

**Levin College of Urban Affairs
Cleveland State University
Urban Studies Department**

**UST 490 Urban Cooperative Education Internship
Fall 2009**

INSTRUCTOR: Roberta Steinbacher, Ph.D. **PHONE:** 216-687-3886

OFFICE: Urban Affairs Bldg, Rm. 214

OFFICE HOURS: Mon-Thur, 11-4:30,

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COURSE DESCRIPTION:

UST 490 Urban Cooperative Education Internship provides students with an integration of professional and academic experience through internships with external employers.

COURSE MATERIALS:

Students will receive an information packet from their advisor when they register for this course. Students should check with their site supervisor to determine if additional materials are required.

LEARNING OBJECTIVES:

1. To develop interviewing and job search skills;
2. To acquire hands-on experience while applying knowledge gained in their major;
3. To develop workplace skills necessary for successful employment; and
4. To clarify future career and degree choices

PREREQUISITES:

Students must be classified as juniors or seniors and must be in good academic standing to apply for an internship. There are no course prerequisites; however, students must participate in the internship according to the guidelines furnished by the supervising agency, which are approved by the instructor, in accordance with the policies of the Urban Studies Department.

COURSE POLICIES:

A. INSTRUCTIONAL METHODOLOGY:

Interns will have the opportunity to gain work experience with professionals in their chosen field. Submission of course assignments, which are enumerated in Section B below, is required.

B. COURSE REQUIREMENTS:

1) Hours of Employment: Students must fulfill the minimum hour requirement in order to receive credit: 150 hours of work for four credit hours, and 300 hours of work for eight credit hours. Internship positions may be paid or unpaid, full-time or part-time. Students may enroll for a maximum of eight credit hours in UST 490.

2) ASSIGNMENTS: There are two academic assignments for this course. The first is an outline of duties and responsibilities during your internship. This is due on September 17. Please email it to the instructor by that date. The second is a 5-6 page paper which relates your prior coursework to the internship experience. This paper should show how specific course content was beneficial to your internship. If knowledge or skills were needed that you lacked, and you feel that a course or courses in this area should be offered by the department, this should also be discussed. This final paper is due December 4.

3) EMPLOYER EVALUATION: The employer evaluation should be completed by the supervisor, indicating successful completion of the internship requirements. It is the intern's responsibility to ensure that the course instructor receives the employer evaluation by the due date. The employer may fax the evaluation to the UST 490 course Instructor at 216-687-9342 during final exam week of the semester in which the intern is employed. The internship requirement is not complete, nor will students be assigned a grade, until the employer evaluation is received. This is a critical element of the internship grade.

4) INTERN EVALUATION: Students should submit their evaluation of the internship during final exam week.

UNIVERSITY/COLLEGE POLICIES:

Students should refer to the CSU website for procedures regarding grading, add/drop and withdrawals:

<http://www.csuohio.edu/undergradcatalog/geninfo/regs/regs2.htm#Grading> or <http://www.csuohio.edu/enrollmentservices/registrar/>.

PHYSICALLY CHALLENGED/SPECIAL NEEDS

Students with special needs (physical handicaps, learning disabilities, English as a second language) should identify themselves as soon as possible so that the appropriate arrangements can be made. The Office of Disability Services provides additional assistance for those students who have special needs. Further information about services provided can be found online at <http://www.csuohio.edu/clc/disability/>. Students may contact the office at 687-2015.