



FALL 2018 SYLLABUS – Deadline to Enroll: October 3

WHAT IS THE PRACTICUM?

UMBC's Intern Success Practicum (PRAC 95/98/99) is a zero-credit, pass/fail course for any undergraduate or graduate student who is completing an *internship, co-op, or research experience of at least 120 hours*. The Practicum provides support, structure, and professional development to help you succeed at your site. All students earn an applied learning transcript notation. The Intern Success Practicum must be taken in the SAME semester as your experience. ***There is NO tuition or fees.***

LEARNING OBJECTIVES:

1. Gain an understanding of professionalism in the workplace, including problem-solving, communication, self-advocacy, networking, and adapting to the workplace culture.
2. Understand the importance of goal-setting and create goals that inform your long-term career plans.
3. Develop critical reflection skills to continually assess your workplace and experience.
4. Identify and articulate your skills, strengths, areas for growth, and values related to your career.
5. Reflect on how your applied experience connects with your academic learning.

REGISTRATION: Register through [UMBCworks](#) (click "Intern Success, Work & Service Practicums") or by [appointment](#). A GPA of 2.5+ is recommended. We will also need a letter or email from your employer verifying that you have been offered a career-related internship, co-op, or research and will complete 120+ hours over the course of one semester.

All students are welcome and encouraged to join the Practicum, but you may be **required** to register if you:

- Plan to enroll in a credit internship/research course that requires co-enrollment in the Practicum.
- Are an international student who needs CPT to accept paid work off-campus ([see the CPT application](#)).
- Need to maintain your full-time-student status while participating in a full-time spring or fall experience.
- Are required by your employer to register your internship with the university.

EARNING ACADEMIC CREDIT

While the Practicum results in a zero-credit transcript notation, you may also be able to earn credits through an internship or research course in your academic department. The Career Center can help you understand your options for credit. ***Faculty make the final determination of whether your experience qualifies for credit, and YOU are responsible for enrolling yourself in any for-credit course.***

GRADING: Pass/fail. Incompletes may be granted in special cases, only if requested prior to the end of the term.

ADDING, DROPPING & WITHDRAWING: Please follow the Registrar's [posted deadlines](#) for all UMBC courses. Note that you must drop the Practicum by September 13 to avoid a W. Exceptional cases may be petitioned.

ACCOMMODATIONS: UMBC is committed to eliminating discriminatory obstacles that may hinder students based on a disability. UMBC's Student Disability Services (Math/Psychology, room 212, 410-455-2459) assists students with disabilities to:

- Receive and maintain confidential files of disability-related documentation and certify eligibility for services
- Determine reasonable accommodations you may need for your experience and/or the Practicum, and develop a plan
- Serve as a liaison between UMBC faculty and students regarding disability-related issues

UMBC STATEMENT OF VALUES FOR ACADEMIC INTEGRITY: When enrolling in a course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, or helping others to commit these acts are all forms of academic dishonesty, and they are wrong. Such academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal. To read the full Student Academic Conduct Policy, consult [UMBC policies](#) or the [Faculty Handbook](#) (Section 14.3). For graduate courses, see the [Graduate School](#).

WHO IS MY PRACTICUM COORDINATOR?

Your Coordinator is your advocate and primary point of contact throughout your experience. We will remind you of assignments, answer your questions, and support you in any concerns or challenges. [See the list of Coordinators.](#)

USG PRAC COORDINATOR

Jessica Johnson, Career Advisor, jjohns18@umd.edu
Coverage - All majors for students enrolled in PRAC within a program at USG.

ASSIGNMENTS

- 1. [INTERN LIKE A PRO ONLINE WORKSHOP & QUIZ](#)** **DUE: Your First Week – Oct. 10 latest**
ONLY for first-time Practicum students. You may complete this before your internship begins.
- 2. LEARNING GOALS** **DUE: Your First 2 Weeks – Oct. 10 latest**
Collaborate with your site supervisor to create 3-6 thoughtful learning goals and action items.
Returning Practicum students must set NEW goals for each semester.
 - Log into [UMBCworks](#) and click “Intern Success, Work & Service Practicums,” under Shortcuts.
 - Click Edit underneath your Fall 2018 experience.
 - Complete all required fields and submit.Using the “Track Hours” feature in UMBCworks is optional.
- 3. PROFESSIONAL DEVELOPMENT WORKSHOPS** **DUE: Dec. 10 – available all semester**
Connect with fellow interns and learn useful skills such as how to represent your experience on your resume, LinkedIn, or during interviews. [Select a workshop](#)
 - First-time Practicum students must attend TWO workshops.
 - Second-time Practicum students must attend ONE workshop. (Third-timers and beyond exempt.)**If you cannot attend on-campus workshops** due to your internship location or hours, contact your Coordinator to discuss alternatives, such as substituting a workshop offered by your employer.
- 4. MID-SEMESTER REVIEW** **DUE: Between Oct. 15 and Nov. 9**
ONLY for first-time Practicum students who are earning credit for their experience. This is a brief phone review between you, your supervisor, and your Intern Success Coordinator. [How to schedule](#)
If you are NOT earning credit, this is not required for you. However, we strongly encourage you to sit down with your supervisor to review your progress and experience so far. [Guiding questions](#)
- 5. END-OF-SEMESTER EVALUATIONS** **DUE: Dec. 10**
Log into [UMBCworks](#) and click “Intern Success, Work & Service Practicums,” under Shortcuts.
 - Submit the **Student Evaluation, Site Evaluation,** and (if graduating) the **Employment Report.**
 - Ensure that your supervisor submits your **Performance Evaluation,** verifying your successful completion of your duties and 120+ hours.* Please discuss it together!

*You must provide us with your supervisor’s email address as part of Assignment #2 (above). Once your supervisor submits your evaluation, it will appear in UMBCworks under your current experience.

* * * NEW! THE PROFESSIONAL EDGE BADGE * * *

Practicum students who earn a strong performance evaluation are eligible to complete **one extra step** beyond the assignments to earn the University Systems of Maryland **Professional Edge badge**. With the badge, you’ll get special invitations to employer events, a professional LinkedIn head shot, a digital badge to display in your public profiles, and opportunities to be featured as a top UMBC intern. **We will share this opportunity via email after October 3!**

