Submitted by
Irina Galatzkaya and Nancy Teel

Department/Division
Social Sciences Dept.; Liberal Arts and Professional Studies Division

Name of Course
Social Sciences Internship

For New Course only:
Proposed Course Number ___SSI298_________
Registrar Verification_______________
COURSE

x  New Course

Existing Course:

Change in:

Course title
Course description
Course prerequisite
Semester credit hours
Course number
Other

Note: The Internship course already exists in a number of majors and this course will be similar.
<table>
<thead>
<tr>
<th>DEPARTMENT CHAIR PRINT NAME</th>
<th>SIGNATURE</th>
<th>RECOMMEND</th>
<th>NOT RECOMMEND</th>
<th>NO OPINION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Howard-Harrell</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FACULTY PRINT NAME</th>
<th>SIGNATURE</th>
<th>RECOMMEND</th>
<th>NOT RECOMMEND</th>
<th>NO OPINION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Liebman</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Souliy Wan-N'Tani</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nenotete Zama</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patrick Seyoys</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tesfay Aradam</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nasreen Latif</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charlotte Belezos</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jacqueline Thompson</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Division Dean**

Date Received: ___
Recommended: ___
Not recommended: ___
No opinion: ___

Name: Nancy Teel
Division Dean Signature: Nancy G. Teel
Date: 2/20/13
# Curriculum Committee Form

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Recommended</th>
<th>Not recommended</th>
</tr>
</thead>
</table>

Michelle Howard-Harrell  
Curriculum Committee Chair

*Signature*

3/5/2013  
*Date*

**Comments:**

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

---

## Vice President for Academic Affairs

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Recommended</th>
<th>Not recommended</th>
</tr>
</thead>
</table>

Dr. Brenda Mercomes  
VP Academic Affairs

*Signature*

3/5/12  
*Date*

**Comments:**

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

---
New Course Only

Acuerdo
Recommended
Not recommended

Javad Moulai
Name

Signature of Representative

3/15/2013
Date

Comments:

President

Approved
Disapproved

Dr. Linda Turner
Name

Linda E. Turner
Interim President's Signature

3/15/2013
Date

Comments:
ROXBURY COMMUNITY COLLEGE
CURRICULUM COMMITTEE

GUIDELINES FOR NEW COURSE PROPOSALS

1. Course Title: Social Science Internship

2. Course Number: SSI 298

3. Catalogue Description

This internship course provides the opportunity to gain hands-on experience, develop skills or explore an additional area of interest through student involvement in a local social service agency. A variety of field experiences are available including work with the homeless population, at-risk youth, the elderly, individuals with disabilities, and other non-profit sectors. Students will spend a minimum of 150 hours (minimum of 10 hours per week) in a field setting and assume an active role in the delivery of services of that organization.

4. Suggested number of credit hours: 3

This course requires 150 hours in the field setting. In addition, students are required to attend the following mandatory meetings:

- Internship Orientation
- Periodic Meetings with assigned Internship Faculty Advisor
- Participation in Final Fifteen Minute Oral/Poster Presentation at the end of the semester

5. Course Prerequisites
Prerequisites: Student must be enrolled in a degree or certificate program and possess a minimum 2.0 GPA. Must have completed ENG-101 and three courses in Social Sciences (SSI).

6. Statement indicating whether the course is a requirement or an elective.

This course will be a Social Science and Liberal Arts elective.

7. Narrative Rationale and Justification

Today’s job market requires graduates to have experience in their fields. Internships and other experiential learning experiences allow them to gain the skills they need to be successful in the workforce. Currently, students may not take electives outside their major fields, so they cannot take ACS298, the generic internship course. This new course, SSI298, will allow Social Science majors to benefit from an internship experience. The Social Science major is a transfer program, and the internship will give students a chance to explore the field before committing to an upper division major. It will also provide experience useful in the job market right away.
8. Instructional Objectives

Students will practice the knowledge they have learned in the social science classroom.

- Earn 3 credits in the field of study
- Increase confidence and improve academic performance
- Build the experience section of their resume
- Expand their professional network
- Gain professional references
- Be first in line for related job opening
- Acquire job related skills

9. Learning Outcomes

Academic learning outcomes for the student experience are intended to encompass all of the following:

- Demonstrate technical skills and professional communications in the work setting
- Work within industry and organizational structures, culture, and ethics
- Apply and reflect on the connections to academic theory and practice
- Demonstrate critical thinking and problem-solving skills in the workplace
- Demonstrate awareness of self, others and social responsibility in a work, career and global context
- Establish a network of professional contacts, mentors, and references

10. Instructional Methods and Materials (syllabus)

The instructional method is supervised Experiential Learning in a community setting.

11. Suggested Text

No text. Some materials may be furnished by faculty advisor.

12. Outline of Course Content

Course content will be the student’s work with the agency as well as supervised reflection and reporting. Students are required to keep a journal and do a final presentation.

The internship will provide the opportunity to gain hands-on experience in a social service organization. A variety of field experiences are available to meet areas of student interest including work with the homeless population, at-risk youth, the elderly, individuals with traumatic brain injuries and other disabilities, and other non-profit sectors. Students will spend a minimum of 150 hours in a field setting and assume an active role in the delivery of services of that organization. A job description and individualized learning outcomes are established at the outset between the student, internship faculty advisor and field site supervisor to ensure a clear understanding of the student’s role and the competencies to be developed through the field experience.

13. Plan for Evaluating Student Outcomes
Grading policy, all academic assignments, class/faculty meetings, participation in career related workshops and events are further outlined in Syllabus.

Mandatory Internship Orientation Participation (10%)

Submission of Weekly Reflections in Journal (10%)

Submission of Weekly Time Sheets (5%)

Meetings with Assigned Internship Faculty Advisor (10%)

Submission of Mid-Term paper to Internship Counselor by required date.[10%]

Participation in Site Visit and/or completion of Site Evaluation with Internship Counselor/Assigned Internship Faculty Advisor and Site Supervisor (5%)

Participation in Final Fifteen Minute Oral/Poster Presentations and submit revised resume reflecting internship experience (10%)

Completion of 150 Hours of internship site attendance (40%)

14. Library, TLC, or other required institutional resources
Signature of Librarian is required on cover page to acknowledge resource needs

None