

# 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/research position and enable The Shriver Center to evaluate the student's performance with a grade indicating successful or unsuccessful completion of the internship/co-op/research position. In addition, full-time sections of 98 & 99 maintain the student's full-time status at UMBC.

## ACCESS INTERN/CO-OP/RESEARCH REQUIREMENTS THROUGH UMBCWORKS

*All underlined tabs below 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 under MORE on the bottom right side of the screen and click on Intern/Co-op/Research/Service Requirements.
- 6) Click on EDIT to the left of your current internship, co-op or research placement. This will take you directly to the BASIC INFO tab.

## INTERN/CO-OP/RESEARCH PRAC REQUIREMENTS FOR FALL 2011

*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, October 14th.*
- 2) Complete the **Student Evaluation Tab**, **Placement Evaluation Tab**, and **Semester Report Tab** on UMBCworks.  
*Due: Friday, December 9th.*
- 3) Attend **Professional Development Seminars - See UMBC - USG Shriver Center Schedule of Events** (1st semester at placement - attend one development seminar and one reflection seminar; 2nd semester - attend one reflection seminar; 3rd semester or more - no seminars required)  
Attendance at Professional Development Seminars occurring away from UMBC - Shady Grove can be substituted for UMBC - USG Shriver Center development seminars, but you must confirm with your Shriver Center Coordinator (Ray Regimbal) that the event is eligible for substitution prior to attending the event. The reflection seminar may not be substituted.
- 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](http://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](http://shrivercenter.umbc.edu). *Due: Friday, December 9th.*
- 6) **Additional requirement for first-semester placed students earning credit:** Complete a Mid-placement Review with your supervisor and your Shriver Center Coordinator (Ray Regimbal) to discuss your performance, work responsibilities, and work environment. It is the student's responsibility to contact Ray Regimbal at [regimbal@umbc.edu](mailto:regimbal@umbc.edu) to schedule the site-visit or conference call between *Monday, October 17th and Friday, November 18th.*

## 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 paid 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**.