

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

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

INSTRUCTOR: Roberta Steinbacher, Ph.D.

PHONE: 216-687-3886

OFFICE: Urban Affairs Bldg, Rm. 214

**OFFICE HOURS: Mon-Thur, 11-4:30,
Friday by appointment**

EMAIL: r.steinbacher@csuohio.edu

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 applying classroom knowledge in the workplace
3. To develop workplace skills necessary for successful employment
4. To clarify career and degree choices

PREREQUISITES:

Students must be classified as juniors or seniors and must be in good academic standing to enroll in the internship class. 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 hands-on experience with professionals in their chosen field. Submission of course assignments, which are enumerated in Section C below, is required.

B. ATTENDANCE:

There will be an introductory session, a midterm review session, and a final summary session, dates to be announced. The initial meeting for UST 490 will be listed in the course schedule each semester. Of course, regular and punctual attendance onsite is expected during the internship.

C. COURSE REQUIREMENTS:

1) JOB HOURS: Students must fulfill the minimum job-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 assignments for this course. One is the mid-term paper which is an outline of duties and responsibilities. The second is a 5-6 page paper which relates the student's prior course work to the internship experience. This paper should show how specific course content was beneficial to the student's internship. If knowledge or skills were needed that the student did not possess, and he or she feels that a course or courses in this area should be offered by the department, this should also be discussed.

3) EMPLOYER EVALUATION: The employer evaluation must 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. Your internship requirement is not complete, nor will you be assigned a grade, until your employer evaluation is received. This is a critical element of your internship grade.

4) INTERN EVALUATION: The student will also submit his or her evaluation of the internship, along with the employer evaluation.

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/>.

PLAGIARISM STATEMENT

Plagiarism is using someone else's writing without attribution, giving the reader the impression that the writing is your own work. This is a serious academic offense and will result in a failure for any writing assignment that is plagiarized.

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.