

THE SHRIVER CENTER

COURSE DESCRIPTION/OBJECTIVE

PRAC 98 & PRAC 99, zero-credit, pass-fail courses recorded on a student's permanent transcript, provide a record of the student's participation in a University sanctioned internship/co-op and enable The Shriver Center to evaluate the student's performance with a grade indicating successful or unsuccessful completion of the internship/co-op. In addition, full-time sections of 98 & 99 maintain the student's full-time status at UMBC.

INTERN/CO-OP/RESEARCH PRAC REQUIREMENTS FOR SUMMER

To PASS PRAC 98/99 all students must:

- 1) Complete the **Basic Info Tab** on UMBCworks, which includes your learning objectives and action plan. In this section you will create 3 to 6 specific learning objectives as determined by you and your supervisor.
Due: Friday, July 9th.
- 2) Complete the **Student Evaluation Tab**, **Placement Evaluation Tab**, and **Semester Report Tab** on UMBCworks.
Due: Wednesday, August 11th.
- 3) Attend **Professional Development Seminars**
(1st semester at placement - attend two; 2nd semester - attend one; 3rd semester or more - not required)
Attendance at Professional Development Seminars occurring away from UMBC can be substituted for The Shriver Center sponsored events. Please confirm with your coordinator that the event you wish to attend is eligible for substitution.

Wednesday, July 28th	Intern Reflections	Noon or 6:00pm	PUP107
Tuesday, August 3rd	Intern Reflections	Noon or 6:00pm	PUP107
- 4) Complete a **minimum of 120 hours** per semester (For assistance with keeping track of your hours, download a timesheet under Forms in the Student Section of shrivercenter.umbc.edu)
- 5) Have your supervisor complete the **Performance Evaluation** by downloading a hard copy under Forms in the Student section of shrivercenter.umbc.edu. *Due: Wednesday, August 11th.*
- 6) **Additional requirement for first-semester placed students earning credit:** Complete a Mid-placement Review with your supervisor and a Shriver Center Coordinator to discuss your performance, work responsibilities, and work environment. It is the student's responsibility to contact his/her Shriver Center Coordinator to schedule the site-visit or conference call between *Monday, June 28th and Friday, July 23rd.*

ACCESS INTERN/CO-OP/RESEARCH REQUIREMENTS THROUGH UMBCWORKS

All underlined tabs above are to be completed electronically on UMBCworks. To access your UMBCworks account:

- 1) Log into your myUMBC account.
- 2) Go to the TOPICS tab.
- 3) Click on JOBS and INTERNSHIPS.
- 4) Click on UMBCworks.
- 5) On the homepage of your UMBCworks account, look at the Quick Links section and click on Intern/Co-op/Service.
- 6) Click on EDIT next to your current internship or co-op placement. This will take you directly to the BASIC INFO tab.

SUPPLEMENTARY INFORMATION

Credit for the student's placement typically may be obtained through The Shriver Center in the student's major department. The Shriver Center will assist the student in obtaining academic credit according to arrangements established by each academic department. The Shriver Center maintains continuous contact with the academic departments, providing evaluations and information that directly impact upon the grading of the internship/independent study courses linked to Professional Practice placements.

Placements obtained through the Shriver Center are accompanied by a mandatory Internship/Co-op/Research transcript notation (PRAC). If a placement that is posted on UMBCworks or advertised directly by The Shriver Center is found and accepted, a University-imposed registration fee for participating in an Internship/Co-op/Research Practicum is billed to your myUMBC account at a rate of \$35 for part-time (<35 hours/week) or \$70 for full-time (>35 hours). This is a one time, per placement fee that will allow the same Internship/Co-op/Research position to be noted on your transcript for subsequent semesters. Students who fail to meet the requirements of the Practicum will receive an **Incomplete (I)** grade for the current semester and then a **Fail (F)** grade if the requirements are not met by the **next regular semester**.