

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	Political Science	College/School	CLA
Prepared by	Jonathan Rosenberg	Phone	6502
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1. ACTION DESIRED
(CHECK ONE): Trial Course ☐ New Course ☒

2. COURSE IDENTIFICATION: Dept Course # No. of Credits

Justify upper/lower division status & number of credits:

Course to provide an applied capstone option for students in the proposed MA in Political Science program; students will apply advanced methods and concepts in political science and public policy to supervised work in a government agency or non-governmental organization.

3. PROPOSED COURSE TITLE:

4. To be CROSS LISTED? YES/NO If yes, Dept: Course #
(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

5. To be STACKED? YES/NO If yes, Dept: Course #

6. FREQUENCY OF OFFERING:
Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) - or As Demand Warrants

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

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 all that apply)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 6 weeks to full semester
OTHER FORMAT (specify)	Minimum of 10 hrs/wk in an appropriate professional setting; 3-6 hrs/wk supervised reading and writing; meetings with instructor of record as required.					
Mode of delivery (specify lecture, field trips, labs, etc)	Internship under professional supervision; academic component including supervised reading and required written assignments evaluating the experience in light of relevant academic literature.					

9. CONTACT HOURS PER WEEK: LECTURE hours/weeks LAB hours /week 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)

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

PS F675 Internship in Public Affairs
3 graduate credits (may be repeated for a maximum of 6 credits)

Individual study of government agencies (federal, state, or local) and nonprofit organizations through actual experience. Prerequisites: Permission of instructor (3+0)

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 ☐

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).

Course is a capstone option for a MA program; to gain sufficient professional experience, students will have to serve two consecutive semesters in one or two agencies.

How many times may the course be repeated for credit?

2 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:** Specify only one.

LETTER: ☒

PASS/FAIL: ☐

RESTRICTIONS ON ENROLLMENT (if any)

14. **PREREQUISITES** Graduate standing

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**

Available only to students in the PS MA program

16. **PROPOSED COURSE FEES**

\$0

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

no

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

18. **ESTIMATED IMPACT**

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

PS faculty to act as instructors of record on an individual basis as part of their regular workload. No additional resources will be required.

19. **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

X

Yes

Library holdings for related course offerings are sufficient; each internship will require customized reading lists

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)

Provides a capstone experience in lieu of a thesis for students wishing to use the MA in Political Science for professional training or advancement.

21. **POSITIVE AND NEGATIVE IMPACTS**

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


No impact on other programs 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.

Market demand surveys conducted to assess need for a MA program in political science revealed substantial demand for an applied option for students desiring training preparing them for careers in government agencies and non-governmental organizations; and students already employed in such settings seeking career advancement will also benefit from this course.

APPROVALS:

	Date	9/28/2010
Signature, Chair, Program/Department of: <u>Political Science</u>		

	Date	10/18/10
Signature, Chair, College/School Curriculum Council for:		

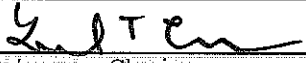
	Date	10-19-10
Signature, Dean, College/School of:		

	Date	
Signature of Provost (if applicable)		
Offerings above the level of approved programs must be approved in advance by the Provost.		

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

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

		Date	10/13/13
Signature, Chair, Program/Department of:		Curriculum	
		Date	
Signature, Chair, College/School Curriculum Council for:			
		Date	
Signature, Dean, College/School of:			

ATTACH COMPLETE SYLLABUS (as part of this application).

Note: The guidelines are online: <http://www.uaf.edu/uafgov/faculty/cd/syllabus.html>

The department and campus wide curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course change will be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information:

☐ Title, ☐ number, ☐ credits, ☐ prerequisites, ☐ location, ☐ meeting time (make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:

☐ Name, ☐ office location, ☐ office hours, ☐ telephone, ☐ email address.

3. Course readings/materials:

☐ Course textbook title, ☐ author, ☐ edition/publisher.
☐ Supplementary readings (indicate whether ☐ required or ☐ recommended) and
☐ any supplies required.

4. Course description:

☐ Content of the course and how it fits into the broader curriculum;
☐ Expected proficiencies required to undertake the course, if applicable.
☐ Inclusion of catalog description is *strongly* recommended, and
☐ Description in syllabus must be consistent with catalog course description.

5. ☐ Course Goals (general), and (see #6)

6. ☐ Student Learning Outcomes (more specific)

7. Instructional methods:

☐ Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

8. Course calendar:

☐ A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say "lab". Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

9. Course policies:

☐ Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

10. Evaluation:

☐ Specify how students will be evaluated, ☐ what factors will be included, ☐ their relative value, and
☐ how they will be tabulated into grades (on a curve, absolute scores, etc.)

11. Support Services:

☐ Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

12. Disabilities 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.

☐ State that you will work with the Office of Disabilities Services (208 WHIT, 474-5655) to provide reasonable accommodation to students with disabilities."

PS 675, Syllabus

Course Scope and Objectives

PS 675 provides academic credit for graduate students' internship experiences in both agencies of government (federal, state, local) and non-profit organizations. The internship will be of particular value for students who plan to use the MA in political science as a springboard into a job. To meet graduation requirements for either the EPP or AP track, students may complete one year of internship work (a total of 6 credits) or they may elect to write a thesis. The 6 credits of internship may be taken in the same agency/organization or in different ones, dependent on consultations between the student and his/her committee. The normal required time for a semester-length internship is at least 15 hours/week in the 14-week semester.

Placement

The PS 675 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). Based on the department's historical record of relationships with agencies and organizations, it expects to be able to place students in federal agencies (for example, BLM, NPS, USFWS, BIA), state agencies (DNR, DEC, ADFG, DOTPF), and local governments (for example, the planning department or mayor's office of the Fairbanks North Star Borough). Historically, the department also has arranged internship opportunities with public service and nonprofit organizations, for example in Native organizations (such as Tanana Chiefs Conference, Fairbanks Native Association, Doyon), environmental organizations (for example, the Northern Center), and volunteer organizations (for example, the American Red Cross).

The department also has coordinated internships outside the Fairbanks area—in Anchorage, Juneau, New York City, and Washington, DC. Students seeking to complete most of their MA degree work online may be able to earn internship credit in their home region, if appropriate supervision can be arranged. (Internship credit is not available for the agency in which the graduate student might be employed.)

Stipend

The department is not able to guarantee that stipends will be provided for interns. The department does keep a file of paid internships, most of which are competitive.

Requirements

1. Students will be expected to meet 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.
2. The internship instructor will attempt to insure that in addition to learning the normal routines of the agency/office, the intern will work on a semester- or year-long special project. The internship instructor will provide a list of readings (at least one book and several research articles) which reflect the academic literature in the area of the internship.
3. The graduate intern will write a 15-page paper demonstrating: 1) how the special project has been conducted; 2) the relationship between the student's internship experience and the academic literature of political science in this area.

Grading System

1. The internship instructor will be in regular contact with the intern's supervisor. The supervisor will evaluate the performance of the intern at the end of the semester, and this evaluation will be a basis of the course grade.
2. The instructor will evaluate the log of the intern's activity in the agency and the paper. This will be the second basis of the course grade.

Other regulations and resources pertaining to internships

- The internship falls under the provisions of the Student Code of Conduct, UAF 2010-2011 Catalog, pp. 49-50
- The Writing Center, 8th floor Gruening, offers assistance in composition of student papers. Contact information: www.alaska.edu/english/studentresources/writing/ and ext. 5314
- The Speaking Center, 5th floor Gruening offers assistance as well. Contact information: www.uaf.edu/comm/ and ext. 5470.
- The Office of Student Support Services provides additional services. Contact information; 5th floor Gruening, www.uaf.edu/sssp/ and ext. 6844.
- The Office of Disability Services offers special services for students with disabilities. Contact information: 612 N. Chandalar, 474-5655, TTY: 474-1827, www.uaf.edu/apache/disability/

Catalog Description:

PS F675 Internship in Public Affairs

3 graduate credits (may be repeated for a maximum of 6 credits)

Individual study of government agencies (federal, state, or local) and nonprofit organizations through actual experience.

Prerequisites: Permission of instructor (3+0)