

Course Outline for Urban Studies Internship Program

1. Social Sciences Department, UBST
2. 101, 102, 201; Urban Studies Program
3. Fall 2012; 3 and 6 credit internships
4. Donald Tricarico, PhD; M121; Office Hours: 2-3 m,t,th; (718) 631-6015;
Dtricarico@qcc.cuny.edu
5. Readings and other texts are specific to internship chosen by student.
6. The *Urban Studies Internship Program* offers the student an approach to urban institutions as a practitioner. Students are assigned placement in a public or private sector field related to a major urban institution such as government, criminal justice, education, health care, and communications. There are many internships available in the public sector (e.g., working in the office of a local assemblyman or a city school) although appropriate private sector opportunities may be considered (e.g., working for a local newspaper). Internship assignments are based on the interests of the student and the availability of positions.
7. General Education objectives:
8. Course Objectives: Internships give students practical, hands-on experience in an urban profession.
9. Internships have to be secured as early as possible, so students should contact the professor soon after registration. Students are provided with a letter of introduction from the supervisor of the Urban Studies Program which includes contact information and a mission statement which serves as a contract for the internship. This letter is to accompany the student for an interview with the workplace supervisor.
10. Course assessment is based on an evaluation submitted in writing by the internship site supervisor, and; a research paper. A topic for the paper will be developed from field notes which are a documentary record of the internship experience. The particular work experience will be referenced to a wider set of urban issues or problems (e.g., the relationship of the state assemblyman to the community, particular constituencies, and other urban institutions). Essays should include appropriate literature and support data. A topic must be proposed in writing one month prior to the end of the semester. The final draft must be submitted during Final Exam week.
11. A total of 113 hours is required for 3 credit courses (UBST101 and 201) and 225 hours for the 6 credit course (UBST 102). Students must submit a log of days and times worked signed by an appropriate site supervisor at the completion of the semester. Students are required to maintain regular contact with the Program supervisor. Periodic conferences on campus are coordinated with fieldwork. The purpose of these conferences is to allow the supervisor to gauge the progress of the internship and to guide the development of a topic for the course paper; one conference will be set aside for a forum of internship students enrolled for the semester. Students are also required to regularly monitor their Tiger Mail.
12. The Social Sciences Department Integrity Policy adheres to the standards described by the college (see College Catalogue). Within the framework of the college policy sanctions for violations of academic integrity are left to the

- discretion of the instructor. Students may appeal sanctions to the Chair who will refer the appeal to a departmental committee on Academic Integrity for review.
13. As stated in the college catalogue, any student who needs specific accommodations based upon the impact of a disability should register with the office of Services for Students with Special Disabilities (SSD) to be eligible for accommodations which are determined on an individual basis. The SSD office is located in the Science Building, room S132 (718.631.6257). Students should also contact their instructor privately to discuss their specific needs.