

PRAC 95/98/99: UMBC INTERN/CO-OP/RESEARCH PRACTICUM SYLLABUS**SUMMER 2016****(Last day to enroll: July 14, 2016)****OVERVIEW**

Internships, co-ops and research opportunities are essential components of a successful and rewarding career. Often introduction to the world of work occurs during these experiences. **UMBC's Intern/Co-op/Research Practicum (PRAC) course is designed to help students to maximize their benefit from these opportunities.** As a University-sanctioned, 0-credit course, PRAC provides students the support of a career professional to ensure the experience is rewarding -- for both student *and* employer. PRAC also allows students to create intentional ties to their course work while connecting to a broader community of students and professionals.

WHAT IS PRAC?

PRAC is a 0-credit course which is recorded on your permanent academic transcript. Participation in PRAC allows UMBC to evaluate your performance with a grade reflecting successful or unsuccessful completion (P = pass/F = fail). Additionally, enrolling in full-time co-op sections allows you to maintain full-time student status should work during a semester without taking classes. (For information on earning additional academic credit, refer to page 3.)

WHO SHOULD ENROLL IN PRAC?

Any UMBC student with an internship, research or co-op position may discuss enrollment in PRAC with a staff member from the Career & Internship Services Center. (For contact information, refer to last page of syllabus)

You are **required to enroll** in PRAC if:

- You learned of the position via UMBCworks or another UMBC Career Center resource, or
- Mandated by your academic department, or
- Required by your visa status. (Visit the IES website (<http://ies.umbc.edu>) for more details.)

Note: You may only enroll in PRAC during the semester in which you are completing the work; **retroactive enrollments are not permitted.**

REQUIREMENTS FOR PARTICIPATION IN THE PRACTICUM

The following information is required in order to process your enrollment in the Practicum:

- **Position Verification:** Verification of your position from the employer/organization inviting you to participate in an internship, co-op or research opportunity for a minimum of 120 hours/semester.
(See FAQ for details: <http://my.umbc.edu/groups/intern-research-prac/documents/7327.>)
- **GPA** - A minimum GPA of 2.5 is required.
- **Employer Agreement** – Required for employers that **have not previously worked with USG or UMBC's Career Center**.
(Employer Agreements are provided by UMBC Career Center.)

CISC STAFF MEMBERS

CISC staff members function as the primary point of contact for enrollment and administration of the PRAC. **All questions regarding the PRAC (enrollment, requirements, deadlines, etc.) are to be directed to a CISC staff member.** (Refer to last page of syllabus for contact information)

INSTRUCTIONS FOR LOGGING INTO UMBCworks

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

ASSIGNMENTS

1. Follow the "Career Center Intern/Co-op/Research PRAC" myUMBC group.

Stay informed about PRAC-related events and due dates.

DEADLINE: Within 1 week of enrolling in the Practicum

2. Complete PRAC Information & Learning Objectives and view Intern Like a Pro - **DEADLINE: July 8, 2016**

Instructions:

Create **3-6 Learning Objectives** and an **Action Plan** in collaboration with your Placement Supervisor.

(Examples are provided under the Documents tab in the myUMBC group.)

Instructions:

- From the UMBCworks home page, select "My Account." Select "Internship/Co-op/Research/Service Requirements".
- Click on the grey dots to the right of your current internship.
- Select "EDIT" to open the **PRAC information & Learning Objectives** form.
 - **PRAC Information:**
 - Verify the work term is Summer 2016.
 - Populate fields with employer/supervisor information.
 - **Learning Objectives and Action Plan:**

Create **Learning Objectives (3-6)** and **Action Plan** in collaboration with your Placement Supervisor.
(Examples are provided under the Documents tab in the myUMBC group.)
 - **For students in their first semester of PRAC, view "Intern Like a Pro" online seminar and complete brief quiz.**

3. Complete at least 120 Hours of Work (per semester)

- 120 hours per semester is required. Talk to your Coordinator early if you require an extension.
- Completion of hours will be verified by your Placement Supervisor in your Performance Evaluation (#6 below).
- Use the 'Track Hours' feature via UMBCworks to track your hours.

4. Engage in Professional Development Activities – **Deadline: August 17, 2016**

Professional development activities should connect to/augment what you are learning in your field and help you develop skills that are required to be successful in the workplace. **Advance registration is NOT required.**

1st Semester in PRAC – 1 required

2nd Semester or more in PRAC – 0 required

What qualifies as a Professional Development Activity?

- **On-campus Professional Development Activities:** Some professional development activities are offered through the Career Center. For a complete list visit: http://careers.umbc.edu/news_events/calendar.php?event_type=PRAC
- **Off-Site Employer Professional Development Activities:** Activities offered at your internship site or through other venues on campus and elsewhere *may be permitted* provided you receive *prior approval* from your Internship Coordinator.
- **If you are having trouble identifying a Professional Development Activity, please contact your Internship Coordinator in the Career Center**

5. Complete Evaluations in UMBCworks: Student Evaluation, Placement Evaluation, Semester Report

Assess your performance, your employer/placement and note your plans for next semester or post-graduation:

- From the UMBCworks home page, select "My Account". Select "Internship/Co-op/Research/Service Requirements".
- Click on the grey dots to the right of your current internship. Be thorough and thoughtful in your responses.

NOTE: You may upload a separate semester report document should you choose, however this is not required.

DEADLINE: August 17, 2016.

6. Obtain a Performance Evaluation

The internship supervisor you specified in Assignment #2 will receive a link to an *online evaluation form* approximately 2 weeks prior to the internship deadline. We encourage you to discuss this evaluation with your supervisor. (You may access the evaluation via UMBCworks once completed.)

DEADLINE: August 17, 2016.

ACADEMIC CREDIT

Academic credit may be available through a course in your major department. Many departments require PRAC as a co-requisite for academic credit. A CISC staff member can help you with course selection and provide you with an enrollment permission application. **Faculty make final determinations regarding permission for academic credit.** CISC staff members maintain contact with faculty and provide feedback pertaining to your performance. You are ultimately responsible for enrolling in any credit bearing classes and completing required assignments.

<http://my.umbc.edu/groups/intern-research-prac/files> - Select "Academic Credit Options for Internships".

7. Mid-Placement Review - Required ONLY for first-time PRAC participants earning academic credit.

Students who are **enrolled their first-semester of PRAC AND earning academic credit** are required to participate in a mid-placement review – a brief 15-30 minute discussion held via conference call or on-site visit between you, your internship supervisor and your UMBC Internship Coordinator. Discussions are intended to ensure expectations are being met by all parties. It is an opportunity to address any concerns.

Due between: June 20 – July 22, 2016

- **IMPORTANT:** You are responsible for scheduling this discussion, so you will want to discuss this requirement with your internship supervisor early in your internship. Do not wait to schedule this appointment; slots fill quickly! For information on preparing for your mid-placement review, please view our FAQ at: <http://my.umbc.edu/groups/intern-research-prac/files/8753>.)

GRADING/FINAL EVALUATION

You must complete all assignments outlined in the syllabus. **Failure to complete the requirements by the posted deadlines will result in a Fail (F) grade.** Incomplete (I) grades will not be granted unless specifically requested by the student prior to the end of the term. Incomplete grades are assigned at the discretion of CISC staff members/Internship Coordinators.

COST/FEES

If your opportunity was secured via UMBCworks or via UMBC's Career Center resources (e.g., a UMBC career fair, UMBC Connects, etc.), a one-time \$35 (for <35 hrs./wk.) or \$70 (>35 hrs./wk.) fee will be directly charged to your student account. This fee will not recur should you return to your host site for subsequent semesters.

ENROLLMENT/WITHDRAWAL POLICY

PRAC is treated like any other credit-bearing course at UMBC and deadlines for adding and dropping apply in accordance with the Registrar's policies. See [Registrar Website](http://registrar.umbc.edu) (<http://registrar.umbc.edu>) for specific dates.

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 Support Services (SSS) 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

STUDENT SUPPORT SERVICES

At **Shady Grove**, please refer to UMBC support services and contact Mary Gallagher in the Center for Academic Success
Campus Location: Student & Academic Services suite – **Phone:** (301) 738-6104 or **Email:** maryg@umd.edu

USG CAREER & INTERNSHIP SERVICES CENTER

Office hours are by appointment only and may be scheduled by calling 301-738-6203 or emailing wdonahue@umd.edu.

Campus Location: Building III – Student & Academic Services Suite, 9630 Gudelsky Drive – **Phone:** 301-738-6203

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
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Psychology:

Diane Alonso
Title: Program Director & Senior Lecturer (Undergrad)
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Dr. Karen Watkins-Lewis
Title: Lecturer (Undergrad)
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Social Work:

Katie Morris
Title: Program Director (Undergrad)
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Kathleen Leiser
Title: Field Coordinator (Undergrad)
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