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CURRICULUM PROPOSAL

APPROVAL PAGE

Proposal Title: INTERNSHIP SEMINAR

College: LIBERAL ARTS

Department: BACHELOR OF MULTIDISCIPLINARY STUDIES

DEPARTMENT CHAIR- DR. SELFA A. CHEW-MELENDEZ, DIRECTOR

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

_____	_____11/5/2025_____
<i>Signature</i>	<i>Date</i>

COLLEGE CURRICULUM COMMITTEE CHAIR – DR. SELFA A. CHEW-MELENDEZ

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

_____	_____
<i>Signature</i>	<i>Date</i>

COLLEGE DEAN – DR. ANADELI BENCOMO

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.

_____	_____
<i>Signature</i>	<i>Date</i>

CURRICULUM CHANGE MEMO

Date: 11/5/2025

From: SELF A. CHEW-MELENDZ, BACHELOR OF MULTIDISCIPLINARY STUDIES

Through: SELF A. CHEW-MELENDZ, DIRECTOR, BACHELOR OF MULTIDISCIPLINARY STUDIES.

Through: ANADELI BENCOMO, DEAN, COLLEGE OF LIBERAL ARTS

To: SELF A. CHEW-MELENDZ, CHAIR, COLLEGE OF LIBERAL ARTS CURRICULUM COMMITTEE

Proposal Title: **Creation of BMS 4390 - INTERNSHIP SEMINAR, and inclusion in block electives**

Select the proposal content (select as many as apply) and provide the rationale.

Content

☐ New program or ☐ Program Change

☐ Bachelor's

☐ Master's

☐ Doctoral/Professional

☐ Certificate

☐ Fast Track

☐ Minor

☐ Concentration/Track

☒ New Course

☐ Closure (program, certificate, minor, concentration)

☐ Change

☐ CIP Code

☐ Program/certificate SCH

☐ Course Title

☐ Course Description

☐ Graduate Program Admission Requirements

Rationale

BMS 4390, Internship Seminar, is designed to provide Liberal Arts students with a structured, credit-bearing internship experience that integrates professional practice, community engagement, and academic reflection. BMS 4390 emphasizes interdisciplinary learning, civic and social responsibility, and the development of transferable professional skills that prepare students for diverse post-graduation pathways.

Through its inclusion as a block elective, this course creates a single, college-wide internship seminar course rather than individual department-specific internship courses. The structure ensures consistency in instruction, assessment, and partnership support, with an aim to scale University-wide.

Overview

Students enrolled in BMS 4390 complete supervised internship hours with an approved community, nonprofit, business, or government organization. The academic component engages students in reflective practice, professional skill-building, and exploration of the broader significance of their work in relation to community and society.

Core Program Components

Component	Description
Course Structure	<i>3 credit course combining 80–120 internship hours with weekly academic seminar and reflective assignments.</i>
Instructor of Record	<i>One designated faculty member appointed by the College of Liberal Arts; responsible for course instruction, reflection integration, and grading.</i>
Center for Community Engagement's Role	<i>Coordinates internship approval, student onboarding, hour tracking, and end-of-semester evaluation and reporting.</i>
Learning Emphasis	<i>Multidisciplinary connections, professional skill development, civic engagement, reflection, and ethical practice.</i>

Student Eligibility

- *Junior or senior standing (or approval from instructor).*
- *Good academic standing.*
- *Enrollment in a College of Liberal Arts major or minor.*
- *Completion of the **Internship Learning Agreement** prior to the start of placement.*
- *International students must complete applicable CPT/Academic Training clearance, if required.*

Internship Site Requirements

- *Minimum 80 hours over at least 8 weeks.*
- *Clear supervision plan with identified site mentor.*
- *Work that is meaningful, developmental, and aligned with student learning goals (not exclusively clerical).*
- *Paid or unpaid placements permitted (must meet Department of Labor guidelines).*
- *Hybrid and remote options allowed with adequate engagement and supervision.*

Monitoring & Documentation (Led by CCE)

<i>Phase</i>	<i>CCE Responsibilities</i>	<i>Student Responsibilities</i>	<i>Partner Responsibilities</i>
Pre-Placement	Approves site; confirms supervision plan; finalizes Learning Agreement.	Completes Learning Agreement and onboarding steps.	Provides clear internship role description and expectations.
During Placement	Tracks hours; conducts site and student check-ins; troubleshooting support.	Completes internship work; submits bi-weekly reflections.	Verifies hours; participates in mid-semester check-in.
End of Semester	Collects evaluations; compiles program and outcomes data.	Submits final reflection paper or portfolio.	Submits final performance evaluation.

Roles and Responsibilities

<i>Role</i>	<i>Key Responsibilities</i>
Instructor of Record (CoLArts)	Facilitates seminar, integrates reflection, evaluates assignments, assigns final grade.
CCE	Manages site approval, Learning Agreements, hour tracking, evaluation, and reporting.
Student Intern	Completes internship hours, reflection assignments, and final project.
Community Partner (Site Supervisor)	Provides supervision, mentorship, and final evaluation.

Course title Justification

The title “**BMS Internship Seminar**” accurately reflects the course’s purpose as a supervised, credit-bearing internship experience that integrates academic reflection through a seminar format. The inclusion of the term **Internship** makes the experiential and professional practice component explicit to students, advisors, and community partners, ensuring alignment with institutional definitions of internships and experiential learning courses. The word **Seminar** emphasizes the structured academic dimension—regular meetings, guided reflection, and faculty supervision—that distinguishes the course from unstructured fieldwork. This combined title provides clarity and consistency across the College of Liberal Arts, facilitating recognition of the course as a formal, interdisciplinary internship seminar rather than a practicum limited to a specific discipline.

COURSE ADD

All fields below are required

Add additional Course Add forms as needed

Effective Term : Fall 2026

Rationale for adding the course: BMS 4390, Internship Seminar, is designed to provide Liberal Arts students with a structured, credit-bearing internship experience that integrates professional practice, community engagement, and academic reflection. BMS 4390 emphasizes interdisciplinary learning, civic and social responsibility, and the development of transferable professional skills that prepare students for diverse post-graduation pathways.

Through its inclusion as a block elective, this course creates a *single, college-wide internship seminar course* rather than individual department-specific internship courses. The structure ensures consistency in instruction, assessment, and partnership support, with an aim to scale University-wide.

All fields below are required

Subject Prefix and # BMS 4390**Title (29 characters or fewer): Internship Seminar****Dept. Administrative Code : 1735****CIP Code** 30.0000.00**Departmental Approval Required** ☐Yes ☒No**Course Level** ☒UG ☐GR ☐DR ☐SP**Course will be taught:** ☒Face-to-Face ☒Online ☒Hybrid**Course minimum grade: if N leave blank, if Y provide grade D**

- How many times may course be repeated to satisfy minimum grade requirement? 2

How many times may the course be taken for credit? (Please indicate 1-9 times): 1**Should the course be exempt from the "Three Repeat Rule?"** ☐Yes ☒No**Grading Mode:** ☒Standard ☐Pass/Fail ☐Audit

Description and 2-3 keywords (600 characters maximum): BMS 4390, Internship Seminar, is designed to provide Liberal Arts students with a structured, credit-bearing internship experience that integrates professional practice, community engagement, and academic reflection.

Key words: Internship, Career Readiness

(Keywords are for Facilitation of course searches and should be words not already included in course title or description)

Contact Hours (per week): 3 Lecture Hours Lab Hours Other

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> A Lecture | <input type="checkbox"/> H Thesis |
| <input type="checkbox"/> B Laboratory | <input type="checkbox"/> I Dissertation |
| <input type="checkbox"/> C Practicum | <input type="checkbox"/> K Lecture/Lab Combined |
| <input checked="" type="checkbox"/> D Seminar | <input type="checkbox"/> O Discussion or Review (Study Skills) |
| <input type="checkbox"/> E Independent Study | <input type="checkbox"/> P Specialized Instruction |
| <input type="checkbox"/> F Private Lesson | <input type="checkbox"/> Q Student Teaching |

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks): 8 weeks

TCCN (Use for lower division courses) :

Prerequisite(s):		
Course Number/ Placement Test	Minimum Grade Required/ Test Scores	Concurrent Enrollment Permitted? (Y/N)

Corequisite Course(s):	Equivalent Course(s):

Restrictions:	
Classification	Junior/Senior or departmental approval
Major	

The curriculum office recommends consulting with other programs to determine whether there is significant overlap between the proposed course and any existing courses, especially when the course is part of an interdisciplinary program. Evidence of this consultation will facilitate the work of the curriculum committees.

Course Syllabus

BMS 4390 - Internship Seminar – Syllabus

Course Description

This internship seminar connects academic learning with professional practice and community engagement. Students complete supervised internship work with an approved community, nonprofit, business, or government organization while participating in a weekly seminar focused on reflection, skill development, and the broader social and civic contexts of their work.

This course emphasizes:

- *Real-world professional learning*
- *Critical and structured reflection*
- *Civic and ethical responsibility*

- Multidisciplinary application of Liberal Arts knowledge

Course Objectives / Learning Outcomes

By the end of the course, students will be able to:

1. **Integrate** academic and interdisciplinary knowledge with practical experience in a professional or community setting.
2. **Demonstrate** professional skill development, including communication, collaboration, organization, and problem-solving.
3. **Engage** with issues of social responsibility, equity, and community partnership relevant to their internship context.
4. **Reflect critically** on personal growth, professional identity, and civic engagement.
5. **Produce** a culminating project or portfolio that articulates the significance of the internship experience.

Course Requirements

Requirement	Description	Percentage
Internship Hours	Completion of 80–120 hours over the semester at an approved site	S/U (required for passing)
Bi-Weekly Reflections	Submitted on Blackboard/CUE, connecting experience to learning outcomes	30%
Mid-Semester Check-In	Brief self-assessment + discussion with instructor	10%
Professional Development Activities	Workshops, resume updates, informational interviews, etc.	20%
Final Reflection Portfolio or Project	Demonstrates learning, growth, and civic/professional insight	40%

Note: Successful completion of internship hours and site supervisor evaluation is required to pass.

Required Documentation (Managed with CCE)

- Internship Learning Agreement (signed before starting hours)
- Mid-Semester Site Supervisor Verification
- Final Site Supervisor Evaluation
- Time Log / Hour Tracking (submitted to CCE)

Course Schedule (Sample – Customize as Needed)

Week	Seminar Focus	Assignment Due
Week 1	Introduction to Internship Learning, Roles & Expectations	Learning Agreement
Week 2	What is Community Engagement? Who Benefits?	Reflection #1
Week 3	Workplace Culture & Professional Communication	Hour Log 1
Week 4	Power, Privilege, and Ethics in Community Work	Reflection #2
Week 5	Project & Responsibility Mapping	Hour Log 2
Week 6	Mid-Semester Dialogue Sessions	Mid-Semester Check-In
Week 7–9	Applied Skills Workshops (e.g., networking, project management)	Reflections continue
Week 10	Tensions, Challenges, and Growth	Hour Log 4

Week 11	Translating Experience to Career Paths	Reflection #5
Week 12	Final Project Workshop	Draft Portfolio
Week 13–14	Student Showcase / Reflection Circles	Final Portfolio Due
Finals Week	CCE Evaluation & Submission	Final Time Log & Supervisor Eval

Professional Expectations	Attendance	Support & Resources
<p>Students are expected to:</p> <ul style="list-style-type: none"> Communicate proactively with supervisors and instructor. Adhere to professionalism and confidentiality standards. Represent UTEP and partner organizations respectfully. Notify CCE immediately of any concerns at the site. 	<ul style="list-style-type: none"> Attendance at weekly seminar is required. Internship hours at the site must be scheduled and maintained consistently. Unexcused absences may impact ability to complete the course. 	<ul style="list-style-type: none"> Center for Community Engagement – Internship coordination and troubleshooting University Career Center – Resume, interviewing, job search support Counseling and Psychological Services – Personal well-being support Accessible Education Center – Disability accommodation support

Final Note

This course is designed to support your growth as a learner, emerging professional, and engaged member of your community. You are encouraged to approach your experience with curiosity, openness, and a willingness to reflect deeply on your learning.

CURRICULUM CHANGE MEMO

Date: 10/30/2025

From: Dr. Selfa A. Chew-Melendez, Director, Bachelor of Multidisciplinary Studies

Through: Dr. Anadeli Bencomo, Dean, College of Liberal Arts

To: Selfa A. Chew-Melendez, Chair, Liberal Arts Curriculum Committee

Proposal Title: Updates: Block Electives BMS 4390

Course name and number: BMS 4390

Course category

☐ Fine and Performing Arts

☒ Humanities

☒ Social and Behavioral Sciences

Action Needed

☒ Add course to Block Electives

☐ Remove course from Block Electives

Proposed Effective Date

Spring 2026

Rationale

Block Elective Designation in Humanities and Social Studies:

BMS 4390 – Internship Seminar integrates academic reflection with professional and community-based experiences that are broadly relevant to both the Humanities and the Social Studies concentrations. The course engages students in applied learning that requires them to draw upon analytical, interpretive, and ethical frameworks central to humanistic inquiry, while simultaneously developing the civic, social, and organizational competencies emphasized in the social sciences.

This course aligns with the Community Engagement and Leadership (CEL) initiative by connecting students with local and regional organizations through structured, supervised projects that foster civic responsibility and community partnership. Through reflection journals, discussions, and faculty mentorship, students critically examine how their disciplinary knowledge informs real-world challenges, advancing the University's mission of community engagement and social impact.

BMS 4390 also embodies UTEP Edge and AAC&U High-Impact Practices by promoting experiential learning, integrative reflection, and professional skill development. Students strengthen their career readiness through the acquisition of transferable professional skills such as problem-solving, written and oral communication, teamwork, adaptability, and ethical decision-making. They learn to navigate professional settings, articulate the value of their Liberal Arts education, and translate their interdisciplinary competencies into future careers in public service, education, cultural organizations, business, and non-profit sectors.

Designating BMS 4390 – Internship Seminar as a block elective in both Humanities and Social Studies ensures equitable access to a supervised, high-impact experiential learning opportunity that strengthens interdisciplinary integration, promotes community engagement, and prepares Liberal Arts students for professional success and diverse post-graduation pathways.