



The UNIVERSITIES  
at Shady Grove

## PRAC 95/98/99: UMBC INTERN/CO-OP/RESEARCH PRACTICUM SYLLABUS SUMMER 2015

*(Last day to enroll: September 30, 2015)*

### 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
- Mandated by your academic department
- Required by your visa status. (Visit the [IES website](#) for more details.)

**Note:** You may only enroll in PRAC during the semester in which you are completing the work, however, ***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 [the FAQ section](#) in the Intern/Research PRAC myUMBC group for details)
- **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/REQUIREMENTS

### 1. Join the Career Center Intern/Co-op/Research PRAC myUMBC group.

Track important announcements/events related to your PRAC enrollment. Expect to receive emails from your Coordinator and <mailto:internships@umbc.edu> throughout the semester with updates/reminders.

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

### 2. Complete the PRAC Information & Learning Objectives under the “Edit” button in UMBCworks

#### Instructions:

- Mid-way down on the right hand column of your homepage, select “MORE”. Select the link entitled: “Internship/Co-op/Research/Service Requirements.”
- Select the “EDIT” button underneath your current placement to open the PRAC information and Learning Objectives form.
- Populate the information in this form with employer/supervisor information.
- Create 3-6 Learning Objectives and an Action Plan in collaboration with your PRAC supervisor. (Examples are provided under the Documents tab in the myUMBC group.)

**DEADLINE: October 7, 2015**

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

- Talk to your Coordinator early if you require an extension.
- Use the ‘Track Hours’ function via UMBCworks database.
- Completion of hours will be verified by your Supervisor in your Performance Evaluation (#6 below).

### 4. Engage in Professional Development Activities

Professional Development Activities should enhance what you are learning in your field and help you develop skills that are expected in the workplace. **Advance registration is NOT required.**

**1<sup>st</sup> Semester** at placement – 2 required\*

**2<sup>nd</sup> Semester** at placement – 1 required

**3<sup>rd</sup> Semester** (or more) at placement – NOT required

**\*Note: The online “Intern Like a Pro” seminar qualifies as an activity and is mandatory for students in their first semester of PRAC 95/98/99. This session must be completed by October 7, 2015.**

The Career Center offers additional professional development activities throughout each semester. For an updated list of eligible events visit the [PRAC Activity Calendar](#) and the [Events List](#) on both Career Centers websites.

#### Substitutions Allowed

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

**DEADLINE: December 4, 2015.**

### 5. Complete 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: December 4, 2015.**

### 6. Obtain a Performance Evaluation

Your internship/co-op/research supervisor will be asked to complete a performance evaluation at the conclusion of your internship. He/she (as provided by you) will receive a link with instructions to an *online evaluation form* approximately 2 weeks prior to the internship deadline. 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 PRAC- myUMBC group**.)

**DEADLINE: December 4, 2015.**

## EARNING 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. (For faculty contact information, refer to page 4.)

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

Students who are in the first-semester of PRAC *and* earning academic credit are required to participate in a mid-placement review. Mid-placement reviews are 15-30 minute discussions held via conference call or as on-site visits between you, your supervisor and your UMBC Internship Coordinator. Discussions are intended to ensure expectations are being met by all parties and discuss any concerns.

***DEADLINE: October 12, 2015- November 6, 2015***

***Note: YOU are responsible for scheduling this discussion so you will want to discuss this requirement with your internship supervisor early.*** Do not wait, as slots fill quickly!

## 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](#) 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](mailto:maryg@umd.edu)

Please speak to CISC staff regarding any additional concerns and visit.

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

#### **Political Science:**

Dr. Sunil Dasgupta  
Title: Program Director  
Phone Number: 301-738-6313  
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#### **Psychology:**

Diane Alonso  
Title: Program Director & Senior Lecturer (Undergrad)  
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Dr. Karen Watkins-Lewis  
Title: Lecturer (Undergrad)  
Phone Number: 301-738-6075  
Office: SG III-4143  
Email: [kwatkin1@umbc.edu](mailto:kwatkin1@umbc.edu)

#### **Social Work:**

Katie Morris  
Title: Program Director (Undergrad)  
Phone Number: 301-738-6312  
Office: SG III-4141  
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Kathleen Leiser  
Title: Field Coordinator (Undergrad)  
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