

42-6 NC

FORMAT 1

Submit original with signatures + 1 copy + electronic copy to UAF Governance.

See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

**TRIAL COURSE OR NEW COURSE PROPOSAL**

**SUBMITTED BY:**

Department	Fisheries	College/School	SFOS
Prepared by	Ginny Eckert	Phone	796-5450
Email Contact	gleckert@alaska.edu	Faculty Contact	Ginny Eckert

**1. ACTION DESIRED**

(CHECK ONE):

Trial Course ☐

New Course ☒

**2. COURSE IDENTIFICATION:**

Dept

FISH

Course #

680

No. of Credits

2

Justify upper/lower division status & number of credits:

**3. PROPOSED COURSE TITLE:**

Marine Sustainability Internship

**4. CROSS LISTED?**

YES/NO

yes

If yes, Dept:

MSL/ANTH/NRM

Course #

680

(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

**5. STACKED?**

YES/NO

no

If yes, Dept.

Course #

**6. FREQUENCY OF OFFERING:**

Every Fall

(Every or Alternate) Fall, Spring, Summer — or As Demand Warrants

**7. SEMESTER & YEAR OF FIRST OFFERING (if approved)**

Fall 2011

**8. COURSE FORMAT:**

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT:

(check one)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☒ 6 weeks to full semester

OTHER FORMAT (specify)

Mode of delivery (specify

lecture, field trips, labs, etc)

Internship

**9. CONTACT HOURS PER WEEK:**

☐

LECTURE hours/weeks

☐

LAB hours /week

☐ 5-16

PRACTICUM hours /week

Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit.

1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit.

This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty/cd/credits.html> for more information on number of credits.

OTHER HOURS (specify type)

Internship – students will spend 8 weeks in an internship. The students spend 1 to 3.3 hours on this class per day to meet the 2400-4800 minutes required for 2 credits.

**10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):**

FISH/MSL/ANTH/NRM 680. Internship program in marine ecosystem sustainability to broaden students' interdisciplinary training, develop new research tools, build expertise outside their home discipline, gain exposure to careers, and gain a unique perspective on research problems. Internships are for a minimum of 8 weeks and take place during the summer. In the autumn students report on and meet to discuss their internship experiences. (0+0+2)

Scanned & sent to M. G. G. 3/17/10

**11. COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities ☐

N = Natural Science ☐

S = Social Sciences ☐

Will this course be used to fulfill a requirement for the baccalaureate core? ☐ YES ☐ NO

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6 ☐

W = Writing Intensive, Format 7 ☐

Natural Science, Format 8 ☐

**12. COURSE REPEATABILITY:**

Is this course repeatable for credit? ☐ YES ☒ NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit? ☐ TIMES

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? ☐ CREDITS

**13. GRADING SYSTEM:**

LETTER: ☒ X

PASS/FAIL: ☐

**RESTRICTIONS ON ENROLLMENT (if any)**

**14. PREREQUISITES**

MSL 652, permission of instructor

These will be required before the student is allowed to enroll in the course.

**RECOMMENDED**

Classes, etc. that student is strongly encouraged to complete prior to this course.

**15. SPECIAL RESTRICTIONS, CONDITIONS**

**16. PROPOSED COURSE FEES**

\$

Has a memo been submitted through your dean to the Provost & VCAS for fee approval? Yes/No ☐

**17. PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously? Yes/No

☒ Yes

If yes, give semester, year, course #, etc.:

Yes, FISH 693 in Fall 2010.

**18. ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

Program will utilize existing facilities and faculty. No additional resources required.

**19. LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (ffklj@uaf.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No ☐ Yes ☒

Library collections adequate – contacted March 8, 2010

**20. IMPACTS ON PROGRAMS/DEPTS**

What programs/departments will be affected by this proposed action?

Include information on the Programs/Departments contacted (e.g., email, memo)

Programs/Departments impacted are involved in the interdisciplinary graduate education and research training program.

**21. POSITIVE AND NEGATIVE IMPACTS**

Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

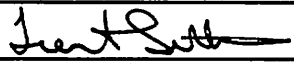
This course will have positive impacts through involving graduate students and faculty with outside partners working in similar disciplines. Increased collaboration with these outside partners is anticipated.

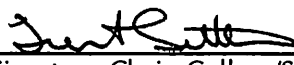
### JUSTIFICATION FOR ACTION REQUESTED

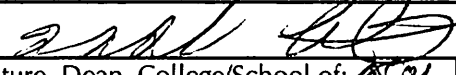
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

This Internship course was designed for, is a part of, but is not limited to the Marine Ecosystem Sustainability in the Arctic and Subarctic (MESAS) Interdisciplinary Graduate Education and Research Training (IGERT) program funded by NSF. Most IGERTs have an internship that serves as a valuable experience for the graduate student to gain valuable career development experience outside the university. The internship will continue to be an important educational tool after MESAS funding ends.

### APPROVALS:

	Date	03/15/2010
Signature, Chair, Program/Department of: Fisheries Academic Head		

	Date	03/15/2010
Signature, Chair, College/School Curriculum Council for: SFOS Curriculum Committee		

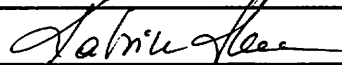
	Date	3/17/10
Signature, Dean, College/School of: NRE SFOS		

	Date	
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Signature of Provost (if applicable)

Offerings above the level of approved programs must be approved in advance by the Provost.

### ADDITIONAL SIGNATURES: (If required)

	Date	15 March 2010
Signature, Chair, Program/Department of: MSL		

	Date	
Signature, Chair, College/School Curriculum Council for:		

	Date	
Signature, Dean, College/School of: SFOS (see above)		

### ADDITIONAL SIGNATURES: (If required)

	Date	
Signature, Chair, Program/Department of: NRM		

	Date	
Signature, Chair, College/School Curriculum Council for:		



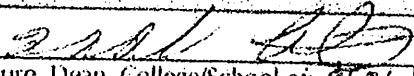
	Date	
Signature, Dean, College/School of: Management		

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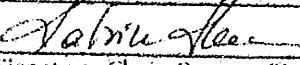
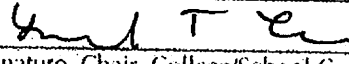
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### APPROVALS:

	Date	03/15/2010
Signature, Chair, Program/Department of: Fisheries Academic Head		
	Date	03/15/2010
Signature, Chair, College/School Curriculum Council for: SFOS Curriculum Committee		
	Date	5/17/10
Signature, Dean, College/School of: NRM SFOS		
	Date	
Signature of Provost (if applicable)		

Offerings above the level of approved programs must be approved in advance by the Provost.

### ADDITIONAL SIGNATURES: (if required)

	Date	15 March 2010
Signature, Chair, Program/Department of: MSU		
	Date	4/28/10
Signature, Chair, College/School Curriculum Council for: CLA		
	Date	
Signature, Dean, College/School of: SFOS (see above)		

### ADDITIONAL SIGNATURES: (if required)

	Date	
Signature, Chair, Program/Department of: NRM		
	Date	
Signature, Chair, College/School Curriculum Council for:		
	Date	
Signature, Dean, College/School of: Management		

**ADDITIONAL SIGNATURES: (If required)**

Signature, Chair, Program/Department of: Anthropology Date: 3/19/10

See previous page (SPAS section) Date \_\_\_\_\_

Signature, Chair, College/School Curriculum Council for: CLA - David Crouse

Signature, Dean, College/School of: Clifford Harmon Date: 04-29-10  
Liberal Arts

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

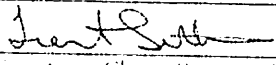
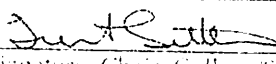
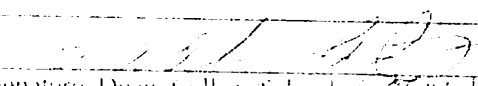
Signature, Chair, UAF Faculty Senate Curriculum Review Committee \_\_\_\_\_ Date \_\_\_\_\_

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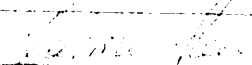
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### APPROVALS:

	Date	03/15/2010
Signature, Chair, Program/Department of: Fisheries Academic Head		
	Date	03/15/2010
Signature, Chair, College/School Curriculum Council for: SPOS Academic Committee		
	Date	3/17/10
Signature, Dean, College/School of: SPOS		
Signature of Provost (if applicable)		

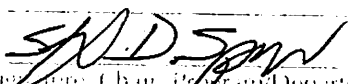
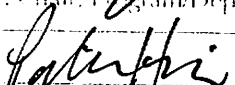
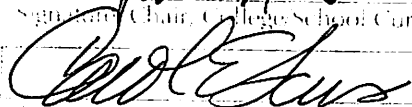
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### ADDITIONAL SIGNATURES: (If required)

	Date	15 March 2010
Signature, Chair, Program/Department of: MSI		
Signature, Chair, College/School Curriculum Council for:		
Signature, Dean, College/School of: SPOS (see above)		

NRM signatures:

### ADDITIONAL SIGNATURES: (If required)

	Date	22 March 2010
Signature, Chair, Program/Department of: NRM		
	Date	9 April 2010
Signature, Chair, College/School Curriculum Council for:		
	Date	4-12-10
Signature, Dean, College/School of: Management		

**Marine Sustainability Internship  
Syllabus  
Taken for credit in Fall 2010**

**Course Number:** FISH/MSL/ANTH/NRM 680

**Course Credits:** 2 (0+0+2)

**Grading Scheme:** Letter

**Timing:** The Internship is generally completed in the summer and academic credit is offered in the following fall semester.

**Description:** Students of the Marine Ecosystem Sustainability in the Arctic and Subarctic (MESAS) program participate in internships to broaden their interdisciplinary training, develop new research tools, build expertise outside their home discipline, gain exposure to careers, and gain a unique perspective on research problems. Internships are for 8 to 12 weeks of full-time commitment and take place during the student's first summer in the program. In the autumn students report on and meet to discuss their internship experiences. (0+0+2)

**Prerequisites:** MSL 652 and permission of instructor

**Location:** Internship to be arranged with partner organization

**Meeting Time:** 8-12 weeks during summer

No required course readings

**Course Instructor:**

**Dr. Ginny Eckert**

*Office: 221 Lena*

*Office hours: by appointment*

*Phone: 907-796-5450*

*E-mail: gleckert@alaska.edu*

**Internship Goals and Student Learning Outcomes:**

MESAS students participate in Internships to

- broaden their interdisciplinary training,
- develop new research tools,
- build expertise outside their home discipline,
- gain exposure to careers, and
- gain a unique perspective on research problems.

**Expectations:**

- The duration of the Internship is 8 to 12 weeks (40 hrs/wk) and generally takes place during the MESAS student's first full summer in the program. Alternative arrangements may be made if the student has special needs.
- The final Internship proposal must be submitted well before the Internship begins. (See deadlines below.)
- The Internship experience should complement, but not substitute for, on-campus class work and dissertation research.
- Data gathered through an Internship can be included as a part of a student's dissertation, if the partner organization approves the student's use; and if data collection also contributes to the student's training in areas outside their home discipline.
- It is important that the student state why a specific Internship is preferred and how it meets the objectives stated above.
- Students have considerable flexibility to select and organize Internships that meet their specific professional and educational needs.

**The proposal and planning of the Internship:**

Each student works with the MESAS Director, who is the course instructor, and his or her UAF thesis supervisor to identify an appropriate Internship. It is the responsibility of the student to draft and negotiate an Internship proposal that notes the key contact people and organizations. The proposal identifies who from the sponsoring organization(s) will serve as the student's on-site supervisor. The proposal specifies the roles of the student and the on-site supervisor during and after the Internship.

MESAS faculty recognize that there will be significant variation in Internship arrangements among trainees. Some projects will require in-residence (or in the field) obligations in the early part of the Internship with writing or analysis in the latter part. Other projects may require travel. Some projects may involve data collection and data analysis while others might focus on policy development or outreach. MESAS faculty will be flexible in reviewing Internship proposals.

MESAS will provide students with fellowship support, and a small amount of money is available to support travel. Hosts are expected to provide a work venue and standard workplace amenities such as desk, telephone, computer and access to specialized equipment. Hosts should plan on covering any significant travel, equipment, or supply costs that might be incurred. Hosts should clearly instruct trainees concerning hours of operation, safety, behavior or dress codes, and other matters germane to the Internship workplace.

The Internship proposal (max 3 pages) specifies:

1. The names and contact information (job title, institution, mailing address, phone, fax, e-mail) of the key people and organizations involved
2. number of credits desired
3. duration and dates
4. location of activities
5. rationale for the proposed Internship – include how this project bears on marine ecosystem sustainability and fits the overall goals of MESAS
6. the goal of the Internship project
7. the responsibilities of the student, including leadership and communication elements expected
8. the responsibilities of the on-site Supervisor
9. others' responsibilities (if any)
10. whether there will be dissemination constraints on knowledge or products developed by the student
11. anticipated products -- publications and presentations expected, including venue and authorship – should scale with number of credits desired
12. the proposed budget with listing of the contributions of various organizations
13. signatures by Internship course instructor, Student's faculty advisor & student

The proposal should be accompanied by a letter from the host organization indicating their full participation in the Internship as described in the proposal.

**Getting approval to undertake an Internship:**

A proposal with accompanying letter should be submitted to the Internship course instructor by April 1 and may be submitted earlier. The details of the proposal must be well coordinated with the Internship host organization. Drafts of the proposal are welcomed at any time and are highly recommended to receive input. The instructor will review and approve the proposal. As needed, the instructor will work with the student to discuss the Internship and revise the proposal. The student should not finalize plans for the Internship with the sponsoring organization or on-site support person until this step is completed. This process typically occurs through iterations of discussions with key people.



### **Supervision:**

The student works closely with his or her on-site supervisor and the Internship course instructor to ensure a successful Internship. During the Internship, each student actively engages with other students conducting Internships to share experiences, frustrations, progress, etc. The student must submit a two- to three-page progress report on the Internship after the first month. This paper will be shared with other students and the Internship course instructor for comment and group e-mail discussion.

The on-site supervisor is asked to write an evaluation of the student's performance after the Internship is completed. The student is responsible making sure that the form is delivered and the on-site supervisor understands the importance of this responsibility. Forms should be returned to the Internship course instructor before the student leaves the Internship site.

### **Written assignments:**

Students will be required to prepare the following written products:

- Internship proposal (described above). This may be submitted electronically and is **due 1 April**. The proposal may be submitted earlier if approval is desired earlier.
- A brief report one month into the Internship describing the work underway, revisions to the original Internship plan, and obstacles encountered. This may be submitted electronically and is **due one month after Internship begins**.
- A brief (1-2 paragraphs) written description of work accomplished on Internship project. This will be posted on the MESAS web site. This should be submitted electronically and is **due 1 September**.
- A written report or manuscript (see guidelines for each below) should be submitted to the course Instructor as a word doc and is **due 1 December**.
  - a) Report. 5 to 8 page reflection paper about the internship. The reflection paper should address how the student's learning goals were achieved, key lessons from the experience, and special challenges of the internship. If the student completed a special project during the internship, then results from that project should be addressed.
  - b) Manuscript. Student may elect to write a concept article for a technical or a non-technical audience relevant to the Internship assignment. The content/style/length will be dictated by the target venue. Possible publication outlets include scientific journals or popular publications (e.g., Bulletin of the Ecological Society of America, Estuarine Research Federation Newsletter, in-flight magazine for airlines, Chronicle of Higher-Education, Choices, Alaska, *Oncorhynchus* Newsletter of the Alaska Chapter of the AFS, etc. This list is by no means exclusive but is intended to provide a sense of the flexibility of potential venues.). Digital products or juried performances may also be acceptable. The elements of a solid publication include:
    - Broad distribution
    - Peer reviewed or reviewed by someone other than the author
    - Credible venue
    - Printed or electronic format
    - Stable, will be around for a while
    - Must be retrievable by a knowledgeable librarian
    - Must have a focused audience
    - Must be citable in a scholarly work.

### **Capstone Presentation:**

Students present an oral presentation on their experiences to MESAS students and faculty during the

MESAS retreat after the Internship. This will be a celebratory event where students will share the scholarly work accomplished in the Internship. It will also include a reflective component on their perceptions of the Internship.

The presentations will:

- Describe the work accomplished in the Internship and the results obtained.
- Synthesize the social, scientific, and human dimensions of the problem addressed during the Internship.
- Reflect on the overall experience and how it has changed (or not) the trainee's view of marine ecosystem science and management.

Details on the length of the presentations, venue, and other logistical matters will be provided later.

**Evaluation:**

The course grade will be based on:

- Proposal (25%)
- One Month Progress Report & Communication with MESAS students & course instructor during Internship (10%)
- Evaluation by Internship Host (10%)
- Summary of Internship (5%)
- Article for Publication related to Internship (25%)
- Oral Presentation (25%)

**Late assignment policy:**

All late assignments will be deducted 10% per day. If an extension is required, then student should contact the instructor well in advance.

**Financial Considerations:**

Students supported by the IGERT are eligible for a travel grant up to \$800 to defray costs of travel related to the Internship. Sponsoring organizations are encouraged to provide financial support for the student's living expenses, travel, food costs, and equipment needed.

The NSF IGERT fellowship will cover student stipends during the Internship period. If an IGERT student is paid a salary by another organization during the Internship period, he or she cannot receive IGERT fellowship funding for the same time period. Please let us know if you have concerns about this policy, and we will work out the details on an individual basis.

**Code of Conduct:**

MESAS students not only represent the University of Alaska but also serve as ambassadors for the highest ideals of MESAS and are expected to comport themselves as mature professionals. All communication must be made in a timely manner. We expect everyone to use e-mail in order that we can communicate efficiently with each other. Students are expected to offer peers constructive advice and support.

**Ethics:**

You are expected to do your own work in accordance with the UAF Student Code of Conduct (<http://www.uaf.edu/catalog/current/academics/regs3.html>). Cheating and plagiarism are very serious offenses, and will not be tolerated. Any product that contains plagiarized material will receive a grade of zero and you will receive an F in the course. Be sure you understand what constitutes plagiarism and cheating (see below for help on this). Any student who turns in a paper with any content not written by him/herself (such as purchased from a company or downloaded from the Internet) will flunk the entire

course. Yes, it is *that* big a deal.

Rasmuson Library has prepared materials to help you better understand how to properly cite sources.

For an explanation of what constitutes plagiarism see:

<http://www.uaf.edu/library/instruction/handouts/Plagiarism.html>

For an explanation of how to properly cite sources see:

<http://www.uaf.edu/library/instruction/handouts/Citing.html>

**Disability Services:**

The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. The Instructor will work with the Office of Disabilities Services (208 WHIT, 474-5655) to provide reasonable accommodation to students with disabilities. Contact the Instructor to inform him/her of your disability and the need to interact with the Office of Disability Services.