

Minutes
HSS Department Chairs Meeting
Wednesday, January 14, 2009
2:00 p.m. CN 233

1. *Dean's Council Item:*
 - a. Are online courses cannibalizing campus courses, should a moratorium be placed that an online and campus course that are the same are not taught the same semester? (with exceptions)
 - b. Enrollment up 6%
 - c. Testing Center open Jan 20th in ELC 105, 20 workstations available, for questions or scheduling contact Blaine Edwards, edwardsb@suu.edu or 586-5419
 - d. All 4 requested sabbaticals were funded, 2 were HSS
 - e. Provost is done with all 3 year review, Rank, Tenure, next stop is Board of Trustees. There will be some funding to associate with rank advancements
 - f. Retention, Quality, Scholarships (two department chairs indicated that when recruiting visitations are made there is never a courtesy phone call if the schedule is cancelled.)
 - g. New Policies
 - i. Waivers
 - ii. Audit – will now have to submit paperwork 10 days after classes start
 - iii. Records retention (keep grades for 2 years after a professor leaves campus)
 - h. Maymester – get proposed schedule to the dean this week
 - i. Honor Code
 - i. Thundercreed for SUU students
 - ii. HSS Personal Integrity policy
2. *HSS Senators: Meet the Dean Event will be the Eccles Visiting Scholar Luncheon on Tuesday, January 20th at 1:00 p.m. in the Starlight Lounge*
3. *Important Items*
 - a. Eccles Visiting Scholar Tuesday, January 20th convocations and luncheon. He is available Tuesday afternoon and Wednesday morning to speak in classes.
 - b. Secretary Training – Thursday at 3 pm in ELC 206
 - c. Fall Schedule due Friday, January 16th
 - i. Cut out extra sessions
 - ii. No $\frac{3}{4}$ allowed for those teaching graduate courses, we will follow policy 6.27 in that an undergraduate professor teaching a graduate course will be paid at 1.33
 - d. Master Thesis:
 - i. 6 students =12 credit hour
 - ii. No thesis consistency across campus
 - iii. Senior capstone signature page needed
4. *Department/Other Items*
 - a. Internship Credit - Task Force – see handout below
 - i. Rigor
 - ii. Orientation

- iii. Professors receive overload
- iv. Motion made by Michael Stathis to accept, Curt Bostick seconded, all in favor, 1 absent.
- b. Academic Award Nominees – pushed to 1/21/09 agenda

5. *Next Meeting*: Wednesday, January 28, 2009 400p.m. CN 233

6. *Reminders*

Dates

- a. Tuesday, January 13th - Last Day to drop w/o a W
- b. Friday, January 16th - Last Day of Registration and adding class
- c. Monday, January 19th - Martin Luther King Day - No classes
- d. Tuesday, January 20th - ECCLES Visiting Scholar and Convocations Program
- e. February 1st - Scholarship applications due
- f. Friday, February 6th - 5th Week Reports due
- g. Monday, February 16th - President's Day - No classes
- h. Monday, March 16th to Friday, March 20th - Spring Break - No classes
- i. Wednesday, April 1st - Deadline for awarding department scholarships
- j. Friday, April 10th - Good Friday - no classes
- k. Monday, April 13th - No classes
- l. Friday, April 24th - Last Day of Spring Semester
- m. Monday, April 27th - Study Day
- n. Thursday, April 30th - HSS ACADEMIC AWARDS - Great Hall
- o. Saturday, May 2nd - Commencement

College of Humanities and Social Sciences

Internship Guidelines

January 2009

According to Ernest L. Boyer (1994) “Higher education and the larger purposes of American society have been –from the very first—inextricably intertwined”. Internships are an effective way to facilitate the transfer of higher learning into practical and real-world settings, and for practicing professionals to participate in the educational experiences of students.

“For SUU students to be competitive in today’s world, regardless of their academic program, they must be exposed to at least one of the following: a research experience, a global study abroad experience, an internship, and/or a civic engagement/ service learning experience. “ Provost Rod Decker, Fall 2007.

Moreover, Internship opportunities directly relate to the three core values of the institution: Academic Excellence, Community and Social Responsibility, and Involvement and Personal Growth

The College of Humanities and Social Sciences supports students who wish to gain practical work experiences that complement their educational experiences through high quality internship programs. To meet the academic objectives, internships should:

- 1). Be directly related to the student’s academic area of interest
- 2). Be a mutually supportive partnership between SUU, the student, and the organization
- 3). Contain a pre-planned intentional learning agenda
- 4). Consist of meaningful learning experiences and/or tasks
- 5). Contain some form of scholarly learning summary
- 6). Consist of high academic standards

Internships are supervised by and coordinated within the academic department. The primary supervisory role is filled either by the Department Chair or by a designated Internship Coordinator who receives Instructional Credit Hours (ICH’s) according to SUU Policy 6.3. Departmental Internship Policies typically define any prerequisite courses or completed credit hour requirement. Departmental policies also determine the total number of hours of work experience per credit hour earned, up to, but not exceeding the SUU standards defined in SUU Policy 6.3, B 2 . Departments also may determine the number of Internship credit hours that count toward the requirement for the major.

Students desiring to complete an internship must complete an internship orientation either through SUU Career Services, or through the individual department. Orientation courses should include information pertaining to personal and professional liability, roles and functions of Interns, grievance policies and procedures, confidentiality requirements, professional conduct and appearance, and other topics that may be pertinent to the specific internship site. In addition, students must complete the Internship Permission Form which is signed by the student, the course instructor, and the department chair.

For successful completion, each department will require internship students to demonstrate their learning and the value-added from their internship experience. This may occur through a paper, a series of papers, an Internship Portfolio, or some other approved medium.

Departments who make internships available for their students will submit a departmental internship policy to the dean. Before students may enroll in Internship, the departmental policies are reviewed by the department chairs and the dean of the college. This review process ensures the academic rigor and educational quality of departmental internships are acceptable. Unless a department makes changes to their Internship requirements, departmental policies are reviewed every three years. If changes are made, the department chair will submit an updated version of the policy to the review committee before implementing the proposed changes.