

THE UNIVERSITY OF NORTH CAROLINA ASHEVILLE
FACULTY SENATE

Senate Document Number SD0323F

Date of Senate Approval 11/02/2023

Statement of Faculty Senate Action:

APC Document 1 (IST): **Change credit hours 1and revise description for IST 325**

Effective Date: Fall 2024

1. **Delete:** On page 198, the entry for **IST 325, Internship: Exploring Career Choices**

325 Internship: Exploring Career Choices (3)

Designed for students participating in exploratory internships to clarify and/or advance their career goals. Provides a structured and guided learning environment to help students reflect on the meaning of their internship experience. Students must arrange an internship placement prior to the start of the course and meet with the Career Center's ~~Internship Coordinator~~ for internship site approval. Although the Career Center does not provide internship placements, it offers assistance and resources to assist students. Open to students from all majors and academic levels. Fall and Spring.

Add: On page 198, in place of deleted entry:

325 Internship: Exploring Career Choices (1-4)

Designed for students participating in exploratory internships to clarify and/or advance their career goals. Provides a structured and guided learning environment to help students reflect on the meaning of their internship experience. Students must arrange an internship placement prior to the start of the course and meet with the Career Center's **Internship Program Manager** for internship site approval. Although the Career Center does not provide internship placements, it offers assistance and resources to students. Course may be repeated for a maximum of 6 credits. Open to students from all majors and academic levels. **Spring and Summer.**

Impact:

Each credit hour of IST 325, UNC Asheville's interdisciplinary internship course must have 35 hours of work (field + course time) associated with it, per the Internship Policy.

Creating flexibility in credit hours for IST 325:

- Allows for students to fit internships for academic credit into the time they have available: from 35 hours to 140 hours.
- Supports employer-partners of UNC Asheville who may have a beneficial micro-internship to offer.
- For students who want to work more hours at their internship site, this can be recognized in the four-credit hour option for the course. Some students in IST 325 currently work far more than 140 hours and still only earn 3 credit hours.
- A four credit-hour option is easier for a department to use as a course substitution for a four credit-hour major course.
- Creates more opportunities to engage students with the community, which will result in stronger ties for the university to the community and potentially greater post-graduate outcomes for students.

The Career Center currently runs IST 325, and is prepared to offer appropriate academic work for each internship credit hour option.

The course does not fulfill a major or LAC requirement, but department chairs may choose to use their discretion to substitute IST 325 for a major requirement.

1. Information about the course:
 - a. Student Learning Objectives: individual learning objectives are written in the first week of the course by the student and the site supervisor in collaboration with the course instructor.
 - b. Anticipated class size: this will vary from semester to semester, but ideally the use of IST 325 will grow to a typical class size: from 6 to 20 every spring and 3 to 20 in the summers.
 - c. Amount of scheduled class time: typically, the class meets in person or via Zoom for students to share their experiences with each other for an hour to an hour and a half every two weeks.
 - d. Instructional format: internship with online reflection assignments, readings, and class discussion.
 - e. Specialized space or equipment needs: none
 - f. Contact hours and faculty workload: n/a, as this is built into the job description for the Internship Program Manager
2. Information about the number of faculty in the department who will/can teach the proposed course. Any faculty member across the university can teach IST 325. Currently it is taught by staff in the Career Center including the Director and Associate Director for Career Education but will be primarily taught by the Internship Program Manager moving forward.
3. Information about when and how often the course will be offered. Currently, IST 325 is taught in Spring and Summer. Ideally it will be available for students every semester at some point in the future.
4. Is the course part of the UNC Common Numbering System (CNS)? N/A

Rationale: Based on a request from senior administration, the Career Center is launching a campus-wide initiative to prepare students and source sites to run an official UNC Asheville internship program. The program is intended to be complementary and additive to what academic departments are already offering students for experiential learning. After conducting focus groups with faculty members running internships over the last two years, the Career Center identified three critical areas where we can provide assistance to academic departments depending on their specific needs: sourcing quality internship sites, preparing students to stand out and be selected by the sites, and/or serving as course instructors for internship courses that may not have enough students to justify a course release for faculty.

As part of the official internship process, students need to be able to earn academic credit regardless of whether an internship course is currently being offered by their academic department. IST 325 is the option to do that. Internships are time-intensive, and faculty in many departments do not have enough students participating in internships to make it a permanent part of their course load. Through IST 325, we can combine students in different academic departments into a single course.

Department chairs will have the option to accept an alternate course in place of their departmental internship course. Instead of identifying a faculty member to run internships department chairs can choose to accept IST 325. For IST 325 to be able to substitute toward major credit where most departmental major credit courses are 4 credit hour courses, the university needs the option to run IST 325 as a 4-credit hour course.

Offering IST 325 for 1-4 credits allows the university to be responsive to employer and student needs. With more students able to take advantage of internships for academic credit, UNC Asheville can provide oversight to ensure our students have both quality and rigorous experiences.