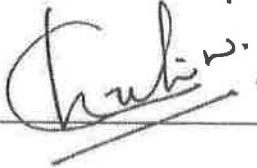
Proposal Title: MLS 5352 Internship

College: Liberal Arts

Department: Leadership Studies Program

DEPARTMENT CHAIR

I have read the enclosed proposal and approve this proposal on behalf of the department.



OCTOBER 29, 2018.

Signature

Date

COLLEGE CURRICULUM COMMITTEE CHAIR

I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.

Signature

Date

COLLEGE DEAN

I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.

Signature

Date

GRADUATE CURRICULUM CHANGE MEMO

Date: October 29, 2018

From: Dr. Areli Chacón Silva, Director of Leadership Studies Program

Through:

Through: Dr. Dennis O'Hearn, Dean of the College of Liberal Arts

To: Dr. Crystal Herman, Chair, College of Liberal Arts Curriculum Committee
Cc: Estela Estrada, Dean's Office

Proposal Title: New graduate course in Leadership Studies. MLS 5352 Internship

The Leadership Studies Program is proposing a new course to support the professional efforts UTEP Edge initiative. The internship requirement is an integral part of the MLS student's preparation for employment in Leadership positions. The internship is a supervised, field experience in which the student observes and participates in the functioning of an organization.

Purpose of an Internship:

- To bring a real-world element to your educational experience.
- To provide valuable experience and an opportunity to establish contacts within the community.
- To provide experience that will potentially lead to a promotion or a full-time employment.

COURSE ADD

All fields below are required

College : Liberal Arts

Department : Leadership Studies

Rationale for adding the course:

The Leadership Studies Program is proposing a new course to support the professional efforts UTEP Edge initiative. The internship requirement is an integral part of the MLS student's preparation for employment in Leadership positions. The internship is a supervised, field experience in which the student observes and participates in the functioning of an organization.

Purpose of an Internship:

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All fields below are required

Subject Prefix and # MLS 5352

Title (29 characters or fewer): Internship

Dept. Administrative Code :

CIP Code 30.9999.22

Departmental Approval Required Yes No

Course Level UG GR DR SP

Course will be taught: Face-to-Face Online Hybrid

How many times may the course be taken for credit? (Please indicate 1-9 times): 3

Should the course be exempt from the "Three Repeat Rule?" Yes No

Grading Mode: Standard Pass/Fail Audit

Description (600 characters maximum):

The key objective of the MLS internship for students to apply the theory and knowledge learned in the classroom to "real. This course provides students with practical internship experience with leadership applications, selected in consultation with the MLS program coordinator. The experience consists of at least 300 hours (twenty hours of work per week for 15 weeks or the equivalent for the summer semester) with the selected agency. The agency supervisor is directly responsible for assignments and tasks. The internship will be under close supervision by the agency and the MLS program advisor.

Contact Hours (per week): Lecture Hours Lab Hours 20 Other

Types of Instruction (Schedule Type): Select all that apply

Equivalent Course(s):

Restrictions:	
Classification	GR
Major	

**The University of Texas at El Paso
College of Liberal Arts
Leadership Studies Program
Syllabus**

Course Prefix and Number: MLS 5352
Course Title: Internship
Credit Hours: 3

Prerequisite Courses: None

Course Description: This course provides students with practical internship experience with leadership applications, selected in consultation with the MLS program coordinator. The experience consists of at least 300 hours (twenty hours of work per week for 15 weeks or the equivalent for the summer semester) with the selected agency. The agency supervisor is directly responsible for assignments and tasks. The internship will be under close supervision by the agency and the MLS program advisor.

Course Objective: The key objective of the MLS internship for students to apply the theory and knowledge learned in the classroom to "real world" work experiences.

Course requirements: Students must complete a minimum of 300 hours with the agency. At the beginning of the internship, the student, MLS Coordinator, and supervisor must complete and sign a contract that includes the scope of work. Students will be evaluated on the following:

Mid-semester review (15%): The student will complete the Mid-semester Review form (attached) outlining his/her progress, accomplishment, and challenges to date. The Mid-semester Review form is due to the program coordinator via email.

Paper requirement (60%): A reflective paper of at least 5 pages that includes:

- A brief summary of the organization including, but not limited to, the mission, purpose and function, programs, and organizational structure.
- A discussion of your accomplishments. Include a brief description of your duties and responsibilities. Include any challenges or obstacles and strategies used to overcome them.
- Integration of theory and practice citing the literature or classroom discussions.
- Feedback from your supervisor on your strengths and weaknesses and how you plan to address the feedback.
- Your assessment of the overall experience and how the internship will further your professional goals.

- Optional: You may include any written materials you prepared during your internship in an appendix.

Supervisor evaluation (15%): The supervisor will be required to submit an evaluation of the student's performance as outlined in the contract. The evaluation will be delivered to the supervisor two weeks prior to the end of the internship.

Student evaluation (10%): The student will be required to submit an evaluation of the internship experience as outlined in the contract.

All requirements including final paper requirement, supervisor evaluation and student evaluation are due by the assigned dates agreed upon by the MLS Coordinator and the student. Late assignments or lack of communication on the part of the student will lessen the course grade at the discretion of the instructor.

Miscellaneous Items:

- Emergencies- contact the MLS Coordinator and provide documentation as soon as possible.
- Plagiarism- all material paraphrased or quoted must be cited. Students are expected to be thoroughly familiar with plagiarism and how to avoid it. If you have any question about plagiarism, visit <http://www.plagiarism.org>.

ADA:

The MLS program seeks to maintain an inclusive environment. In doing so, the MLS complies with procedures established by the UTEP's Center for Accommodations and Support Services (CASS). If a student has a disability or suspects he/she may have a disability, and would like reasonable accommodation, it is her/his responsibility to: 1) inform the course professor at the beginning of the course and 2) contact CASS at 915.747.5148, cass@utep.edu, or Union East Building (Room 106). The MLS strives to accommodate students who are registered with DSSO.



THE UNIVERSITY OF TEXAS AT EL PASO
LEADERSHIP STUDIES

MLS Internship Guidelines

The MLS program at UTEP requires three semester hours of internship credit for pre-service students. MLS 5352 Internship is part of the 9 hours of area concentration for pre-service students. The program strongly recommends that the internship be served in your area of concentration.

The internship requirement is an integral part of the MLS student's preparation for employment in Leadership positions. The internship is a supervised, field experience in which the student observes and participates in the functioning of an organization. Given its importance, student should begin examining internship opportunities early. To ensure the optimal internship placement, the student should explore as many avenues as possible. Although a paid internship is nice, it is not guaranteed. Remember that the goal of the internship experience is not to make a salary, but to gain valuable experience. Do not disregard an unpaid internship before discussing possibilities with the organization. The MLS Coordinator will evaluate the student's performance, including speaking with the internship supervisor.

Purpose of an Internship:

- To bring a real-world element to your educational experience.
- To provide valuable experience and an opportunity to establish contacts within the community.
- To provide experience that will potentially lead to a full-time employment after graduation.

Planning for an Internship:

- Begin planning for an internship and exploring possibilities in the initial advisement session.
- The MLS Director and Advisor can assist the student in identifying internship opportunities in the area.
- Ask professors for additional resources and contacts in the community.
- Develop and maintain contacts in the field that interest you.
- Explore as many avenues as possible.
- Do your research before attempting to contact a representative of the organization.
- Be prepared for an interview.
- Do not commit to an internship too early in the program as your interest may change.

Important aspects of an Internship:

- You should have a personal interest in the organization.
- The internship should include hands-on Leadership duties.
- The internship should provide richer and more challenging experiences than that of an undergraduate internship.

Internship Requirements:

- Approval of the MLS Program Director.
- A contract between the student, supervisor, and MLS Director.
- Completion of 300 hours (20 hours per week for 15 weeks).
- A Mid-semester Review.
- A final paper summarizing your experience.
- A minimum of 15 semester hours earned prior to enrolling in the internship course.

Students who are in-service (have at least three years of significant work experience) are not required to participate in the internship. The MLS Coordinator will determine at the time of application to the program whether an internship will be required of a student.

FAQ's

What are the requirements of an internship?

The internship is a supervised, field experience in which you will observe and participate in the functioning of an approved organization. You will be required to complete at least 300 hours (20 hours per week for 15 weeks). The approval of the Program Director is required. A mid-semester review, final paper, and evaluations from your supervisor and from you are required components of the class.

Why do I have to do an internship?

An internship experience is on the graduation requirements of the program for pre-service students. An internship is intended to bring a real-world experience to your graduate education in Leadership Studies. It also provides an opportunity to create contacts within the community and could lead to full-time employment after graduation.

When do I need to start planning for an internship?

As soon as possible! It is recommended that you begin planning for an internship and exploring possibilities when you enter the program. This means you should be making and maintaining contacts in fields that you have an interest in. Do not, however, commit to an internship too early in the program as your interests may change. Ideally, you should plan to have an internship lined up at least three months before it is to begin.

What I should be looking for in an internship?

Your internship should be in a relevant sector and provide some hands-on Leadership experience. This is not a chance to brush up on your filing skills, but should challenge you and force you to use what you have learned. You will benefit from your internship experience more if it is in the field you are interested in and enjoy. Completing an internship in a field to which you have not been exposed may also provide you with some valuable new skills and experiences.

Should I expect to get paid for my internship?

Once again, the sooner you start looking for an internship, the better the chance you have of finding one that pays. It is also helpful to inform the organization of the skills and knowledge you are able to bring to the organization that would make it worth their while to provide you with a salary. It might be beneficial to provide them with a list of classes you have taken as well as any special projects that you have completed. Remember that although a paid internship is nice, many smaller organizations may be able to provide you with valuable training and experience. Do not rule anything out before at least discussing possibilities with the organization. Remember, the goal of the internship experience is not to make a salary, but to gain valuable experience.

How will this internship differ from an undergraduate experience?

This should be a richer and more challenging internship experience since you expected to be more knowledgeable with a completed undergraduate degree plus your graduate coursework. This may be your first chance to apply your expertise in the real world. An ideal internship will allow you to get hands-on experience in the functioning of an organization and should provide leadership experience.

How should I contact an organization for an internship?

Start with what you know! Use the contacts you made over the past semesters as your initial points of contact within organizations. They may be able to provide you with an introduction or reference. Your professors can also be an excellent resource for contacts in the community.

Who should I contact within an organization to discuss internship possibilities?

Your initial contact will depend upon the nature and size of the organization. It may be appropriate to directly contact the executive director or administrator in a smaller organization or municipality; however, in large organizations a more appropriate initial contact may be a department head. Visit the organization's web site for contact information and well as information about possible internship opportunities.

Can my internship lead to a full-time job?

Possibly. A well-chosen internship can lead to job placement upon graduation, however, you should keep in mind that it is not a guarantee for a job. It can be used as a stepping stone. The supervisor of your internship can be the most valuable reference for your future job searches.