

ROWAN COLLEGE CURRICULUM COMMITTEE

RECEIVED NOV 13 1996

PROPOSAL TITLE: Internship in English

UNDERGRADUATE GRADUATE 3 CREDIT HOURS

SPONSOR(S): Minna Daskow, English Dept. Faculty

DEPARTMENT & TELEPHONE# English X3478

CHECK ONE: COURSE MINOR PROGRAM CONCENTRATION SPECIALIZATION
 ACHIEVEMENT CERTIFICATE CERTIFICATION PROGRAM MAJOR PROGRAM

<p>STEP #1 (DEPARTMENT)</p> <p><input checked="" type="checkbox"/> APPROVED/DATE: <u>5/1/96</u></p> <p><input type="checkbox"/> NOT APPROVED/DATE:</p> <p><u>Catherine W. Parnis</u> DEPT. CURRICULUM CHR.</p> <p><input checked="" type="checkbox"/> REVIEWED/DATE: <u>5/1/96</u></p> <p><u>Stephen R. Calkins</u> DEPT. CHR.</p>	<p>STEP #2 (RECEIPT)</p> <p>SCC# <u>96 97-27</u></p> <p>DATE RECEIVED: <u>SENATE</u></p> <p><u>MAY 2</u></p> <p>RECEIVED</p> <p><u>Ronald J. Goshen</u> SENATE CURRICULUM CHR.</p>	<p>STEP #3 (SCHOOL)</p> <p>REVIEWED DATE: - <u>11/1/96</u></p> <p><input checked="" type="checkbox"/> RECOMMEND TO APPROVE</p> <p><input type="checkbox"/> RECOMMEND NOT TO APPROVE</p> <p>FORWARD FOR OPEN HEARING</p> <p><input type="checkbox"/> WITHOUT RESERVATIONS</p> <p><input type="checkbox"/> WITH RESERVATIONS</p> <p>COMMENTS:</p> <p><u>B. Patrick</u> SCHOOL COMMITTEE CHR.</p>
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<p>STEP #4 (ACADEMIC DEAN)</p> <p><input checked="" type="checkbox"/> RECOMMEND</p> <p><input type="checkbox"/> NOT RECOMMEND</p> <p><input type="checkbox"/> CONDITIONALLY RECOMMEND (SEE COMMENTS)</p> <p>DATE & SIGNATURE, DEAN OF SCHOOL <u>[Signature]</u></p>	<p>COMMENTS:</p> <p><u>[Handwritten Comments]</u></p>
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STEP #5 (SENATE CURRICULUM COMMITTEE)

DATE OF OPEN HEARING = 9-96

APPROVED BY SENATE CURRICULUM COMMITTEE (DATE) _____

RETURNED TO SPONSOR(S) FOR THE FOLLOWING REASONS:

STEP #6 (SENATE)

DATE PRESENTED TO SENATE _____ APPROVED NOT APPROVED

NOTIFICATION TO EXECUTIVE VICE PRESIDENT/PROVOST (DATE) _____

SENATE CURRICULUM COMMITTEE CHAIR SIGNATURE/DATE Ronald J. Goshen

STEP #7 (EXECUTIVE VICE PRESIDENT/PROVOST)

DATE RECEIVED _____

APPROVED: YES NO

IF NO, REASONS ARE AS FOLLOWS:

STUDENT CREDIT HOURS 3

FACULTY LOAD HOURS 3

EQUALIZED CREDIT HOURS _____

OFFICIAL COPY & APPROVAL SHEET FILED (DATE) _____

SIGNATURE, EXECUTIVE VICE PRESIDENT/PROVOST [Signature]

REGISTRAR

DATE APPROVED COURSE DESCRIPTION RECEIVED 8 May 47

HEGIS TAXONOMY AND COURSE NUMBER ASSIGNED 1507.416

DATE/SIGNATURE OF REGISTRAR [Signature]

NOTIFICATION FORWARD:

___ SENATE CURRICULUM COMMITTEE CHAIRPERSON

___ DEPARTMENT CHAIRPERSON(S)

___ ACADEMIC DEAN(S)

___ REGISTRAR

___ SPONSOR(S)

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3.2.1.1.1.1

The school will support the family as primary provider and develop a relationship in partnership with the work site supervisor. The position and job description will be reviewed prior to any laterally transferred job to the student's declining the offer. The job description will indicate duties and responsibilities that will enable the student to complete the work schedule listed in year one. The family will be kept informed with the work site supervisor as necessary during the placement.

At least all keep a log of activities and assignments completed by the supervisor. A total of 24 supervised hours of work will be reported for each semester completion of the course.

Parents will be kept informed with complete reports each week. This will include, but not be limited to, attendance reports, behavioral reports, and work site supervisor observations. The school counselor will provide support to the family in understanding the student's progress and any concerns and address the concerns.

3.2.1.1.1.2. Evaluation and grading:

Student work assignments will provide immediate lines of communication of students' performance in the internship. The family intern supervisor will review and evaluate student work products, journals, and final evaluation.

3.2.1.1.1.3. Communication:

Parents will complete a communication form which will be reviewed by the internship coordinator and the placement coordinator. These forms provide permission.

Every two weeks, the internship coordinator will submit a report together with student evaluation to the department as a whole.

Course evaluation will be provided by the department as a whole in a review process.

3.2.1.1.2. Evaluation:

All faculty members of the English Department have been notified. The approval will be given to the departmental meeting and administratively approved by the department.

Students on period, internship completed in the English Department, will be notified by email to the department. The course will be completed by the department and a report will be submitted to the program for every year.

Student Description of
Learning Experience

This course provides an opportunity for students to apply the skills they have developed in the course to their studies in a supervised work situation. Students will develop a portfolio, keep journals, and meet with the faculty in a workshop or seminar. This course may be completed within the 11 hour free elective distribution **only**. Prerequisite: Department of Education; and 4th; approval of the instructor or director.