

PRAC 95/98/99: UMBC INTERN/CO-OP/RESEARCH PRACTICUM SYLLABUS

Spring 2015 – USG Campus

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/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.

DESCRIPTION

Intern/Research PRAC is a 0-credit course which is recorded on your permanent academic transcript. (For information on earning credit, refer to page 3.) 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 you be working during a semester without taking classes.

WHO SHOULD ENROLL IN THE PRACTICUM?

Any UMBC student with an internship, research or co-op position may discuss enrollment in PRAC with a staff member from the Career & Internship Service Center (CISC). (For contact information, refer to page 4.)

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

- you found your position via UMBCworks or another UMBC Career Center resource
- mandated by your academic department
- required by your visa status. Visit the [IES website](#) for more details

Note: You may only enroll in the Practicum 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:

- **Offer Letter:** A written offer from an 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.)
- **GPA** - A minimum GPA of 2.5 is required for PRAC.
- **Employer Agreement** – Required for employers that have not previously worked with the CISC. ([Agreements](#) are provided by CISC.)

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 any staff member. (Refer to page 4 for contact information.)

ASSIGNMENTS/REQUIREMENTS

(Note: Access instructions for UMBCworks are provided below.)

1. Join the Career Center Intern/Research PRAC myUMBC group.

This group will be your best source for tracking important announcements and events related to your Practicum enrollment. You should expect to receive emails on your @umbc.edu account from a staff member and internships@umbc.edu throughout the semester with updates/reminders.

Deadline: *Within 1 week of enrolling in the Practicum*

2. Complete the Basic Experiential Learning Information in UMBCworks

Instructions:

- From the homepage, scroll down and find “MORE” towards the bottom right-hand side of the screen. Select the first link entitled: “Internship/Co-op/Research/Service Requirements.”
- Select “EDIT” underneath your current placement. This will take you directly to the Basic Exp. Learning Information screen.
- Complete employer/supervisor information section.
- Create 3-6 Learning Objectives in collaboration with your direct supervisor. (Examples are provided in the myUMBC group.)
- Develop an Action Plan describing how you plan to accomplish your objectives.

Deadline: *Wednesday, March 11, 2015*

3. Complete at least 120 Hours of Work

- Minimum 120 hours per semester – talk to a CISC staff member early, if you require an extension.
- Use Track Hours via UMBCworks database.
- Hard copy time sheets do not need to be submitted. Completion of hours will be verified by your Supervisor in your Performance Evaluation (Item 6 below).

4. Engage in Professional Development Activities

Professional Development Activities should augment what you are learning in your field and help you develop skills that are expected in the workplace.

1st Semester at placement –2 activities required

2nd Semester at placement –1 activity required

3rd Semester (or more) at placement – none required

The CISC offers additional professional development activities throughout each semester. For an updated list of eligible events and dates visit the [PRAC Activity Calendar](#) or the [CISC Event List](#).

Substitutions Allowed

Activities offered at your workplace, through other venues on campus and elsewhere *may be permitted* provided you receive *prior approval* from a CISC staff member.

Deadline: All activities must be completed and reported to the CISC by *Friday, May 1, 2015*.

5. Complete three (3) Evaluations in UMBCworks: Student Evaluation, Placement Evaluation, Semester Report

- From the homepage, scroll down and find “MORE” towards the bottom right-hand side of the screen. Select the first link entitled: “Internship/Co-op/Research/Service Requirements”.
- Click on the grey titles to the right of your current experience.
- Assess yourself, your placement and note your plans for the next semester or post-graduation.
- You may upload a separate semester report document should you choose, however this is not required.

Deadline: *Friday, May 1, 2015*.

6. Obtain a Performance Evaluation

Your internship supervisor will be instructed to complete a performance evaluation at the conclusion of your internship. Approximately 2 weeks prior to the internship deadline, he/she (as listed by you as part of Assignment 2) will receive a link with instructions to an online evaluation form. We encourage supervisors to review this information with you. You may access the evaluation via UMBCworks once completed.

(Note: Forms may be downloaded in hard copy from the **Career Center Intern/Research PRAC myUMBC group**.)

Deadline: *Friday, May 1, 2015*.

INSTRUCTIONS FOR LOGGING INTO THE UMBCworks DATABASE

1. Log into your myUMBC account
2. Select the TOPICS tab
3. Select “JOBS and INTERNSHIPS” tab
4. Select UMBCworks

EARNING ACADEMIC CREDIT

Academic credit for your internship/research/co-op experience 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. (For faculty contact information, refer to page 4.)

7. Additional PRAC Assignment for Students Earning Academic Credit

Mid-Placement Review

Students in the first-semester of their internship/research/co-op *AND* earning academic credit are required to participate in a mid-placement review. Mid-placement reviews are 15-30 minute discussions held via conference calls or as on-site visits between you, your supervisor and a CISC staff member. Discussions are intended to ensure expectations are being met by all parties and discuss any concerns.

Deadline: Monday, March 9 – Friday, April 10, 2015.

Note: *YOU are responsible for scheduling this meeting prior to the final deadline. Plan to discuss this requirement with your internship supervisor early.* DO NOT WAIT TO SCHEDULE THIS MEETING. Coordinating schedules may be a challenge and timeslots are limited.

GRADING/FINAL EVALUATION

You are required to complete all assignments outlined in this 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 the CISC staff members.

COST/FEES

If your opportunity was secured via UMBCworks or using UMBC Career Center resources (e.g., Career Fairs, 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 does not recur should you return to your host site for subsequent semesters.

ENROLLMENT/WITHDRAWAL POLICY

The Practicum 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](#) 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

Please speak to CISC staff regarding any concerns and visit UMBC Student Support Services.

Campus Location: Student & Academic Services suite – **Phone:** (301) 738-6203 or **Email:** wdonahue@umd.edu

At **Shady Grove**, please contact Mary Gallagher at 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
Phone Number: 301-738-6313
Office: SG III-4151
Email: sunildasgupta@umbc.edu

Psychology:

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

Dr. Karen Watkins-Lewis
Title: Professor (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
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