

# UMBC

## INTERNSHIP, CO-OP, AND RESEARCH PRACTICUM SYLLABUS

### COURSE DESCRIPTION/OBJECTIVE

PRAC 98 & PRAC 99, zero-credit, pass-fail courses recorded on a student's permanent transcript, provide a record of the student's participation in a University sanctioned internship/co-op/research position and enable UMBC to evaluate the student's performance with a grade indicating successful or unsuccessful completion of the internship/co-op/research position. In addition, full-time sections of 98 & 99 maintain the student's full-time status at UMBC. Enrollments in PRAC follow UMBC policies and deadlines for adding and dropping (both with and without a "W").

### ACCESS INTERN/CO-OP/RESEARCH REQUIREMENTS THROUGH UMBCWORKS

**All underlined tabs below are to be completed electronically on UMBCworks. To access your UMBCworks account:**

1. Log into your myUMBC account.
2. Go to the TOPICS tab.
3. Click on JOBS and INTERNSHIPS.
4. Click on UMBCworks.
5. On the homepage of your UMBCworks account, look under MORE on the bottom right side of the screen. Click on Intern/Co-op/Research/Service Requirements.
6. Click on EDIT underneath your current internship, co-op, or research placement. This will take you directly to the Basic Exp. Learning Information screen. To complete your Evaluations and Semester Report, click on the grey titles to the right of your experience on the Exp. Learning homepage.

### INTERN/CO-OP/RESEARCH PRAC REQUIREMENTS FOR SPRING 2014

**To PASS PRAC 98/99 all students must:**

1. Complete the **Basic Exp. Learning Information** on UMBCworks, which includes your learning objectives and action plan. In this section you will create 3 to 6 specific learning objectives as determined by you and your supervisor.  
*Due: Friday, March 7th*
2. Complete the **Student Evaluation Tab**, **Placement Evaluation Tab**, and **Semester Report Tab** on UMBCworks.  
*Due: Friday, May 9th*
3. Attend **Professional Development Seminars - See UMBC-USG PRAC Schedule of Events**  
(1st semester at placement - attend one development seminar and one reflection seminar; 2nd semester - attend one reflection seminar; 3rd semester or more - no seminars required)  
Attendance at development seminars occurring away from UMBC-Shady Grove can be substituted for UMBC-USG PRAC development seminars, but you must confirm with your PRAC Coordinator (Ray Regimbal) that the event is eligible for substitution prior to attending the event. The reflection seminar may not be substituted.
4. Complete a **minimum of 120 hours** of service at your placement and submit a **signed timesheet**. *Due: Friday, May 9th*
5. Have your supervisor complete the **Performance Evaluation** electronically or submit a hard copy to Ray Regimbal by e-mail, mail, or fax during the last two weeks of the semester. *Due: Friday, May 9th*
6. **Additional requirement only for students in first semester placed with credit:** Complete a **Mid-Placement Review** with your supervisor and PRAC Coordinator (Ray Regimbal) to discuss your performance, work responsibilities, and work environment. It is the student's responsibility to contact Ray Regimbal at regimbal@umbc.edu to schedule the conference call between *Monday, March 10th and Friday, April 18th*.

### POLICY INFORMATION

Credit for the student's placement typically may be obtained through a PRAC course linked to the student's major department. Coordinators will assist you in obtaining academic credit according to arrangements established by each academic department. Coordinators maintain continuous contact with the academic departments, providing evaluations and other information that directly impact the grading of the internship/independent study courses linked to Intern/Co-op/Research placements.

Placements obtained through UMBC are accompanied by a mandatory Internship/Co-op/Research transcript notation (PRAC). If a paid placement that is posted on UMBCworks or advertised directly by UMBC is found and accepted, a University-imposed registration fee for participating in an Internship/Co-op/Research Practicum is billed to your myUMBC account at a rate of \$35 for part-time ( $\leq 35$  hours/week) or \$70 for full-time ( $> 35$  hours). This is a one time, per placement fee that will allow the same Internship/Co-op/Research position to be noted on your transcript for subsequent semesters. **Students who fail to meet the requirements of the Practicum by the posted deadlines will earn a Fail (F) grade.** Incomplete (I) grades will not be granted unless specifically requested by the student prior to the end of the term and are assigned at the discretion of the student's designated PRAC Coordinator.