



Undergraduate Workplace Experience Course Attribute Policy

v.3

Contents

Introduction	1
Minimum Criteria	2
Impact and Benefits	2
Implementation	3
Appendix 1	4

Introduction

Workplace experience can be a valuable way to help undergraduate students take the theories and concepts learned in the classroom and apply them in professional settings. Currently these experiences are identified and identifiable on an ad hoc basis. Establishing a “Workplace Experience” attribute for undergraduate courses will make it easier for students to identify courses that structure meaningful workplace experiences to enhance their education. It will provide for more consistent messaging by faculty, advisors, deans’ offices, and other academic administrators about the value of and expectations for workplace experiences. It will also allow the University to better meet demands for evaluating, tracking, and reporting on these kinds of experiences.

The initial idea for the attribute and the first draft of the proposal came from the campus Career Services Internship Working Group (CS-IWG), a subgroup created by the Career Services Executive Committee (CSEC) tasked with addressing policy and practices associated with internships at UW-Madison. Academic Planning and Institutional Research (APIR) was brought in to provide assistance with subsequent drafts and to coordinate approval of the policy. The CS-IWG and APIR sought input from a variety of individuals across campus including the Career Services Executive Council and the Career Services Committee, the campus-wide coordinating body that identifies and addresses needs related to career services, as well as other career services professionals across various schools and colleges. The Career Services Committee and the Career Services Executive Committee have expressed their support for this proposal. In addition the course curriculum coordinators from all of the schools and colleges have had an opportunity to comment and their feedback has been incorporated in this version. This version is being circulated to members of UCAAA for feedback from UCAAA members directly. UCAAA members are also invited to circulate the proposal within their school/college. After UCAAA provides any additional feedback, a final proposal will be presented to the University Curriculum Committee for approval. Feedback is requested to Michelle Young (michelle.young@wisc.edu) by December 15, 2016.

The purpose of this proposal is to outline the requirements of a course attribute associated with for-credit courses in which students are fully immersed in a workplace experience that has a linkage to an academic program. The goals of this new attribute is to both document existing workplace experiences and to provide guidance for such experiences that are developed in the future.

This proposal sets a common minimum criteria as a baseline. There is no intention to define and regulate all workplace experience opportunities and some schools/colleges may choose to set additional guidelines.

The term “workplace experience” is meant to be inclusive and descriptive, encompassing internships, clinical work, cooperatives, practica, student teaching, and other credit-bearing experiences based on an immersive workplace experience that is linked to an academic program.

The National Association of Colleges & Employers (NACE) definition of internships (or, more broadly, workplace experiences) was used in the development of this proposal:

A form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional [workplace] setting.

Internships [and other immersive workplace experiences] give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

<http://www.naceweb.org/internships/>

Minimum Criteria for a Course with the Workplace Experience Attribute

- The Workplace Attribute is attached only to for-credit courses at the undergraduate level (numbered <699) that give academic credit for the workplace experience. Consequently, the workplace experience is linked to learning in an academic program. Courses must include intentional learning objectives related to the experience.
- Reflection on the workplace experience (internship, coop, student teaching, etc.) is a required course component. Students must demonstrate an ability to reflect on, evaluate, and improve their performance. Students must be able to link their current and previous academic work with the activities in the workplace experience.
- Both an on-site workplace supervisor and faculty/instructional academic staff member who serves as the course instructor are identified.
 - The on-site supervisor will be provided with the course learning goals, and willing to support the student’s learning. They are responsible for assessing the student’s workplace performance and will provide feedback to the course instructor.
 - The course instructor oversees the student’s learning experience. The instructor ensures that credit awarded is linked to instructional activity and to projects appropriate to the UW-Madison learning experience. The instructor is responsible for academic evaluation of student work and determines the appropriate grade. These instructor must have a UW-Madison instructional appointment and their responsibilities are not to be delegated to others.
- The format of instruction must be established for the course. The course will either have some group instruction and a syllabus will be used, or if there is not a syllabus, students are responsible for preparing a written study plan, in collaboration and agreement with the instructor, consistent with the responsibilities of the instructor. The study plan will include expectations for learning and student work, the time and place for regular meetings, the number of credits to be earned, and any other issues related to the learning experience. Both the student and the instructor keep a copy of the agreement as important reference document.

- Credit and workplace experience must be simultaneous. Students are not permitted to obtain credit for previous workplace experiences.

Evidence of the criteria listed above must be included and explained in any proposal for a course requesting or having this attribute.

Impact and Benefits

The attribute can be used in Course Guide and other systems that may be used for the purpose of searching for and identifying specific courses. This will make identification of workplace experience courses easy for students and advisors.

Creating a common identifier for workplace experience courses will aid in the efficient and consistent reporting of workplace experience.

While addressing the criteria above does not necessarily mean that a proposed workplace experience meets all of the conditions required to be an approved course, it does provide a framework that can be used to design a quality workplace experience course that will be useful when designing and proposing courses.

By creating an easy, defined way of identifying workplace experience courses, adding a course attribute to a course specifically designed for workplace experience will replace the use of directed/independent study courses for this type of activity.

Implementation

A course attribute of WORK “Workplace experience” and an attribute value of EXPR “workplace experience course” will be created in SIS and attached to all courses that meet the requirements above and are approved for the attribute through the course approval process.

A set of best practices will be developed by schools and colleges offering courses with the workplace experience attribute. The best practices document will provide additional information about standards and expectations specific to the types of experiences offered by that unit.

The Course Guide and Class Search will be updated to allow users to search for courses that have the workplace experience designation. Steps will also be taken to have the attribute made available along with other course attributes in the campus data warehouse.

A short term expedited process will be created to help departments and their schools and colleges identify existing courses and apply the attribute to existing courses that meet the criteria stated above. (A list of current courses that are likely to meet the workplace attribute criteria are attached.)

Requesting the course attribute will be made a part of the course proposal form for use with new and course change proposals. The workflow will include the usual opportunities for approval by the subject owner, their school or college and the University Curriculum Committee. The schools and colleges may wish to involve their career services unit(s) in the review of courses with the workplace experience attribute and incorporate aligning with their best practices as part of approval. At the campus level the UCC will be concerned with the reviewing proposals based on the minimum criteria stated above.

Appendix 1. Existing Courses that May Meet Criteria for the Workplace Attribute

School/College	Course Id	Subject	Catalog Number	Course Title
ALS	023343	A A E	001	Cooperative Educ- A A E
ALS	000348	A A E	399	Coord Intrnshp/Cooprtv Educ
ALS	000686	AGRONOMY	399	Coord Intrnshp/Cooprtv Educ
ALS	011866	AN SCI	399	Coord Intrnshp/Cooprtv Educ
ALS	001835	BIOCHEM	399	Coord Intrnshp/Cooprtv Educ
ALS	000441	BSE	001	Cooperative Educ Program
ALS	000511	BSE	399	Coord Intrnshp/Cooprtv Educ
ALS	023572	BSE	508	Biol Sys Engr Dsgn Practicum I
ALS	022100	BSE	509	Biol Sys Eng Dsgn Practicum II
ALS	016813	C&E SOC	399	Coord Intrnshp/Cooprtv Educ
ALS	005212	DY SCI	399	Coord Intrnshp/Cooprtv Educ
ALS	005223	DY SCI	535	Dairy Farm Mgmt Practicum
ALS	007662	F&W ECOL	399	Coord Intrnshp/Cooprtv Educ
ALS	021572	F&W ECOL	424	Wldlife Ecol Sum Fld Practicum
ALS	007711	F&W ECOL	658	Forest Resources Practicum
ALS	007572	FOOD SCI	399	Coord Intrnshp/Cooprtv Educ
ALS	008127	GENETICS	399	Coord Intrnshp/Cooprtv Educ
ALS	000619	L SC COM	399	Coord Intrnshp/Cooprtv Educ
ALS	010863	LAND ARC	399	Coord Intrnshp/Cooprtv Educ
ALS	010867	LAND ARC	550	Professional Pract-Land Arch
ALS	001621	MICROBIO	399	Coord Intrnshp/Cooprtv Educ
		NUTR SCI/INTER-		
ALS	023790	AG	421	Global Health Field Experience
ALS	015785	PL PATH	399	Coord Intrnshp/Cooprtv Educ
ALS	017812	SOIL SCI	399	Coord Intrnshp/Cooprtv Educ
ALS	019140	WL ECOL	399	Coord Intrnshp/Cooprtv Educ
BUS	002999	ACCT I S	600	Acct Internshp & Prac Rsch
BUS	021587	GEN BUS	450	Prof Experience in Business
BUS	023327	GEN BUS	451	Prof Exp Bus-Extended Intrnshp
EDU	022659	CURRIC	243	Pract in World Lang (K-12)
EDU	004752	CURRIC	290	Practicum-Secondary Sci Ed
EDU	004754	CURRIC	296	Practm-Secondry Sch English
EDU	004782	CURRIC	337	Practicum in Teaching Music
EDU	021934	CURRIC	340	Elementary Educ Practicum One
EDU	004800	CURRIC	358	Pract: Soc Studies-Sec Schl
EDU	004802	CURRIC	361	Practicum in Math-Sec Schl
EDU	004804	CURRIC	363	Prac-Early Chldhd Ed-Kinder
EDU	004808	CURRIC	367	Elem Teaching Practicum II
EDU	004815	CURRIC	373	Elem Teaching Practicum III
EDU	021851	CURRIC	440	Elem Teaching Practicum IV

EDU	022662	CURRIC	442	Stdt Teaching World Lang (K-8)
EDU	022663	CURRIC	443	Stdt Teaching World Lang(6-12)
EDU	004900	CURRIC	454	Stdt Teaching-Middle School
EDU	004872	CURRIC	457	Stdt Tchg-Health Education
EDU	004873	CURRIC	458	Stdt Tch-His&Soc St Mid Sch
EDU	004874	CURRIC	459	Stdt Tchg Hist&Soc St in HS
EDU	023317	CURRIC	460	International Student Teaching
EDU	004877	CURRIC	464	Stdt Tchg in Elem School
EDU	004878	CURRIC	465	Stdt Tchg-Kindergarten
EDU	004879	CURRIC	466	Stdt Teaching-Music:Elem
EDU	004880	CURRIC	467	Stdt Teaching-Music:Secndry
EDU	024239	CURRIC	468	EC/ESL Student Teaching
EDU	004884	CURRIC	472	Stdt Teaching Engl-Mid Schl
EDU	004890	CURRIC	490	Stdt Teach-Science in H.S.
EDU	004894	CURRIC	494	Student Teaching in HS Math
EDU	004896	CURRIC	495	Stdt Teach Sci-MiddleSchl
EDU	004897	CURRIC	496	Stdt Teaching-English in HS
EDU	004898	CURRIC	497	Stdt Teach-Middle Schl Math
EDU	004938	CURRIC	559	Adv Pract-Teach Soc Studies
EDU	004950	CURRIC	590	Adv Pract-Teaching Science
EDU	004951	CURRIC	596	Adv Prac-Tch Engl Secn Schl
EDU	001274	CURRIC/ART ED	423	Stdt Tchg-Elem School Art
EDU	001275	CURRIC/ART ED	424	Stdt Tchg-Secondary Sch Art
EDU	001276	CURRIC/ART ED	470	Practicum in Teaching Art
EDU	001277	CURRIC/ART ED	493	Practicum-Secondary School Art
EDU	004888	CURRIC/KINES	478	Elem Sch Phy Ed Stdt Tchg
EDU	004889	CURRIC/KINES	479	Secondary-Phys Ed Stdt Tchg
EDU	015126	DANCE	431	Dance Therapy Practicum
EDU	015228	KINES	300	Practicum in Kinesiology
EDU	015278	KINES	365	Pract:Adapted Physical Educ
EDU	020054	RP & SE	475	SE Practicum: MC - EA
EDU	020056	RP & SE	477	Sp Ed Student Teaching: MC-EA
EDU	020057	RP & SE	478	Sp Ed Student Teaching: EA-A
EDU	001754	RP & SE	630	Intrshp-Rehab or Spec Educ
EDU/HEC	021670	INTER-HE/CURRI C	330	Practicum-Fam & Consumer Educ
EDU/HEC	021649	INTER-HE/CURRI C	430	Stdt Teach-Fam & Consumer Educ
EGR	021182	B M E	001	Cooperative Education Program
EGR	002671	CBE	001	Cooperative Education Prog
EGR	003275	CIV ENGR	001	Cooperative Education Prog
EGR	006277	E C E	001	Cooperative Education Prog
EGR	019469	E M A	001	Cooperative Education Prog

EGR	006600	E M A	405	Practicum-Finite Elements
EGR	022700	E P	568	Research Pract-Engr Physics I
EGR	022701	E P	569	Research Pract-Engr Physics II
EGR	008417	G L E	001	Cooperative Education Prog
EGR	019470	I S Y E	001	Cooperative Education Prog
EGR	011914	M E	001	Cooperative Education Prog
EGR	012597	M S & E	001	Cooperative Education Prog
EGR	013791	N E	001	Cooperative Education Prog
HEC	004653	CNSR SCI	601	Consumer Science Internship
HEC	004654	CNSR SCI	602	Field Experience-Retailing
HEC	004655	CNSR SCI	603	Retailing Internship
HEC	023184	DS	361	Design-Related Intl Experience
HEC	007221	DS	601	Internship
HEC	002927	HDFS	601	Internship
HEC	004415	INTER-HE	399	Coord Intrnshp/Cooprtv Educ
L&S	024161	ART HIST	697	Curatorial Studies Internship
L&S	022841	BIOLOGY	399	Internship/Field Experience
L&S	003890	COM ARTS	614	Field Exper in Communicatn
L&S	003891	COM ARTS	615	Secnd Fld Exp-Communication
L&S	023347	ECON	228	Internship Economics
L&S	006804	ENGL	501	Writing Internship
L&S	019241	GEN&WS	660	Internship-Gender&Women's Std
L&S	023613	GEN&WS	661	Global Intrnshp in Gen & Wm St
L&S	008356	GEOG	602	Internship
L&S	023527	INTER-LS	260	Intrnshp in Liberal Arts & Sci
L&S	023716	INTL ST	322	DC Sem:Intl Affrs Intrshp Smr
L&S	023721	INTL ST	523	International Internship
L&S	023722	INTL ST	622	DC Sem:Intl Affrs Intrshp Smr
L&S	010789	JOURN	697	Internship
L&S	017679	LEGAL ST/SOC	694	Crimnl Justice Fld Observtn
L&S	012923	MUSIC	121	Musica Practica 1
L&S	012924	MUSIC	122	Musica Practica 2
L&S	012952	MUSIC	221	Musica Practica 3
L&S	012953	MUSIC	222	Musica Practica 4
L&S	004782	MUSIC	337	Practicum in Teaching Music
L&S	013025	MUSIC	345	Practicum-String Pedagogy
L&S	015932	POLI SCI	427	Legislative Internship
L&S	021614	POLI SCI	478	Washington Internship
L&S	016032	POLI SCI	685	Honors Research Internship
L&S	019529	PSYCH	412	Field Exper in Psychology
L&S	016587	PUB AFFR	827	Administrative Internship
L&S	024194	SOC	320	Research Practicum
L&S	017345	SOC WORK	400	Field Pract/Integrat Smr I

L&S	017346	SOC WORK	401	Field Pract/Integrat Smr II
L&S	017351	SOC WORK	440	Prac I:Foundatn-Generalst Prac
L&S	017352	SOC WORK	441	Prac II: Individls, Fam, Grps
L&S	022581	SOC WORK	442	Prac III: Generalist-Comm&Orgs
L&S	017356	SOC WORK	454	Small Groups-Soc Work Pract
L&S	019394	ZOOLOGY	677	Internship in Ecology
MED	015502	PHY THER	642	Research Practicum
MED/L&S	021710	B M I/STAT	546	Pract-Clin Trial Data Analysis
NUR	013936	CNP	519	Capstone Practicum for RN's
NUR	013887	NURSING	219	Clinical Nursing I
NUR	013899	NURSING	319	Nurs Care-Inpatient Setting
NUR	013913	NURSING	419	Clin III-Com Hlth Nurs Prac
NUR	013929	NURSING	449	Persons&Family/Complex Needs
PHM	014522	PHM PRAC	425	Pharmacy Practice Experience I
PHM	014523	PHM PRAC	426	Pharm Practice Experience II
PHM	014538	PHM PRAC	470	Computr Applic Phmcy Pract
PHM	014545	PHM PRAC	525	Intro-Phm Prac Experience III
PHM	014546	PHM PRAC	526	Intro-Phm Prac Experience IV
PHM	014570	PHM PRAC	625	Intro - Phm Prac Experience V
PHM	014571	PHM PRAC	626	Intro - Phm Prac Experience VI
PHM	014610	PHM PRAC	740	Acute Pharmaceut Care Clerkshp
PHM	014611	PHM PRAC	741	Ambulatory Phmceut Care Clrk
PHM	014617	PHM PRAC	760	Phmceut Care Specialty Clrkshp
PHM	014583	PHM PRAC	764	Vet Pharmacy Clerkship
PHM	021991	S&A PHM	618	Prof Decision-Making/Phm Pract