

**ORIGINATOR'S SECTION:**

1. College:  CHABSS  CoBA  OUGS  
 CoEHHS  CSM  
 Desired Term and Year of Implementation (e.g., Fall 2008):  
 Spring 2017

2. Course is to be considered for G.E.? (If yes, also fill out appropriate GE form\*)  Yes  No

3. Course will be a variable-topics (generic) course?  Yes  No  
 ("generic" is a placeholder for topics)

4. Course abbreviation and Number:\* UNIV 495

5. Title: (Titles using jargon, slang, copyrighted names, trade names, or any non-essential punctuation may not be used.)  
 University-wide internships

6. Abbreviated Title for PeopleSoft:  
 (no more than 25 characters, including spaces)  
 Univ-wide internships

7. Number of Units: 1-6

8. Catalog Description: (Not to exceed 80 words; language should conform to catalog copy. Please consult the catalog for models of style and format; include all necessary information regarding consent for enrollment, pre- and/or corequisites, repeated enrollment, crosslisting, as detailed below. Such information does not count toward the 80-word limit.)

The university-wide internship course is a supervised learning experience designed to give students opportunities to work with professionals in a chosen field where they apply academic concepts and principles to real-world problems and issues that perhaps are not found in textbooks; to showcase their talents and capabilities to a prospective employer; to gain resume-building experiences; and to make valuable professional contacts that can be essential to landing a job in their chosen career. **UNIV 495 is intended for students who are unable to enroll in a departmental internship course. May be repeated for up to 6 units. Enrollment restricted to students who have obtained consent of instructor.**

9. Why is this course being proposed? Two interrelated reasons: 1) to satisfy unmet need; and 2) to fulfill the graduation initiative. Each semester, dozens of students take on an internship without earning academic credit because their major doesn't offer an internship; they have maxed out their internship units for the major; they are interested in interning in an area outside their major; their major's internship is restricted; or the department has an internship on the "books" but in practice does not offer it. In Spring 2017, there were at least 32 students who are interning for non-academic credit. If these students were in an academic, credit-bearing internship course, they would earn credit to meet their overall graduation unit requirement.

10. Mode of Instruction\*  
 For definitions of the Course Classification Numbers:  
[http://www.csusm.edu/academic\\_programs/curriculum/schedule/catalogcurricula/DOCUMENTS/Curricular\\_Forms\\_Tab/Instructional%20Mode%20Conventions.pdf](http://www.csusm.edu/academic_programs/curriculum/schedule/catalogcurricula/DOCUMENTS/Curricular_Forms_Tab/Instructional%20Mode%20Conventions.pdf)

Type of Instruction	Number of Credit Units	Instructional Mode (Course Classification Number)
Lecture		
Activity	3	S-48
Lab		

11. Grading Method:\*  
 Normal (N) (Allows Letter Grade +/-, and Credit/No Credit)  
 Normal Plus Report-in-Progress (NP) (Allows Letter Grade +/-, Credit/No Credit, and Report-in-Progress)  
 Credit/No Credit Only (C)  
 Credit/No Credit or Report-in-Progress Only (CP)

12. If the (NP) or (CP) grading system was selected, please explain the need for this grade option.

13. Course Requires Consent for Enrollment?  Yes  No  
 Faculty  Credential Analyst  Dean  Program/Department - Director/Chair

14. Course Can be Taken for Credit More than Once?  Yes  No  
 If yes, how many times? Up to 6 units of credit.

\* If Originator is uncertain of this entry, please consult with Program/Department Director/Chair.

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 BY: \_\_\_\_\_

15. Is Course Crosslisted:  Yes  No  
 If yes, indicate which course \_\_\_\_\_ and check "yes" in item #22 below.

16. Prerequisite(s):  Yes  No

17. Corequisite(s):  Yes  No

18. Documentation attached:  
 Syllabus  Detailed Course Outline

19. If this course has been offered as a topic, please enter topic abbreviation, number, and suffix:\*

20. How often will this course be offered once established?\* Each semester

**PROGRAM DIRECTOR/CHAIR - COLLEGE CURRICULUM COMMITTEE SECTION:**  
*(Mandatory information – all items in this section must be completed.)*

21. Does this course fulfill a requirement for any major (i.e., core course or elective for a major, majors in other departments, minors in other departments)?  Yes  No  
 If yes, please specify:  
 Any Department that chooses to allow students to use as elective credit.

22. Does this course impact other discipline(s)? *(If there is any uncertainty as to whether a particular discipline is affected, check "yes" and obtain signature.)*  Yes  No  
 If yes, obtain signature(s). Any objections should be stated in writing and attached to this form.

Discipline _____	Signature _____	Date _____	Support _____ Oppose _____
Discipline _____	Signature _____	Date _____	Support _____ Oppose _____


**SIGNATURES : (COLLEGE LEVEL) :**

**(UNIVERSITY LEVEL)**

CYNTHIA CHAVEZ METOYER  
 1. Originator (please print or type name) \_\_\_\_\_ Date \_\_\_\_\_

CYNTHIA CHAVEZ METOYER  
 2. Program Director/Chair \_\_\_\_\_ Date \_\_\_\_\_

3. College Curriculum Committee \_\_\_\_\_ Date \_\_\_\_\_

DAWN FORMO  11-2017  
 4. College Dean (or Designee) \_\_\_\_\_ Date \_\_\_\_\_

5. UCC Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

6. Vice President for Academic Affairs (or Designee) \_\_\_\_\_ Date \_\_\_\_\_

7. President (or Designee) \_\_\_\_\_ Date \_\_\_\_\_

\* If Originator is uncertain of this entry, please consult with Program/Department Director/Chair.

# UNIV 495



Dr. Chavez Metoyer

[cmetoyer@csusm.edu](mailto:cmetoyer@csusm.edu)

Office: CRV 4108

#760-750-7003

## PURPOSE AND PROCEDURES OF THE INTERNSHIP

The university-wide internship course is a supervised learning experience designed to give students opportunities to work with professionals in a chosen field where they apply academic concepts and principles to real-world problems and issues that perhaps are not found in textbooks; showcase their talents and capabilities to a prospective employer; gain resume-building experiences; and make valuable professional contacts that can be essential to landing a job in their chosen career. The intern fulfills the agreement negotiated with the organizational supervisor and abides by the rules and regulations governing employees. If the intern has difficulties in the internship, it is the intern's responsibility to notify the faculty supervisor.

## COURSE GOALS and LEARNING OUTCOMES

### GOALS: As a result of this course, students will gain...

- 1) Personal insights into general career category.
- 2) Opportunities to demonstrate proficiency in completing individual work projects.
- 3) Knowledge about the way in which individual assignments relate to the total organization.
- 4) Opportunities to refine administrative, research, and communication skills.
- 5) Greater understanding of the operation of student's selected profession.

### LEARNING OUTCOMES: At the end of this course, students will be able to...

- a) Develop a personal career plan
- b) Create a "career readiness" portfolio
- c) Recognize and apply appropriate work-ethics
- d) Recognize and apply appropriate administrative, research, and communication skills

Goal & Outcome Alignment Chart			
ULO	Course Goal	Course Learning Outcome	LO Assessment/Measurement
1, 2	1	a, b	a) Completion of the self-evaluation (#2 assignment)
1, 2	2	b, c, d	b) Completion of all "career readiness" assignments
1, 2, 3	3	c, d	c) 8 Journal entries evaluated via rubric; supervisor evaluations
1, 2, 4	4	c, d	d) Supervisor evaluations
1, 2, 3, 4	5	c, d	c) 8 Journal entries; d) Supervisor evaluations

## **CONSEQUENTLY, THESE INTERNSHIPS DEMAND**

1. Careful placement based not only on the intern's interest but also on the project available within the organization and the willingness of employees to exercise careful supervision.
2. Close supervision of interns by a designated work superior.
3. The assignment of specific projects with responsibilities appropriate to the intern's capabilities.
4. Direction of the intern by the work supervisor during the completion of projects.
5. Opportunities to gain familiarity with other components of the immediate and related offices.
6. Continuous feedback to the intern from supervisors about their general performance.
7. Completion of 5 "career readiness" assignments listed below.
8. The completion of 8 journal entries submitted via cougar courses to the faculty internship coordinator no later 5pm on the assigned date (see cougar course container).
9. Evaluation of the intern by the work supervisor.
10. Completion of 45 hours of internship duties for *each* credit hour awarded.

## **READING AND MATERIALS FOR STUDENT**

Lindsay Pollack, From College to Career

Clifton Strengths for Students (online access only) – Purchasing info is located [here](#)

## **REQUIREMENTS OF THE COURSE**

Internships normally extend from 15-18 weeks. They can be either full or part-time depending on the conditions originally negotiated by all involved parties. Although one work superior takes responsibility for the intern, the intern may be given assignments outside that supervisor's immediate office if necessary or desirable.

Because the internship should constitute fair exchange between the student intern and the recipient employer, the following conditions apply. Interns should:

1. Be given regular staff assignments.
2. Perform valuable work for the employer.
3. Be subject to review of their work and whatever rewards or sanctions are appropriate.
4. Understand that the internship can be terminated at any time with the consent of the faculty advisor if job performance is unsatisfactory, resulting in NO CREDIT for the course.

## **JOURNALS**

Journal writing is a requirement of the internship. Students must submit a journal entry every two weeks (8 total). See the course container for due dates. If the student fails to submit all 8 journal assignments, they student will receive no credit, even if hours and other assignments are complete. Your journal entries should be submitted thru cougar courses.

At the beginning of every journal entry you submit, please include:

- (1) Your name (2) Placement agency (3) Supervisor's name (4) Date

Each journal entry should also answer the prompt for given for that week. I want you to focus on writing about what you are learning from each assignment or observation. I do not want an oral work log with detailed information about every specific task you accomplished. Rather, your journal entries should be reflective (See "[A guide to writing a reflective journal](#)" for more info); describe your assignments only to the extent necessary to explain what you learned from the assignment. Journal entries are due no later than 5pm every other Friday.

## GRADES

You are expected to perform all of your internship duties with professionalism and a proactive approach. The internship is graded credit/no credit. In order to receive credit, the intern must complete all of the following satisfactorily:

- \* Invest 45 hours for each credit up to 3 units
- \* Submit 8 journal entries (dates and journal prompts are located in the course container)
- \* Complete all "career readiness" assignments

## ASSIGNMENT DUE DATES

1. Get business cards, due **September 29**
2. Self-evaluation (mid-semester), due **October 27**
3. One of the following, **November 10**:
  - a. Attend resume workshop (you will find an updated list of workshops and events at CougarJOBS)
  - b. Write a resume/get feedback from career center counselor
4. One of the following, **December 8**:
  - a. Arrange a job interview shadowing at your internship site
  - b. Attend career fair
  - c. Attend interview workshop or use [Big Interview](#) and submit your practice link
5. Final evaluation from supervisor, due **December 15**

## CLASS POLICIES

- Academic integrity is required: *The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.* (CSUSM, Academic Honesty Policy). Students are expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All written work and oral presentation assignments must be original work. All ideas/material that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated with quotation marks. Additionally, it is a violation of academic honesty to fabricate sources, use unauthorized material, submit someone else's work as your work, take credit for work you have not completed (including group work), enable someone else to cheat, and resubmit your graded work from another class. (It is good practice to check with professor before "reusing" your previously graded work)! Students are responsible for honest completion of their work including examinations. There will be no tolerance for infractions. If you believe there has been an infraction by someone in the class,

please bring it to my attention. I reserve the right to discipline any student for academic dishonesty, in accordance with the general rules and regulations of the university. At the very minimum, academic dishonesty **will result in a failing grade** for this course and a written incident report to the Office of the Dean of Students as required by The Academic Honesty Policy and Executive Order 969. Sanctions at the University level may include suspension or expulsion from the University Read the CSUSM General Catalog, 2016-2018 p. 99 for details:

- Students with disabilities who require academic accommodations must be approved for services by providing appropriate and recent documentation to the Office of Disabled Student Services (DSS). This office is located in Craven Hall 4300, and can be contacted by phone at (760) 750-4905, or TDD (760) 750-4909; email inquiries can be sent to [dss@csusm.edu](mailto:dss@csusm.edu) Students authorized by DSS to receive accommodations should meet with me during my office hours or in a more private setting in order to ensure your confidentiality.
- Helpful writing tips for ESL students.
- Proper spelling, syntax, grammar, citation, and standard format are important in **all** your writing assignments and reflected in your grade. *All* written work will be college-level English and will have been carefully proof-read. You will lose points for grammatical errors and spelling errors. Thus, do not rely solely on your computer's spell check function. If you have trouble writing, consult the writing center.
- **All** graded writing assignments should be typed and double-spaced, using 10 or 12" font and use APSA citation method. More information on APSA citation method,
- No late assignments: Late work is, by definition, below average; deadlines are a normal and necessary component of all scholarly and real-world production. Failure to turn in assignments on time **will not** be accepted. The computer clock is precise. You should expect a delay when uploading documents and not try to beat the clock. Failure to upload assignments by the assigned date and time **will not** be accepted. Because of computer processing delays and other unforeseen glitches, do not wait until the last minute to upload the assignment. Leave yourself plenty of time in the event that you experience a technology problem. You will notice that the computer deadline is one hour later than my syllabus deadline. This is because you have one hour of grace time to deal with any technical glitches, and you should email me *before* the computer deadline if you do experience a technical problem. In the rare occasion that I grant an extension for **documented emergency**, 5 percent of the total points will be deducted for **each** day the assignment is late regardless of the emergency.
- Check your campus email and Cougar class announcements at least twice a week in the event that I send out class information. You can easily forward your campus account to your personal account; see a computer lab assistant if you need assistance. Please **do not** email me using a non-campus address as I prioritize email from campus addresses. Put your class in the subject line.
- Save all your digital receipts as proof of your timely submission. It is your responsibility to upload the correct assignment. If you upload the wrong one, it will result in a zero for that assignment if you do not upload the correct one before the deadline.
- Please refer to your Student Handbook for the University policy for **dropping a course** with a "W". A "W" or "I" will not be given in lieu of a failing grade at the end of the semester.
- This policy does not preclude the addition of other syllabus elements as required by departments, programs, schools and colleges.

## **GRADUATION WRITING ASSESSMENT AND ALL UNIVERSITY WRITING REQUIREMENT**

All CSU students must demonstrate competency in writing skills as a requirement for graduation. CSUSM students must complete the graduation writing assessment through the All-University Requirement. With limited exceptions, every course carrying degree credit at CSUSM must have a writing component that can be achieved in a variety of ways depending on the course. The writing requirement for each individual student will vary by course units, as follows: 3 units and up = 2,500 words (approximately 10 pages); 2 units = 1,700 words; 1 unit = 850 words. The University maintains a well-staffed Writing Center, located in the Library, to assist all students with their writing projects. Appointments to meet with a Writing Consultant must be made online.

## Criselda Yee

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**From:** Criselda Yee  
**Sent:** Tuesday, November 21, 2017 5:21 PM  
**To:** Thomas Swanger  
**Cc:** Regina Eisenbach  
**Subject:** Question re New Course: UNIV 495  
**Attachments:** 112117 Screenshots of GEL and ACU.docx; C form, UNIV 495, September 2017.docx; UNIV 495 SYLLABUS INTERNSHIP, draft.docx; Univ 495

Hi Thomas,

We just received a C-form from Dawn Formo's office (OUGS) to create a new course: UNIV 495.

This is a university-wide internship course that is based out of the Office of Undergraduate Studies, similar to the GEL courses.

Regina asked me to check with you, if you need to create a new Academic Group, as we expect to receive two more course forms from OUGS.

I've attached screenshots of GEL and the Academic Group: ACU (All College-UGrad), for reference.

Please let me know if there is anything that I can do on my end, or if you would like to discuss this further.

Thanks, and happy holiday!

Best regards,  
Criselda

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*Criselda Yee*

**Curriculum Specialist - Academic Programs**

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[www.csusm.edu/academic\\_programs](http://www.csusm.edu/academic_programs)



## Criselda Yee

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**From:** Criselda Yee  
**Sent:** Tuesday, November 21, 2017 5:25 PM  
**To:** Dawn Formo  
**Cc:** Cynthia Chavez Metoyer  
**Subject:** RE: Univ 495

Thank you Dawn and Cynthia.

Congratulations on the new course! I just wanted to confirm receipt of the C-form and syllabus for UNIV 495.

I also wanted to let you know that I've contacted Thomas Swanger (at Regina's recommendation) to ask him if he needs to create a new Academic Org, as this new course will be based out of the OUGS, similar to the GEL courses.

I will let you know when I hear back from Thomas, hopefully next week.

Hope you both have a wonderful holiday!

Best regards,  
Criselda

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*Criselda Yee*

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[www.csusm.edu/academic\\_programs](http://www.csusm.edu/academic_programs)

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**From:** Dawn Formo  
**Sent:** Monday, November 20, 2017 12:52 PM  
**To:** Criselda Yee <cyee@csusm.edu>  
**Cc:** Cynthia Chavez Metoyer <cmetoyer@csusm.edu>  
**Subject:** Univ 495

Hi Criselda—

Cynthia has designed an all-university internship course that we will offer out of OUGS. Attached are the c-form and syllabus.

Let me know if you have questions.

**Question:** Would you prefer a scanned version of the c-forms with signatures?

Cheers,  
df

## Look Up Academic Group

Academic Institution: SMCMP

Academic Group: begins with

Description: begins with

Look Up

Clear

Cancel

Basic Lookup

## Search Results

View 100 First 1-29 of 29 Last

### Academic Group Description

ACP	All College-Pbac
ACU	All College-Ugrad
ALHTM	Allied Health
ARTHM	Arts and Humanities

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Catalog Data

Offerings

Components

Course ID: 102039

Find | View All First 1 of 1 Last

Effective Date: 05/16/2008 Status: Active

Description: THE STDT,UNIV,COMMUNITY

### Course Offering

Find | View All First 1 of 1 Last

\*Course Offering Nbr: 1 HEGIS

\*Catalog Nbr: 101 GEL

\*Academic Institution: SMCMP Cal State San Marcos

\*Academic Group: FYPU First-Year Programs-Ugrad

\*Subject Area: GEL General Educ Life Long Learn

Campus:

\*Academic Organization: 85 - FYP First Year Programs

\*Academic Career: UGRD Undergraduate

Course Typically Offered Fall and/or Spring

Tuition Group:

Dynamic Class Date Rule:

Allow OEE Enrollment

\*Course Approved: Approved

Allow Course to be Scheduled:

Exam Only Course:

Catalog Print

Print Instructor in Schedule

Schedule Print

Schedule Term Roll

Use Blind Grading

GL Interface Required

Split Ownership