CURRICULUM CHANGE PROPOSAL

APPROVAL PAGE

Proposal Title: Internship in Latin American and Border Studies, LABS 4307

College: Liberal Arts  Department: Latin American and Border Studies

DEPARTMENT CHAIR

I have read the enclosed proposal and approve this proposal on behalf of the department.

Signature  Date

Sept. 5, 2019

COLLEGE CURRICULUM COMMITTEE CHAIR

I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.

Signature  Date

10/23/19

COLLEGE DEAN

I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.

Signature  Date

10/28/19
To encourage and effectively administer community engaged activities in Latin American and Border Studies [LABS], we are proposing an undergraduate internship course. It is structured to have evaluable academic content. This is consistent with our goals in LABS to do community engaged research in the border region, and also to develop career skills and experiences for students.
College : Liberal Arts   Department : Latin American and Border Studies

Rationale for adding the course:
Our program in border studies emphasizes community engagement in the border region. This has educational and career value. A formal internship course helps us to administer and recognize these activities.

Subject Prefix and #  LABS 4307

Title (29 characters or fewer): Internship in LABS

Dept. Administrative Code : 1735

CIP Code 05.0107.00

Departmental Approval Required ☒ Yes ☐ No

Course Level ☒ UG ☐ GR ☐ DR ☐ SP

Course will be taught: ☒ Face-to-Face ☒ Online ☒ Hybrid

How many times may the course be taken for credit? (Please indicate 1-9 times): 3

Should the course be exempt from the “Three Repeat Rule?” ☒ Yes ☐ No

Grading Mode: ☒ Standard ☒ Pass/Fail ☐ Audit

Description (600 characters maximum):
Internship with a public, private, or non-profit sector organization, selected in consultation with the LABS program advisor. Hours and work tasks will be set by agreement between the organization, student, and advisor. Background reading and written work analyzing the internship will be required. The internship will be under close supervision by the agency and the LABS program advisor. Prerequisite: Department approval.

Contact Hours (per week): Lecture Hours Lab Hours 3 Other

Types of Instruction (Schedule Type): Select all that apply
□ A Lecture  □ H Thesis
□ B Laboratory  □ I Dissertation
☒ C Practicum  □ K Lecture/Lab Combined
□ D Seminar  □ O Discussion or Review (Study Skills)
☒ E Independent Study  □ P Specialized Instruction
□ F Private Lesson  □ Q Student Teaching
If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks):

TCCN (Use for lower division courses):

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<th>Prerequisite(s):</th>
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<td><strong>Course Number/Placement Test</strong></td>
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Corequisite Course(s):

Equivalent Course(s):

Restrictions:

Classification

Major
To: The Undergraduate Curriculum Committee

From: Josiah Heyman, Director, Latin American and Border Studies

Re: Syllabus for LABS 5307, Internship in Latin American and Border Studies

Internships, of course, vary according to the student, agency, and activity. A single syllabus is not realistic. Here we attach our basic documents from which we will craft specific syllabi, and evaluations from the agency and student. They are taken from a best practices source provided to us by the relevant UTEP Office, the Center for Community Engagement. Clearly they are composed by a specific professor for a specific purpose and we would need to rework them for our internships for our purposes before they are used.
APPENDIX A

Sample Internship Contract

Community Literacy Internship Contract

The University of Texas at El Paso

This contract must be signed by the student and the agency mentor, then reviewed and approved by the instructor. All three parties must have a copy.

Organization: AVANCE El Paso
Mailing Address: 616 N. Virginia Ste. B
El Paso, TX 79902
Agency Mentor: Juan Martinez
Telephone: (915) 555-5555 Email: jmartinez@nonprofit.org
Student: Patricia Carbonell
Telephone: (915) 444-4444 Email: pcarbonell@university.edu
Instructor: Dr. Isabel Baca
Telephone: (915) 333-3333 Email: ibaca@university.edu
Course: RWS 5318—Community Literacy Internship
Semester: Spring 2017

The project will consist of creating quick reference procedural manuals for AVANCE departments as specified below with the purpose of facilitating the work processes within and between departments.

Specific duties will include

• Interviewing the directors of the following departments in order to identify the departments’ work procedures: <add a list of departments.
• Collecting materials that the departments use in their work procedures.
• Writing follow-up, confirmation, and thank you letters to departments.
• Collaborating with agency mentor in order to discuss any potential redundancies and/or necessities in the workflow.
• Composing quick reference procedural manuals for the aforementioned departments that will include: objectives, job descriptions, an outline of the required or suggested work procedures, and documents used in the workflow.
• Creating digital versions of the manuals, including links for easy access to appropriate documents.
• Preparing a presentation for AVANCE personnel to showcase the accessibility and usability of the manuals.

Other considerations

• Student and agency mentor are also aware that some additional tasks not specifically mentioned in this contract will arise during the course of the project, and they agree that if both parties deem the task necessary to the project, if it requires only a reasonable time commitment from the student, and if the student feels that it is within the realm of her experience and abilities, then the student will take on that task as well.
• All work by the student will be unpaid.
• Student and mentor will meet once a week in person, via email, or by phone to discuss progress.
- Mentor will provide feedback to student within five (5) days of draft submission.
- A final evaluation will be completed by the mentor at the completion of the internship.
- Student's work will begin on Monday, February 1, 2017, and must be completed by May 1, 2017.

**Student**

Signature: ___________________________                           Date: ______________

**Agency Mentor**

Signature: ___________________________                           Date: ______________

**Instructor**

Signature: ___________________________                           Date: ______________
APPENDIX C

Agency Mentor Evaluation of Student Intern

Evaluation of Student Writer

The University of Texas at El Paso

Department of English

RWS 5318: Community Literacy Internship

Dr. Isabel Baca

Thank you for participating and working as an agency mentor for the course RWS 5318, Community Literacy Internship, at the UTEP, Department of English. Please complete the following evaluation so that the course may be improved, and student interns can better assist your agency in future semesters. Your input is very important, and your honesty and cooperation are appreciated.

Be sure to complete both sides of the form. Please return this evaluation form to Dr. Isabel Baca by May 5, 2017. You may mail it in to the following address or you may have the student writer turn it in in a sealed envelope with your signature across the seal. You may also email it to ibaca@university.edu. Thank You.

Mailing Address: UTEP – Department of English
Dr. Isabel Baca
500 W. University Ave.
El Paso, TX 79968

Student Name: ___________________________ Date: ______________

Agency Name: ___________________________ Phone: ______________

Your Name: ___________________________ Email: ______________

1. The student completed all the assigned tasks as specified in the contract. Yes No

2. The student met all deadlines. Yes No

3. The quality of the student writer's/intern's work is

   A. Excellent       B. Above Average       C. Good       D. Fair       E. Poor

______________________________________________________________________________________
4. What were the strengths of this student writer/intern in his/her work for your agency?

5. What were the weaknesses of this student writer/intern in his/her work for your agency?

Agency Evaluation of Student Intern

6. How would you recommend this course/work experience be improved?

7. What are/were your concerns, if any, about working with a student writer/intern? Have these concerns been resolved? If not, how can they be?

8. What requirements and/or conditions, if any, do you have for placement of student writers/interns in your agency?

9. How would you describe your communication and working relationship with the student?

10. Are you willing to work with other student writers/interns? Yes No

11. Would you like to meet with me to discuss internship possibilities/concerns? Yes No

12. Do you have any additional comments or feedback?

Your signature: ________________________________

Thank you!
APPENDIX B

Student Self-Evaluation Of Internship

Evaluation of Agency, Agency Mentor, and Internship

RWS 5318—Community Literacy Internship

As the semester comes to an end as does your internship, please evaluate your agency and agency mentor. Your honest answers and feedback will help improve the course as well as the community literacy internship experience. Your responses will not be shared with the agency. Submit this evaluation in your portfolio.

Your Name: ___________________________  Semester: ___________________________

Agency Name: ___________________________

Agency Mentor's Name(s): ___________________________

1. How satisfied are you with your agency selection?
   A. Very satisfied  B. Satisfied  C. Somewhat  D. Unsatisfied  E. Very unsatisfied

2. How would you describe your internship experience with this agency?
   A. Excellent  B. Good  C. Fine  D. Poor

3. How would you describe the communication between your agency mentor and you?
   A. Excellent  B. Good  C. Fine  D. Poor

4. How would you describe your relationship with your agency mentor?
   A. Excellent  B. Good  C. Fine  D. Poor  E. No relationship
5. How useful/beneficial (to the agency) are the writing tasks/projects you completed?
   A. Extremely useful       B. Very useful       C. Useful        D. Not useful       E. Not sure

6. How useful/beneficial (to the community) are the writing tasks/projects you completed?
   A. Extremely useful       B. Very useful       C. Useful        D. Not useful       E. Not sure

7. How helpful/beneficial was this internship experience to you?
   A. Extremely useful       B. Very useful       C. Useful        D. Not useful       E. Not sure

8. How would you rate your overall RWS 5318 Community Literacy Internship experience?
   A. Excellent             B. Good            C. Fine          D. Poor

9. Will you continue working at this agency?    Yes      No      Not sure

Please answer the following questions completely and specifically. Your input is important.

1. What did you like best about working with this agency?
2. What did you like least about working with this agency?
3. What did you like best about your community literacy internship?
4. What did you like least about your community literacy internship?
5. What have you learned from your community literacy internship?
6. How would you recommend this course and internship experience be improved?
7. What recommendations do you have for your agency and/or agency mentor?
8. What recommendations do you have for your RWS 5318 instructor?
9. What advice would you give to an incoming RWS 5318 student?
10. Please write any additional comments you may have: