

INTERN/CO-OP/RESEARCH PRACTICUM (PRAC 95/98/99) SYLLABUS FALL 2016

Enrollment deadline: Wednesday, October 5

WHAT IS PRAC?

UMBC's Intern/Co-op/Research Practicum is a FREE zero-credit, pass/fail course for any undergraduate or graduate student who is currently completing an applied career experience of at least 120 hours. PRAC provides support, structure, and professional development to help students make the most of their experience. It must be taken concurrently with your experience. All PRAC students earn an applied learning notation on their transcript.

REGISTERING FOR PRAC

You may register online through UMBCworks or during a PRAC Registration Career Center appointment with Jennifer Willis-Oliveira at The Career and Internship Services Center if enrolled in a program at The Universities at Shady Grove (USG). We will need the following to process your registration:

1. Letter or email from your employer verifying that you have been offered a substantive career-related internship, co-op, or research experience which will enable you to complete 120+ hours by the semester's end. (NOTE: Using the "Track Hours" feature in UMBCworks is optional.)
2. GPA of 2.5+ is required
3. Signed [Employer Agreement](#), ONLY if your employer has not previously worked with the Career Center. (This can be done after you submit your registration. We will contact you if we need it.)

PRAC is encouraged for all students, but may be required for:

- Students who want to earn credit for their experience through a course in their major that requires PRAC.
- F-1 visa students who need CPT in order to accept paid work off-campus (see the [IES website](#)).
- Students who wish to maintain full-time status at UMBC while completing a full-time spring or fall experience (must be enrolled in the full-time co-op section of PRAC).
- Students who found their position via UMBCworks or another Career Center resource.

PASS/FAIL GRADING

Complete the assignments on page 2 to pass PRAC. Failure to complete the requirements by the posted deadline will result in a failing (F) grade. Incomplete (I) grades will not be granted unless specifically requested by the student prior to the end of the term. Incompletes are assigned at the discretion of your PRAC coordinator.

TUITION & FEES (None)

ENROLLMENT/WITHDRAWAL POLICY

Deadlines for adding and dropping PRAC follow the [Registrar's](#) deadlines and policies for all UMBC courses.

EARNING ACADEMIC CREDIT

Academic credit may be available through an internship or research course in your major department. Many departments require PRAC as a co-requisite for credit. Your PRAC coordinator can help you select a course and connect with the appropriate academic advisor/program director/faculty. **Faculty make the final determination of whether your experience qualifies for credit.** You are responsible for enrolling in any credit bearing classes and completing required assignments.

WHO IS MY PRAC COORDINATOR?

Your coordinator is your advocate and primary point of contact throughout your experience. We will remind you of assignments, answer your questions about PRAC, and support you in any concerns or challenges that may arise at your work site during your experience. Jennifer Willis-Oliveira is the PRAC Coordinator for students enrolled in programs at USG.

PRAC ASSIGNMENTS

To pass, complete the following assignments and at least 120 hours of work by the end of the semester.
Please note that Blackboard will NOT be updated to reflect assignment completion.

- 1. “Intern Like a Pro” Online Workshop** **DEADLINE: Start Date (Oct. 12 latest)**
ONLY required for first-time PRAC students. An [online orientation](#) to the professional workplace.

- 2. PRAC Learning Goals** **DEADLINE: Oct. 12**
Required for all PRAC students. Collaborate with your site supervisor to create three to six thoughtful learning objectives and action items for the coming semester. He or she will be emailed a copy of what you submit. First, log into UMBCworks:
- Select My Account > Internship/Co-op/Research/Service Requirements
 - Click “Edit”
 - Verify that the Work Term says Fall 2016
 - Populate all required fields and submit

NOTE: Using the “Track Hours” feature in UMBCworks is optional.

- 3. Professional Development Workshops** **DEADLINE: Dec. 9**
- Required for most PRAC students (see below). Topics may include resume writing, interviewing skills, LinkedIn, networking, etc. Some professional development activities are offered through The Career and Internship Services Center at USG. For a complete list, please reach out to your internship coordinator at Shady Grove, Jennifer Willis-Oliveira.
 - **Off-Site Employer Professional Development Activities:** Activities offered at your internship site or through other venues may be permitted *provided you receive prior approval* from your Internship Coordinator. However, some employers also offer workshops for interns. Please contact your PRAC coordinator in advance to determine if a given off-campus workshop will meet the PRAC requirement.
- 1st Semester in PRAC – Attend at least two workshops
2nd Semester in PRAC – Attend at least one workshop
3rd Semester in PRAC or beyond – Attendance not required

NOTE: If you cannot attend on-campus workshops due to your internship location or hours, contact your coordinator to discuss alternatives.

- 4. Mid-Placement Review** **DEADLINE: Between Oct. 17-Nov. 4**
ONLY required for first-time PRAC students who are earning academic credit in conjunction with PRAC. These 15-30 minute discussions are typically held via conference call between you, your site supervisor and your PRAC coordinator. Our goal is to ensure expectations are being met by all parties and to address any concerns. See full description

Schedule your mid-placement early; slots fill quickly! Click “Schedule Appointment” in UMBCworks, select your coordinator, and find a slot that is convenient for you and your supervisor. At the time of your mid-placement, call your internship coordinator Jennifer Willis-Oliveira at 301-738-6378.

- 5. Your End-of-Semester Evaluations** **DEADLINE: Dec. 9**
Required for all PRAC students. Reflect on your experience in these end-of-semester evaluations.
- In UMBCworks, select My Account > Internship/Co-op/Research/Service Requirements
 - Submit the Student Evaluation, Placement Evaluation, and Semester Report

- 6. Your Supervisor’s End-of-Semester Evaluation** **DEADLINE: Dec. 9**
Required for all PRAC students. The internship supervisor you specified in Assignment #2 will be emailed a link to an online evaluation form approximately 2 weeks prior to the internship deadline. This verifies your successful completion of at least 120 hours. We encourage you to discuss this evaluation with your supervisor. It will appear under your experience in UMBCworks once your supervisor submits it.

LOGGING INTO UMBCworks

1. Log into your myUMBC account
2. Select the TOPICS > JOBS AND INTERNSHIPS > UMBCworks

UMBC STATEMENT OF VALUES FOR ACADEMIC INTEGRITY

When enrolling in a course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, or helping others to commit these acts are all forms of academic dishonesty, and they are wrong. Such academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal. To read the full Student Academic Conduct Policy, consult [UMBC policies](#) or the [Faculty Handbook](#) (Section 14.3). For graduate courses, see the [Graduate School website](#).

ACCOMMODATIONS

UMBC is committed to eliminating discriminatory obstacles that may hinder students based on a disability. UMBC's Student Disability Services assists students with disabilities to:

- Receive and maintain confidential files of disability-related documentation
- Certify eligibility for services
- Determine reasonable accommodations
- Develop/tailor plans for the provision of accommodations
- Serve as a liaison between UMBC faculty and students regarding disability-related issues

At Shady Grove, please refer to UMBC support services and contact USG's Center for Academic Success with any questions or concerns.

USG Student Disability Services: The Center for Academic Success, Student and Academic Services Center, Building III
Phone: 301.738.6315 or **Email:** sg-cas@umd.edu

PRAC COORDINATOR

Jennifer Willis-Oliveira, jwillis5@umd.edu

Coverage - All majors for students enrolled in PRAC within a program at USG.

USG's Career and Internship Services Center

Office hours are by appointment only and may be scheduled by calling 301-738-6378 or emailing jwillis5@umd.edu.

Campus Location: Building III – Student & Academic Services Suite, 9630 Gudelsky Drive – **Phone:** 301-738-6338

USG FACULTY CONTACTS

If seeking Academic Credit, please contact your assigned Program Director after meeting with CISC staff to enroll in the Practicum.

History:

Dr. Andrew Nolan
Title: Program Director
Phone Number: 301-738-6182
Office: SG III-4133
Email: Nolan@umbc.edu

Political Science:

Dr. Sunil Dasgupta
Title: Program Director
Phone Number: 301-738-6313
Office: SG III-4151
Email: sunildasgupta@umbc.edu

Psychology:

Diane Alonso
Title: Program Director & Senior Lecturer (Undergrad)
Phone Number: 301-738-6318
Office: SG III-4145
Email: dalonso@umbc.edu

Dr. Karen Watkins-Lewis
Title: Lecturer (Undergrad)
Phone Number: 301-738-6075
Office: SG III-4143
Email: kwatkin1@umbc.edu

Social Work:

Katie Morris
Title: Program Director (Undergrad)
Phone Number: 301-738-6312
Office: SG III-4141
Email: kath@umbc.edu

Kathleen Leiser
Title: Field Coordinator (Undergrad)
Phone Number: 301-738-6304
Office: SG III-4139
Email: leiser@umbc.edu