

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	CEE	College/School	CEM
Prepared by	Nathan Belz	Phone	907-474-5765
Email Contact	npbelz@alaska.edu	Faculty Contact	Nathan Belz

1. COURSE IDENTIFICATION: As the course now exists.

Dept Course # No. of Credits

COURSE TITLE

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

Change Course 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

ADD A STACKED LEVEL (400/600) Dept. Course #

Include syllabi.

How will the two course levels differ from each other? How will each be taught at the appropriate level?:

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)

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 6 weeks to full semester

OTHER FORMAT (specify all that apply)

Mode of delivery (specify lecture, field trips, labs, etc.)

4. **COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found in Chapter 12 of the curriculum manual. If justification is needed, attach separate sheet.)

H = Humanities

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 also submitted

W = Writing Intensive, *Format 7 submitted

X = Baccalaureate Core

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

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

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)

CE470 - Civil Engineering Internship - 1.0cr

Supervised engineering field and work experience. Assignments individually arranged with cooperating agencies and must include data collection and reporting. As part of the requirements for earning credit, the student must have a letter of release from the company, prepare a written report and make an oral presentation. Program must be approved in advance by the department. Prerequisites: junior/senior standing and permission of department coordinator. (0+3) Offered Fall, Spring, Summer

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

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Graded Pass/fail

8. **GRADING SYSTEM:** Specify only one.

LETTER:

PASS/FAIL:

X

9. **ESTIMATED IMPACT**

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

No impact.

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 **Will not require use of library resources.**

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)

No impact.

12. POSITIVE AND NEGATIVE IMPACTS

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

No impact.

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.

Internships are not graded by letter format. Students complete certain criteria and deliverables and as such should be listed as pass/fail; pass indicating the met/completed all criteria and fail indicating they did not.

APPROVALS: (Forms with missing signatures will be returned. Additional signature blocks may be added as necessary.)

 Date **9/20/19**
Signature, Chair, Program/Department of: _____

 Date **9-27-16**
Signature, Chair, College/School Curriculum Council for: **CEM**

 Date **9/27/16**
Signature, Dean, College/School of: **CEM**

Offerings above the level of approved programs must be approved in advance by the Provost (e.g., non-graduate level program offering of a 600-level course):

Signature of Provost (if applicable) Date _____

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

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, you may 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.



College of Engineering & Mines
 245 Duckering Building, P.O. Box 755900, Fairbanks, Alaska 99775-5900

CE 470 Civil Engineering Internship

Tentative Course Syllabus (updated April 28, 2016)

Instructors	Dr. Leroy Hulsey jlhulsey@alaska.edu (or current department chair)	and	Appropriate CE faculty as dictated by the subdiscipline most closely related to the students' internship
Catalog Data	CE F470		
Course Title	Civil Engineering Internship		
Prerequisites	Junior or senior standing and permission of department chair		
Catalog Description	Supervised engineering field and work experience. Assignments individually arranged with cooperating agencies and must include data collection and reporting. As part of the requirements for earning credit, the student must have a letter of release from the company, prepare a written report and make an oral presentation. Program must be approved in advance by the department.		
Credit	1.00 semester hours		
Textbook and Readings	There is no required textbook for this course; readings, lab instructions, and instrumentation manuals will be distributed as needed.		
Course Objectives	Provide students with engineering experience through real-world field and work experience; engage students with the engineering profession; strengthen students' ability to work in an engineering environment and reflect on their experience.		
Student Learning Outcomes	<p><i>Practical experience that complements classroom work</i></p> <p>Solve realistic engineering planning and design problems; develop skills for interacting with practicing professionals; develop skills for interacting with individuals outside of the profession.</p> <p><i>Understand and evaluate issues related to professional practice</i></p> <p>Understand the process and need for professional licensing; assess personal and professional ethics in the workplace; assess the impacts of projects on the community.</p>		

Communication Official communication will be primarily through email. Students are expected to submit required course assignments and updates via email to the instructor according to the course agreement. Final deliverables will be delivered or given in person.

Grading Pass/fail. Students must illustrate and appreciation for practical experience and a need for lifelong learning. Students must obtain a 75% or better to receive a passing grade and will be evaluated based on the following:

	100pts	50pts	0pts
Internship Contract Letter (50%) <i>Student develops a contract for their summer work plan to be approved by employer and faculty instructor.</i>	Student submits approved contract letter with necessary approval/signatures in a timely manner	Student ultimately submits an approved contract but not done in a timely manner	No contract letter provided
Weekly Reports/ Memos (20%) <i>Must submit weekly progress reports in the form of email memoranda.</i>	Student submitted all required progress reports and met the terms of contract	Student sometimes submitted progress reports or reports were lacking thought	Student rarely or never submitted progress reports
Final Report (20%) <i>Must submit a final written report documenting the internship experience.</i>	Report was complete, uses proper technical format, demonstrates strong communications skills, provides meaningful reflection on experience	Report missing some components, lack of clarity, issues presenting material only some discussion of the experience	Report was mostly incomplete, was of poor quality, or did not show any evidence of knowledge gained from internship
Employer Evaluation (10%)	Turned in with final report		Not turned in with final report

Academic Integrity Students are expected to and should strictly comply with UAF's Student Code of Conduct. Offenses against the Code of Academic Integrity and Student Code of Conduct are deemed serious and insult the integrity of the entire academic community. Further university policies addressing plagiarism, fabrication, collusion, and cheating can be found on pp. 50-52 in Academics and Regulations. Any student found violating these codes will be given an automatic failing grade for the course.

Disabilities Services If you have a formal accommodation plan developed in conjunction with the UAF Center for Health and Counseling office please contact me as soon as possible at the start of the semester. If you would like to learn more about your options, these services, or discuss the supports that you need in order to learn well in this class, please contact the coordinator of Disability Services at 474-5655.

Support Services Students are encouraged to take advantage of the UAF Writing Center (located in 801 Gruening) is staffed with English Department teaching assistants and undergraduate students that can assist you in all phases of the writing process.

SUMMARY OF REQUIREMENTS
CE470 – Civil Engineering Internship

The following is a summary of the requirements that must be completed in order for you to receive a credit for CE470:

1. Confirm employment with faculty coordinator, department chair, and employer by filling out the Contract Form and turning it in to the department chair.
2. If you do not have a job fill out the form and indicate that you are looking for a position. It will be your responsibility to locate a position or you will have to drop the course.
3. Job openings are routinely posted in the glass cases on the second floor of Duckering; you are responsible for applying for these positions.
4. You must provide your employer with the Employer Request for Evaluation Memo provided with this packet and have them sign the Contract Form.
5. The letter of evaluation and Evaluation of Student Intern Performance form from your employer must be received one week before the end of the semester in which you are enrolled.
6. Work a minimum of 200 hours.
7. Submit weekly progress reports via email detailing tasks and challenges OR submit a logbook of weekly progress reports with the final report.
8. Submit a technical report by the last day of instruction of the semester in which you are enrolled.
9. The report must conform to the following guidelines:
 - a. 10 pages minimum (not including figures, tables, etc.)
 - b. Typed, single spaced, 12-point font
 - c. LETTER OF TRANSMITTAL
 - i. Addressed to Dr. Leroy Hulsey
 - ii. Include your name and address
 - iii. Indicate what you are submitting as if you were submitting it to someone in your company. It should be in proper letter format and include your name and signature at the bottom.
 - d. TITLE PAGE
 - i. Name
 - ii. Student ID number
 - iii. Course name and number
 - iv. Date of the report
 - e. TABLE OF CONTENTS
(all pages in the report should be numbered including appendices, if any)
 - f. LIST OF FIGURES – with page numbers
 - g. LIST OF TABLES – with page numbers
 - h. INTRODUCTION – introduce what will be discussed in the report with a short introduction and discussion of your employment.
 - i. DESCRIPTION OF EMPLOYING FIRM
 - j. DETAILED DESCRIPTION OF WORK EXPERIENCE AND YOUR CONTRIBUTION
(describe what you did during your internship with examples of the project or projects. Do not merely write about what your company does or the projects).

- k. PROVIDE SEPARATE SECTIONS THAT ANSWER THE FOLLOWING QUESTIONS:
 - i. Identify a personal, or professional, ethics issue that you have encountered in your internship. Analyze the ethical situation and provide at least two possible solutions to the issue. Identify which solution you would most likely choose and why.
 - ii. What social and or economic impacts has your project had on the community or society? What were the challenges associated with it and how did you overcome these challenges?
 - iii. Discuss an interdisciplinary experience you were involved with at work (situations where you had to work with people from different groups within the organization or outside of the organization). How did you integrate your knowledge with those outside your field in your project? What were the challenges associated with working in an “interdisciplinary” environment and how did you overcome these challenges?
- l. EVALUATION OF THE PROGRAM
(Include whether you would recommend your employer to other students).
- m. REFERENCES – List at least one code, standard, or specification that has been referred to in the text of the report. You must have at least three references in the reference section and these can include, books, articles, reports, interviews, or any other references such as plans etc. Use the APA format.
- n. APPENDICES: EXAMPLES OF WORK (which may have been described in the text)

*****If all of the above are completed you will receive a grade of “PASS”
for the semester in which you were enrolled*****



College of Engineering & Mines
245 Duckering Building, P.O. Box 755900, Fairbanks, Alaska 99775-5900

CE470 CIVIL ENGINEERING INTERNSHIP CONTRACT LETTER

Student Name: _____

Student UAF ID #: _____

Student Email: _____

Enrollment Term: Summer (2nd Session) Fall Spring

Enrollment Year: _____

Faculty Coordinator: _____

Faculty Email: _____

Name of Firm/Employer: _____

Address of Firm/Employer: _____

Immediate Supervisor: _____

Supervisor Contact: Email: _____ Phone: _____

Employer Type: Consultant Owner/Industry Contractor or Subcontractor Other

Basic Duties: Single Project Multiple Projects General Other

Job Location: (check all that apply) In-State Out of State Remote Other

Project Types: Buildings / Structures Roads / Construction / Airports
 Water / Environmental Industrial / Pipeline

Supervisor Types: Engineer on Project Superintendent Supervisor of Engineers Trade Foreman / Other

Job Duties: (check all that apply) Communications Drafting/Drawing Surveying QC/QA
 Documentation Records Labor SWPPP
 Supervision As-Builts Soils Photos
 Cost Estimates Meetings/Minutes Data Design
 Field Inspection Measurements Coffee Other

Student Requirements

Student must work a minimum of 200 hours in a civil engineering related internship in partial fulfillment of the internship requirements for this course. Schedules can be relatively flexible and arranged between the student and the employer. The student agrees to submit weekly progress reports (refer to the course syllabus for details) via email or logbook to the designated UAF faculty member. The student must submit a final report documenting the internship experience (refer to the course syllabus for details). The student is also responsible for the following:

1. Ensure the employers willingness to participate in the internship course;
2. Provide the employer with a copy of the contract form detailing participation in the course and the attached Employer Evaluation Form (to be completed by the employer at the end of the internship and turned in with the final report);
3. Submit a one page internship description to accompany the contract form.

University Requirements

The responsibility of UAF is to administer the program and ensure that the objectives of the program are met (see Course Objectives and Student Outcomes in the syllabus). The Faculty Coordinator maintains contact with the students and their internship supervisor(s), reviews progress reports/memos or logbooks, forms submitted by the student and employer, and assigns a grade (pass/fail) for the internship course. Students receive 1.0 credit hours to be used towards the Field Experience Technical Elective upon successful completion of the course.

Employer Responsibility

The employer must agree to provide to the best of their ability a significant, well-rounded work experience. The most desirable situation is for the student to be assigned to work with a senior person (department head, project engineer, etc.) in the organization. Student must be involved in or assigned to tasks that provide a meaningful experience or a suitable overview of engineering operations (i.e., having the student only conduct routine tasks such as computer data entry will not be considered an acceptable internship experience). The employer must prepare a written evaluation at the end of the semester (enclosed with this packet).

Student Signature:

Student Name (printed):

Date:

Employer Signature:

Employer Name (printed):

Date:

Faculty Coordinator Signature:

Faculty Coordinator Name (printed):

Date:

Department Chair Signature:

Department Chair Name (printed):

Date:



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MEMO TO: Supervisors of University of Alaska Fairbanks Civil and Environmental Engineering Department Student Interns in CE470 – Civil Engineering Internship Course

FROM: Dr. Leroy Hulsey, Department Chair
Civil and Environmental Engineering
University of Alaska Fairbank

SUBJECT: Request for Letters of Evaluation

Please provide a letter evaluating the student intern from the Civil and Environmental Engineering Department of University of Alaska Fairbanks that has been under your supervision and send it by:

Fax 907-474-7067, Attn: Dr. Leroy Hulsey

Mail Dr. Leroy Hulsey, Civil and Environmental Engineering Department,
University of Alaska Fairbanks, Fairbanks, AK 99709-5960

Email jlhulsey@alaska.edu

Attached to this letter is an evaluation form that also needs to be filled out by the immediate supervisor of the student intern and returned to Dr. Hulsey. This letter is necessary for the student to receive credit for the work performed for you as part of the internship program.

We request that you evaluate the student intern in the same manner as you would any employee. The following questions could be addressed in your evaluation:

1. What general assignments did the student complete?
2. What was the work schedule was of the student?
3. Was the student prompt and regular in meeting appointments?
4. Was the student generally responsible in fulfilling assignments and tasks?
5. Did the student show initiative? Did the student exert any extra effort?
6. Did the student have the minimal technical competence that might be expected?
7. Did the student show competence in communication skills?

Any additional comments will be appreciated. Thank you for your assistance and your participation in the Civil and Environmental Engineering Department student internship program at the University of Alaska Fairbanks.



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EVALUATION OF STUDENT INTERN PERFORMANCE

CE470 – Civil Engineering Internship, University of Alaska Fairbanks

The letter of evaluation you provide, as well as your input on this form, will be used to assess the quality and long-term focus of the internship program. Please take a few minutes to assess the performance of the UAF student who has been working for you and return this form with your letter of evaluation.

Note: The scale should be interpreted as: 1 (very low performance) to 5 (very high performance)

Student Name: _____

Ability to work effectively on a team

1 2 3 4 5 Not Assessed

Ability to compose written reports and memos

1 2 3 4 5 Not Assessed

Ability to make an oral presentation

1 2 3 4 5 Not Assessed

Ability to interface with the public or clients

1 2 3 4 5 Not Assessed

Ability to solve problems and think creatively

1 2 3 4 5 Not Assessed

Initiative and ability to work independently

1 2 3 4 5 Not Assessed

Knowledge of computers and software

1 2 3 4 5 Not Assessed

Technical knowledge expected of an entry-level employee

1 2 3 4 5 Not Assessed

Understanding of Professional Issues

1 2 3 4 5 Not Assessed

Employer/Supervisor Signature:

Employer/Supervisor Name (printed):

Date:
