Request for Undergraduate Course Addition

1. Prepare one paper copy and obtain signatures from the Department Chair/Division Head, Registrar and College Dean.
2. Submit the form to your College Curriculum Committee.
3. After obtaining the signature of the College Curriculum Chair, send the paper copy to the current University Curriculum Committee Chair.
4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in a single PDF file (PDF Portfolio recommended) to UCC chair.

College: Arts and Media  Department/Division: __________________________  Alpha Designator/Number: AM 490
Contact Person: Donald Van Horn  Phone: 6-6433

NEW COURSE DATA:

Course Title: Video Internship  (Limit of 30 characters & spaces.)
Alpha Designator/Number: AM 490

General Education Designator(s) (check all that apply): □ CT  □ INTL  □ MC  □ Core II (Core II type: ____________ )
Note: Applications for Gen Ed attributes must be attached. http://www.marshall.edu/wpmu/pened/core-ii-courses-info/

Catalog Description (Limit of 30 words):
For juniors or seniors to gain experience working with industry professionals, to be exposed to, understand, and work toward real deadlines, practice professionalism, and start networking to find a career.

Co-requisite(s): __________________________________________  First Term to be Offered: Fall 2016
Prerequisite(s): __________________________________________  Credit Hours: 1-3
Grading Mode:  Graded: [x]  Credit/No Credit: [□]
Course(s) being deleted in place of this addition (must submit course deletion form): __________________________

CHECKLIST/REQUIREMENTS

1. After completing this two page form in its entirety, include a complete syllabus and route through the departments/committees below.
2. A complete syllabus can be from when this course was previously taught as a special topics course or by creating a new, intended syllabus to use with the course. The sample syllabus must at a minimum address the following areas:
   a. COURSE OBJECTIVES, COURSE OUTLINE, SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATE, INSTRUCTIONAL METHODS (Lecture, Lab, Internship, Practicum, etc.), and EVALUATION METHODS (Unit/Chapter, Midterm, Final, Projects, etc.)
3. If this course will replace a course that is required by another department, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
4. If this course will be similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.

SIGNATURES: (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: __________________________________________  Date: ____________
Registrar: __________________________________________  Date: ____________
College Dean: __________________________________________  Date: ____________
College Curriculum Chair: __________________________________________  Date: ____________
General Education Council Chair *: __________________________________________  Date: ____________
University Curriculum Committee Chair: __________________________________________  Date: ____________
Faculty Senate Chair: __________________________________________  Date: ____________
VP Academic Affairs/VP Health Science: __________________________________________  Date: ____________

* Signature necessary only if course is to be Core Curriculum Course

University Curriculum Committee – Course Addition Form
Revised 04/06/2012
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Additional Information Required for Undergraduate Course Addition

College: Arts and Media  Department/Division:  Alpha Designator/Number: AM 490

Provide complete information regarding the new course addition for each topic listed below. Before routing this form, a complete syllabus also must be attached addressing the items listed on the first page of this form.

1. Identify by name the faculty in your department/division who may teach this course.
   
   Ryan Wilson, Daniel Kaufmann, Dan Hollis, Allyson Goodman

2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimation of money and time required to secure these items.
   
   NA

3. If this course will be required by a department/division other than your own, identify by name.
   
   NA

4. If there are any agreements required to provide clinical experience, attach details and signed agreements.
   
   NA

5. If library resources are deemed inadequate, attach a plan to overcome this. The plan must include the cost as stated by the Dean of Libraries.
   
   NA

6. EQUIPMENT/SUPPLIES NEEDED TO TEACH THIS COURSE (this does not refer to additional equipment/supplies that need to be purchased; simply what materials are needed in order to teach this course successfully.):
   
   NA

7. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE OR GRADUATE COURSE (please also submit to Graduate Council course addition for 5xx graduate component):
   
   NA

8. PROVIDE A COMPLETE BIBLIOGRAPHY INCLUDING ALL PUBLICATIONS RESEARCHED TO CREATE THIS COURSE AND WHAT PUBLICATIONS MAY BE BENEFICIAL TO STUDENTS TAKING THIS COURSE (separate page).
Syllabus – AM 490: BA Video Internship

Fall 201_
Time: TBD
Location: TBD
Credits Hours: 1–3

Instructor Contact Information

TBD
Office:
Phone:
E-mail:
Office Hours:

University Policies

By enrolling in this course, you agree to the University policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs/policies and clicking on the individual policy. Policies included are: Academic Dishonesty/Excused Absences/University Computing Services Acceptable Use/Inclement Weather/Dead Week/Students with Disabilities/Academic Dismissal/Academic Forgiveness/Academic Probation and Suspension/Affirmative Action/Sexual Harassment.

University Graduation Requirements

Successful completion of this course satisfies the Internship requirement for graduation.

Course Description

For juniors or seniors to gain experience working with industry professionals, to be exposed to, understand, and work toward real deadlines, practice professionalism, and start networking to find a career.

Course Objectives

Students completing AM 490: BA Film/Video Internship will be able to:

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>How students will practice the outcome in this course</th>
<th>How student achievement of the objective will be assessed in this course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synthesize past learning experiences in Film/Video to the student’s chosen career goals, making connections, and transferring skills and learning</td>
<td>Discussion with supervisor about goals, outcomes, and expectations for the</td>
<td>Supervisor evaluation</td>
</tr>
<tr>
<td>among experiences</td>
<td>internship and how those relate to the students skillset.</td>
<td>Supervisor evaluation Internship documentation</td>
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<tr>
<td>Gain experiential learning in the field in a “real-world” setting</td>
<td>Completing each internship hour. Understanding that this work experience is a representation of expectations post graduation. Conducting themselves professionally in the internship.</td>
<td></td>
</tr>
<tr>
<td>Experience and work towards industry deadlines</td>
<td>Discussion with supervisor about deadlines for each project and aiming to complete projects before or on time.</td>
<td>Supervisor evaluation Internship documentation</td>
</tr>
<tr>
<td>Develop additional material for the student’s portfolio.</td>
<td>Creating exemplary work for their internship. Having a discussion with supervisor about using work they create at their internship in their portfolio/reel, what type of credit they need to give to the work, etc.</td>
<td>Supervisor evaluation Portfolio/Reel review at the end of the semester</td>
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</table>

**Course Requirements**

This course will consist of the following requirements:

- **Supervisor Review Project [90%]:** The professor will contact your supervisor and provide them with an evaluation sheet for your internship.
- **Internship Documentation [10%]:** Students will be asked to document the hours (date, time and duration) the spend at their internship and note, in detail, what the student is working on at that time. Students will submit this documentation when they have completed 25% (40 hours), 50% (80 hours), 75% (120 hours), and 100% (160 hours) of their internship. This documentation, its clarity, and accuracy will reflect 10% of the students course grade. At 50% completion, the professor will contact the student’s supervisor for a verbal review of their progress.

All Film/Video students must complete a discipline-based apprenticeship/internship (to be referred to as “internship”) experience during their course of study. This internship should be taken in the Junior or Senior (preferred) year, toward the end of a student’s education, as to be more prepared for the work experienced in the internship. The internship must be related to the course of study and the company providing the internship should be a reputable, approved company or firm, and the student must
complete a significant amount of work while in their internship position.

**Timeline**
The internship must be 160 hours/credit hour in duration and may be completed over multiple semesters. It is recommended that students sign up for this course (A) after they have completed an approved internship (and followed the hour documentation, below, and supervisor review, below), or (B) during the semester a student is completing an internship. NOTE: Students should have an internship lined up for the semester they are scheduling this course.

**Finding an Internship**
Students may find their own internship, use an online job source, or ask a professor for assistance – NOTE: it is the student’s responsibility to actively seek out and complete an internship; professors may not have the resources to find students internships every semester. Students will have a resume, samples representational of the quality of their work ready (portfolio or demo reel), and examples of their process before looking for internships to present in the application or interview process. All internships must be approved by your Film/Video advisor before the internship begins.

**Process & Evaluation**
Once you have found an internship, you will provide the professor with the name and contact information (phone, email, and company address) of the supervisor of your internship. The professor will then contact your supervisor and provide them with an evaluation sheet for your internship. This evaluation sheet will represent 90% of the student’s grade for this course. Students will be asked to document the hours (date, time and duration) they spend at their internship and note, in detail, what the student is working on at that time. Students will submit this documentation when they have completed 25% (40 hours), 50% (80 hours), 75% (120 hours), and 100% (160 hours) of their internship. This documentation, its clarity, and accuracy will reflect 10% of the student’s course grade. At 50% completion, the professor will contact the student’s supervisor for a verbal review of their progress.

**Schedule**
There is no formal classroom work for this course, all work is done on site of a student’s internship. A student’s internship schedule will be set by their internship supervisor and will work around the student’s school course schedule. Students will be working in a professional situation. They are expected to dress professionally, as defined by the company or their supervisor. Students are asked to be on time and represent themselves and Marshall University in a professional manner. Students should consider this internship as preparation and networking to find employment post-graduation.

**Grading Policy**
The professor will review the evaluations and internship documentation. The student must pass each component with a grade of C or better. Failure to do so will result in a grade of F for the capstone
The following percentages will be used in calculating your grade for each component of the capstone experience and your final grade:
A = 90-100%
B = 80-89%
C = 70-79%
F = 69% or less

Course Timeline

The student’s internship must be completed before the last day of regularly scheduled classes. Additionally, all evaluations and documentation must be submitted to the professor for review no later than the last day of the semester (the last Friday before finals week).