Liberal Arts Works! Committee

Minutes of the April 8, 2010 Meeting

1. Rhona Free offered to take notes at the next meeting; Lisa Fraustino at the one after that.
2. Committee members requested that the draft form for “Liberal Arts Works! Application: Departmental Internship” be modified thus:
   a. Add space for number of hours on site (minimum of 100 hours required).
   b. Add space for number of credits (minimum of 3 credits required).
3. The committee adjusted its agenda for the coming months thus:
   a. Move from Fall 2010 up to Spring 2010 “design process for evaluating the LAW requirement for departments that will use student research or creative activity with faculty to meet the requirement” (2.4 of Fall 2010.)
   b. Move from Spring 2010 back to Fall 2010 “design process for evaluating the LAW requirement for non-credit bearing experiences” (1.2 of Spring 2010.)
   c. Ways of dealing with CLL students will likely be added to the 2010-11 agenda.
   d. Consideration of more amorphous groups (BGS students and students in majors offered by departments “non-compliant”) is deferred for now.
4. Committee members agreed that clear communication with site providers/supervisors about educational expectations and monitoring/mentoring student progress might serve as one standard for course applications.
5. There was much discussion of administrative/registration matters. Kathleen Fabian assured that an approved course can carry LAW as an attribute, which would serve degree-audit purposes. The committee also discussed the registration process, with a general feeling that, to the extent possible, this process should dovetail with current processes (one catch being how to get the LAW attribute attached to the committee-approved internships and independent studies and study abroad programs, while still allowing other versions of these courses to exist and not inventing too many new forms and procedures.)
6. Nancy DeCrescenzo provided committee members with models of field experience materials used by other universities for the committee to consider:
   a. A one-page letter, sent by University of Texas at Dallas to site supervisors, which outlines that university’s guidelines for internships in relation to the Fair Labor Standards Act.
   b. A field-experience documentation packet used by the University of Memphis, which includes the following materials: Learning contract/registration permit; an overview (for the student) of the requirements and procedures; guidelines for the field supervisor; a form for use when the intern is regularly employed at the site; a form for the student to outline the course plan; a set of work log pages; field supervisor’s evaluation form; student self-evaluation form; instructor’s evaluation form.

Notes by Nancy Salter