FORMAT 2

Submit originals (including syllabus) and one copy and electronic copy to the **Faculty Senate Office**
See http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/ for a complete description of the rules governing curriculum & course changes.

CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL
Attach a syllabus, except if dropping a course.

SUBMITTED BY:

Department	Political Science	College/School	Liberal Arts
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1. COURSE IDENTIFICATION: As the course now exists.

Dept	PS	Course #	475	No. of Credits	3

COURSE TITLE	Internship in Public Affairs

2. ACTION DESIRED: √ Check the changes to be made to the existing course.

Change Course	X	If Change, indicate below what is changing.	Drop Course	

NUMBER		TITLE		DESCRIPTION	
PREREQUISITES*			FREQUENCY OF OFFERING		

*Prerequisites will be *required* before a student is allowed to enroll in the course.

CREDITS (including credit distribution)		COURSE CLASSIFICATION	X
STACKED (400/600) Include syllabi.		Dept.		Course #	

Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi—undergraduate and graduate versions—will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online – see URL at top of this page.

ADD NEW CROSS-LISTING		Dept. & No.		Requires approval of both departments and deans involved. Add lines at end of form for additional signatures.
STOP EXISTING CROSS-LISTING		Dept. & No.		Requires notification of other department(s) and mutual agreement. Attach copy of email or memo.
OTHER (specify)		**Two changes are requested: 1) to allow students to repeat the course for a total of 12 credits; and 2) to add a "S" (the social science) designator to the course. Both requests are explained below. The course does not have a typical syllabus, as in addition to the description, an individual reading list is developed for each student.**		

3. 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 **and** the appropriate Faculty Senate curriculum committee. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check **all** that apply)		1		2		3		4		5	X	*6 weeks to full semester*
OTHER FORMAT (specify all that apply)												
Mode of delivery (specify lecture, field trips, labs, etc.)	**This is an internship course, offered in a variety of settings but mostly in government/non-profit organization offices.**											

4. 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		S = Social Sciences	X

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

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

O = Oral Intensive, *Format 6* also submitted		W = Writing Intensive, *Format 7* submitted		Natural Science, *Format 8* submitted	

4.A *Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.*

YES		NO	X	

5. COURSE REPEATABILITY:

Is this course repeatable for credit?	YES	X	NO	

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).	Course credit is now based on part-time work in an agency, 140 hours in one semester or 10 hours/week. We want to accommodate students who work full-time in an agency, for which at least 9 credits a semester is appropriate. Full-time work is a much richer learning experience. Also, some students want experience in a second agency so an additional 3 credits (for a maximum of 12 credits) would be best.

How many times may the course be repeated for credit?	3	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?	12	CREDITS

6. __COMPLETE__ *CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking, clearly showing the changes you want made. (__Underline new wording__ ~~strike through old wording~~ and use complete catalog format including dept., number, title, credits and cross-listed and stacked.)*

Example of a __complete__ *description:*

PS F450 Comparative ~~Aboriginal~~ Indigenous Rights and Policies (s)
3 Credits
Offered As Demand Warrants
~~Case-study~~ Comparative approach ~~in assessing Aboriginal~~ to analyzing Indigenous rights and policies in different nation-state systems. ~~Seven Aboriginal situations~~ Multiple countries and specific policy developments examined for factors promoting or limiting self-determination. Prerequisites: Upper division standing or permission of instructor. (Cross-listed with ANS F450.) (3+0)

PS F475 (s)
~~Individual~~ s Study of public agencies or organizations through actual experience.
Prerequisites: Permission of instructor. (3+0).

7. *COMPLETE CATALOG DESCRIPTION AS IT SHOULD APPEAR AFTER ALL CHANGES ARE MADE:*

PS F475 (s)
Study of public agencies or organizations through actual experience. May be repeated for credit for a maximum of 12 credits. Prerequisites: Permission of instructor. (3-12)[0+0+10-40]).

8. GRADING SYSTEM: Specify only one.

LETTER:	X	PASS/FAIL:	

9. ESTIMATED IMPACT

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

No significant impact to present program is anticipated (because in no previous semester have more than three students sought repeat credit for PS 475)

10. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (kljensen@alaska.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	X	

11. 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)

Only political science.

12. POSITIVE AND NEGATIVE IMPACTS

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

The positive impact is to increase the amount of internship experience available for students because such experience is directly related to securing employment for graduates. We have limited negative impact by capping intern credits at 12. One major requirement already requires students to take work in 4 of the 5 subfields of Political Science. We expect that only a few majors would reduce the number of political science courses taken in order to complete the maximum 12 credits of intern work, and in our view this is an acceptable trade-off (because they would be better prepared for jobs upon graduation).

13. 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. If you ask for a change in # of credits, explain why; are you increasing the amount of material covered in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing to stacked (400/600), explain higher level of effort and performance required on part of students earning graduate credit. Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.
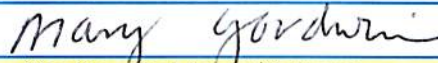
Two actions are being requested: first that the course carry a social sciences designation and second that the course be capped at 12 credits.
   We seek to add 's' to the catalog description to indicate that this is a social science course. Each PS 475 intern does a good deal of reading about the internship context from the literature in political science (books and journal articles) . Then, at the end of the internship, students write a paper of at least 10 pages for each 3 credits, in which s/he compares the internship experience to what the political science literature says about the office/agency/legislative body in which the student worked.
   When we last changed this course in the late 1990s, we made it repeatable for credit but did not clearly specific a cap. Our intention was that the cap be at least 9 credits so that students participating in the spring semester legislative internship in Juneau be able to have all 9 credits of work for which they receive credit at UAS directly transferable for reasons mentioned above. We want students seeking second agency experience to be able to get 3 credits for this for a total of 12 credits.

APPROVALS: *(Additional signature blocks may be added as necessary.)*

	Date	9/13/2013
Signature, Chair, Program/Department of:		Gerald McBeath, Dept of Political Science

	Date	10 - 4 - 13
Mary Gordwin		
Signature, Chair, College/School Curriculum Council for:		CLA

	Date	10/4/13
Signature, Dean, College/School of:		CCA

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

	Date	
Signature of Provost (if applicable)		

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

	Date	
Signature, Chair Faculty Senate Review Committee:		

___Curriculum Review   ___GAAC

___Core Review   ___SADAC

ADDITIONAL SIGNATURES: *(As needed for cross-listing and/or stacking; add more blocks as necessary.)*

	Date	
Signature, Chair, Program/Department of:		

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

	Date	
Signature, Dean, College/School of:		

Note: If removing a cross-listing, attach copy of email or memo to indicate mutual agreement of this action by the affected department(s). If degree programs are affected, a Format 5 program change form must also be submitted.

PS 475, Internship in Public Affairs

PS 475 provides UAF students the opportunity to gain experience in government, politics, and public affairs while earning three college credits. Students may serve as interns in the fall or spring semester, or the 12-week summer session; minimum required hours: 140.

Placement

The PS 475 instructor insures that the placement meets student needs and satisfies university requirements (for example, that an agency employee guides and supervises the student's work). Recent placements in Fairbanks include: governor's office, offices of state legislators, US Senators Mark Begich and Lisa Murkowski, Bureau of Land Management, Alaska District Attorney, Public Defender, Fairbanks North Star Borough (mayor's office, planning & zoning), city of Fairbanks. Some students have worked in non-profit organizations (e.g., American Red Cross, the Northern Center, Tanana Chiefs Conference), on political campaigns for president, governor, and legislator, and on initiative campaigns. Students also intern at Washington DC offices of the Alaska congressional delegation. Students may gain UAF credit for participation in the Washington Center for Learning Alternatives and other national internship programs.

Stipend?

A few paid internships are available (for example, at congressional offices); these are competitive. Some offices provide small stipends to defray the intern's travel costs. Most internships are not compensated.

Requirements

Students' grades in PS 475 are based on how well they satisfy these criteria:

1. Performance as an intern: meeting agency expectations for hours worked, completion of tasks assigned, good work habits (e.g., punctuality, reliability, demonstration of respect for agency clients and staff), apparel and conduct appropriate to office norms. The supervisor evaluates these performance criteria, and this evaluation is a basis for the course grade.

2. Analytical paper. The student writes a paper of at least 10 pages in length, evaluating the internship experience in the context of the broader field of government, politics, or public affairs to which it relates. Standard college norms for English composition and citation apply. The instructor develops the reading list including at least one book and several articles form the professional literature in political science before the internship begins. Readings are specific to the individual internship. The instructor evaluates the student's log of activity in the agency and the paper. The instructor consults with the agency supervisor, and determines the grade based on these factors.

Value

The internship experience offers students a practical introduction to the world of governments, non-profits and private organizations active in public issues. Some students use the internship experience to gain part- or full-time employment in the agencies they've worked for. The American Political Science Association recognizes internships, such as PS 475, as a critical element of undergraduate education in political science.

Outcomes Assessment

Two aspects of PS 475 may contribute to the PS department's outcome assessment:

1. Review of papers completed by student interns
2. Survey of agency supervisors regarding quality of work performed by interns.