

Submit original with signatures ~~and a scanned electronic copy to Faculty Senate, Room 7500~~

See <http://www.uaf.edu/governance/curriculum/course-change-procedures/> for a complete description of the rules governing curriculum & course changes.

**TRIAL COURSE OR NEW COURSE PROPOSAL**

**SUBMITTED BY:**

Department	Counseling	College/School	School of Education
Prepared by	JANE MONAHAN	Phone	414-5304
Email/contact	jmonahan@uaf.edu	Faculty vs. Staff	Faculty

**1. ACTION DESIRED**

(CHECK ONE):

Trial Course  
 Existing Course  
 New Course

**2. COURSE IDENTIFICATION**

Justify the need for this course. This is a graduate level internship course including advanced level reading assignments and part time internship placement.

**3. PROPOSED COURSE TITLE:**

Internship IV

**4. To be CROSS LISTED?**

YES/NO

NO    If yes, Dept: \_\_\_\_\_ Course #: \_\_\_\_\_

(Requires approval of both departments and deans involved. Add lines at end of form if necessary.)

**5. To be STACKED?**

YES/NO

NO    If yes, Dept: \_\_\_\_\_ Course #: \_\_\_\_\_

**6. FREQUENCY OF OFFERING:**

Every Fall and Spring  
 Fall, Spring, and Summer (year) or Fall, numbered Year 2, or Fall, numbered Year 3, or Summer, numbered Year 4  
 Demand/Admits

**7. SEMESTER & YEAR OF FIRST OFFERING (IN CYCLE 1201 - 1211, Fall 2010 - 2011)**

if applicable, list other (e.g., 1201 - 1211, Fall 2010 - 2011)

**8. COURSE FORMAT:**

NOTE: Course hours may not be compressed to fewer than three days per week. Course content must be delivered over a minimum of six weeks. Must be approved by the college or school's curriculum council. Furthermore, a core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check all that apply)
  1     2     3     4     5     6 weeks to full semester

OTHER FORMS: \_\_\_\_\_

Mode of delivery (specify lecture, field trips, labs, etc.)

Lecture     seminar     internship placement

**9. CONTACT HOURS PER WEEK:**

LECTURE     LAB     PRACTICES

hours/weeks    hours/week    hours/week

Note: # of credits are based on contact hours. 30 minutes or lecture = 1 credit. 2400 minutes of non-science lab = 1 credit. 2400-4800 minutes of practicum = 1 credit. 2400-8000 minutes of internship = 1 credit. This must match with the syllabus. See <http://www.uaf.edu/governance/curriculum/course-change-procedures/> for more information on number of credits.

OTHER HOURS (specify type) \_\_\_\_\_

**10. COMPLETE A SUMMARY DESCRIPTION including department, title, credits, credit distribution, cross-listing, and/or stacking (50 words or less if possible):**

COUN F696 Internship IV  
 3 credits  
 Offered Fall, Spring  
 The course is designed to give the counseling program candidates experience and competency in the broad scope of activities (e.g., record keeping, individual and group counseling, information referral, consultation, in-service and staff training needs, and supervision/evaluation)

fully credentialed school counselors or in-service school professional counselors. Students must have completed three semesters of field placement: COUN 634, COUN 636, COUN 638 and COUN 639. IN F691 admittance to the Counseling program; permission of instructor. (S-A-F-20)

**11. COURSE CLASSIFICATION:** Determine the appropriate course classification with CEA-Counselor Council to make classification appropriately; otherwise leave fields blank.

H = Humanities  S = Social Sciences

Will this course be a major requirement for the baccalaureate degree? If YES, attach form

YES  NO

IF YES, check which format(s) will be used to deliver:

O = Oral Intensive, Format 6  W = Writing Intensive, Format 7  Natural Science, Format 8

**12. COURSE REPEATABILITY:**

Is this course repeatable for credit? YES  NO

Justification: the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit?

TIMES

If the course can be repeated for credit, what is the maximum number of credit hours that may be earned for this course?

CREDITS

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?

CREDITS

**13. GRADING SYSTEM:** Specify only one. Note: Late changing the grading system for a course constitutes a major

Course Change

LETTER:  PASS/FAIL:

**RESTRICTIONS ON ENROLLMENT (if any)**

**14. PREREQUISITES**

COUN F634P, COUN program; permission of instructor.

These will be required before the student is allowed to enroll in the course.

**15. SPECIAL RESTRICTIONS, CONDITIONS**

**16. PROPOSED COURSE FEES**

Has a memo been submitted through your dean to the Provost for fee approval?

YES

Yes/No

**17. PREVIOUS HISTORY**

Has the course been offered as special favors, or in a course of unusual use?

Yes/No

If yes, give semester, year, course #, etc.

**18. ESTIMATED IMPACT**

WHAT IMPACT WILL THIS HAVE ON BUDGET, FACILITIES, SPACE, FACULTY, ETC.

Faculty/Budget: An instructor will be required to teach this course. This can be added to an existing faculty member's workload or taught by an adjunct instructor. The instructor will need to be available to conduct site supervision.

Space: The new course will need space. Counseling classes are taught in the early evening and utilize video and/or audio conferencing class. The course is taught to students on campus and by distance delivery at the same time.

**19. LIBRARY COLLECTIONS**

Have you contacted the library, or collection development officer, *kluciford@alaska.edu, 4/4/669* with regard to the adequacy of library/media collections, equipment, and services? *Yes* (If "yes" provide a date of contact and resolution. If not, explain why not.)

No

XX

Yes

This course will not require additional library resources

**20. IMPACTS ON OTHER COURSES/LIFTS ETC.**

What programs/departments will be affected by this proposed action... include information on the programs/departments contacted (e.g., email, memo)

The Counseling Department will be affected by this action. The number of credits required for the MA in Counseling at the State UAF is 30 credits. The proposed changes are simply distributed between the existing internship classes and the new internship classes.

Advanced internship classes (Internship I and Internship IV) will provide students with new information and skills different than they received in their first year of internship. It will also provide a forum for discussion with students who have completed their first year of internship.

**21. POSITIVE AND NEGATIVE IMPACTS**

Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

Positive: Students in the advanced internship classes will receive instruction tailored to their level of experience, separating them from students who are in introductory internship placements.

Negative: Another instructor is needed, impacting the budget.

**JUSTIFICATION FOR ACTION REQUESTED**

The purpose of the degree department and campus wide curriculum committee is to streamline course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your proposal. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

Students in the School Counseling concentration of the MA in Counseling Department of the State UAF are seeking certification they are seeking (elementary and secondary). Currently students register for COUN F690, Internship I twice and COUN F690, Internship II twice. During the second semester of these courses experienced students are grouped with first year students. Students in their second year of internship require different knowledge.

Students earning K-12 school counseling certification complete internships I, II, III, and IV. Students in the Community Counseling concentration of the degree must complete a minimum of 12 internship credits. The addition of COUN F691, Internship III provides the same benefits mentioned above. Students in the community counseling program will complete internships I, II, III, and IV.

**APPROVALS: An additional signature may be needed.**

*[Signature]*

Date: *Sept. 30, 2021*

Signature, Chair, Counseling Department, Anchorage

*[Signature]*

Date: *10/5/21*

Signature, Chair, College School Curriculum Council for School of Education

*[Signature]*

Date: *10/5/21*

Signature, Vice President of Education, and Provost

*[Signature]*

Date: *10/5/21*

Signature of Provost (if applicable)

Offerings above the level of approved programs must be approved in advance by the Provost

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

Date

Signature, Chair

Faculty Senate Review Committee:  Curriculum Review  Core Review

Core Review  SADAC

**UAF Counseling Program  
Internship IV (COUN F696)  
3 Credits  
Day/Time: TBA  
On Campus Location: TBA**



or warnings, being placed on probationary status, suspension of training, or expulsion from training.

1. Class Participation: Attendance and participation in class is required. Graduate seminars require a high level of personal involvement, accountability, and integrity. It is expected that students will come to class prepared – having completed readings, completed

performance as well as their professional characteristics. Although a student may be in good academic standing, they must receive satisfactory evaluations from faculty members regarding their professional characteristics in order to continue on in the program. The faculty will evaluate the student's professional characteristics in relation to their ability to become a viable member of



Students must abide by academic integrity standards as outlined in the Student Code of Conduct found in the UAF Catalog: Academic and Regulations Chapter. The UAF Code of Conduct can be found online at [http://www.uaf.edu/catalog/current/academics/regs3.html#Student\\_Conduct](http://www.uaf.edu/catalog/current/academics/regs3.html#Student_Conduct) In this course if it is found that a student has knowingly plagiarized they will receive a failing grade for the course.

Plagiarism is representing someone else's ideas and work as your own. Plagiarism includes not only copying verbatim, but also rephrasing the ideas of another without properly acknowledging the source. As they prepare and submit work to meet course requirements, whether a draft or a final version of a paper or project, students must take great care to distinguish their own ideas and language from information derived from sources. Sources include published primary and secondary materials, electronic media, and information and opinions gained directly from other people. (Capella University Learner Handbook, 2006, p. 14)

**Support Services:**

Writing support services are available on the UAF Campus in the Writing Center, located in 801 Gruening Building, or can be reached at 907-474-5314 or 1-800-478-5246. The web site address is <http://www.uaf.edu/English/writingcenter/>

**Disability Services:** The Office of Disability Services (ODS) implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials. Disability Services, a part of UAF's Center for Health and Counseling, provides academic accommodations to enrolled students who are identified as being eligible for services. The faculty of the Counseling Program makes every effort to work in conjunction with ODS to provide the necessary accommodations for all identified students enrolled in our courses. If you believe you are eligible, please contact Disability Services on the UAF campus at 208 Whitaker, 907-474-5655

Week 8	Erford, B. T., Eaves, S. T., Bryant, E. M., & Young, K. A. (Ch 17 – 21)
Week 9	Erford, B. T., Eaves, S. T., Bryant, E. M., & Young, K. A. (Ch 22 – 26)
Week 10	Erford, B. T., Eaves, S. T., Bryant, E. M., & Young, K. A. (Ch 27 – 29)
Week 11	Erford, B. T., Eaves, S. T., Bryant, E. M., & Young, K. A. (Ch 30 – 32) Case Conceptualizations Presentations
Week 12	Erford, B. T., Eaves, S. T., Bryant, E. M., & Young, K. A. (Ch 33 – 35)