

11-11-2014

Minutes, Arts & Sciences Academic Affairs Committee Meeting, Tuesday, November 11, 2014

Arts & Sciences Academic Affairs Committee

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Academic Affairs Committee
Nov 11, 2014

Attendance:

Jill Jones, Vidhu Aggarwal, Chris McManus, Jennifer Cavanaugh, Rachel Kesler, Lexi Tomkunas, Anca Voicu, Greg Cavanaugh, Holly Pohlig, Jonathan Walz, Gloria Cook, Emmanuel Kodzi, Kasandra Riley, Giselda Beaudin

I Approve the Minutes from Nov 4, 2014
Motion to approve (Chris, 2nd Gloria); unanimous approval

II Sub-Committee Announcements or reports
Jill: Seeking the advice of AAC: does the INB/BSc. decision seem like it's something under the purview of the new all-campus curriculum committee?
General consensus: yes; Jill will raise this issue at the EC meeting, where the DLS proposal will also be discussed

III Old Business
none

IV. New Business:
a. CAPA Summer Dublin Internship Approved Summer Program
Proposal (Giselda Beaudin)

This would be a summer international internship option with broad appeal that doesn't necessarily require intense linguistic preparation (it's in English). Initial cap will be 12 students, juniors/seniors, 3.0 GPA. If there is a lot of student interest, other locales (sponsored by CAPA) may be considered down the road for eventual non-Western programs. Other details are attached.

J. Jones: could there be a clarification made to make it clearer that the business course prerequisites discussed in the proposal will apply only to business students who need the internship for credit? (Giselda: yes)

J. Cavanaugh: Regarding the 3/2 management students, could exceptions be made to admit sophomores to this program if need be? (Giselda: yes)

J. Walz: perhaps the interview requirements for an internship could be linked to "Making any Major Marketable" courses

Motion: to endorse this proposal (Kodzi; 2nd Voicu); unanimous approval

b. International Programs GPA Requirement for Approved Semester Programs Report on Pilot Policy (Giselda Beaudin)

The general GPA requirement for a student to participate in International Programs was moved down from 3.0 to 2.5 over a year ago, but additionally different programs have different minimum GPA requirements, some of which are above 3.0 (students can still appeal if they are below the cut). Problems before this change: students under a 3.0 would take a leave from the school and take part in an outside program; there were many academic appeals for students to earn a position.

Data on pilot (also see attachment):

- Study abroad doesn't make much of a GPA impact for most students (i.e. students who enter the study abroad experience with a 2.5 will mostly likely earn a 2.5 when abroad)
- When study abroad impacted a student's GPA, it went up slightly.
- Generally, students who were below 3.0 when entering the program did quite well (academically) abroad.
- The lower GPA requirement didn't increase the enrollment in study abroad (the number actually decreased this last year).

Kodzi: consider continuing to track these data for another year

J. Cavanaugh: Can a student study abroad if he/she is on judicial probation?

(Giselda: students are screened for community standards and are informed that infractions may affect their acceptance)

Motion to approve that the above pilot policy be made permanent (Chris; 2nd Gloria); unanimous approval

V. Announcements

-No AAC meeting next week, but we will meet Dec. 2 (Jonathan Walz will sub on the secretary job)

VI. Adjourn

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CAPA Summer Dublin Internship Approved Summer Program Proposal

Summary

- There is significant student interest in international internship opportunities during the summer.
- Current programs have only limited internships in Spain and Costa Rica (8-10 placement total) and the Spain internships require advanced to fluent Spanish.
- Currently in addition to these programs, students participate in non-Rollins internships programs and pursue international internships independently, which can be quite challenging.
- IP engaged in a lengthy process to select a partner for a new internship program that would provide quality placements in English, with strong student support, good internship oversight and a competitive price.
- On the annual CAPA Summer Dublin Internship program, students will do a full-time internship (28-32 hours per week) for six weeks and will receive excellent support from on-site staff.
- Students will also enroll in a special section of CAPA's Learning Through Internships (LTI) course which will function as an in-person enhancement of the Rollins online internship courses: credit will be issued by Rollins since students will also enroll in the appropriate online course.

Program Rationale

Rollins currently offers three semester-long internship programs in Shanghai, London, and Sydney and two summer internship programs in Costa Rica and Madrid, Spain. Across the past three years IP has seen consistent enrollment in both summer internships: approximately three - five students per year in each program. Additionally, enrollment in our semester internships is steady with the London program representing some of the largest participant numbers, primarily because of the internship. Shanghai averages between two - four students per fall semester and Sydney averages approximately two students per fall. London has maintained internship enrollments of approximately 11 – 14 students per semester.

Although these enrollment numbers represent a continued and sustained interest among Rollins students in internships abroad, these programs are only accessible to a certain segment of the Rollins student body. Shanghai, Costa Rica, and Madrid all maintain minimum language requirements for the internship, and most placements available on these programs are business focused. While London and Sydney do not have language requirements, both are only available during the semester and Sydney requires a minimum 3.2 GPA and has limited placements available.

The CAPA Dublin program is well situated to fill these gaps, and in turn, to appeal to a wider group of Rollins students. It does not have a language requirement, requires a minimum 3.0 GPA, runs over the summer, and offers placements ranging from business to media to human rights. Additionally, the International Business, Business, and Social Entrepreneurship majors all require internships and Communications will accept an internship to satisfy a major requirement. Given the sustained enrollments in international internships and the number of majors that now require or accept internships, there is a clear need for an internship program that is accessible to as wide a range of students as possible.

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Program Review & Site Visits

International Programs began exploring potential internship partners in the spring of 2013 in order to meet growing academic internship requirements and student interest. Initially, IP researched over 15 internship providers across the globe— closely examining the quality of internship placements, the variety of fields available, cost, student support services, and ability to work with the academic requirements of Rollins internships. The initial list includes providers and programs passed on to IP from faculty members, as well as programs and providers IP had identified in the past to include on a list of recommended internship providers for students. In the spring of 2013, IP staff met with some of the potential providers and program representatives at the NAFSA annual conference. During this first phase, IP remained concentrated primarily on programs and providers in Asia and Africa. Unfortunately, none of the programs reviewed seemed like an obvious choice so IP expanded the list to include additional potential partners outside of Asia and Africa.

During the second phase of the process, IP eliminated all but five providers for non-negotiable factors of their programs – cost, difficulty in obtaining visas, location, lack of student support, and/or a clear mismatch in viable placements. At conferences in the spring of 2014 and through telephone conferences, IP did more in-depth research into these remaining five potential partners.

With a thoroughly vetted list of five high quality potential providers, IP staff further analyzed that group and prioritized three providers for final review with the two Internship Director: Prof. Sharon Agee and AVP of Student Affairs Allisa Johnson as well as with the IP Faculty Advisory Committee. After analysis from both groups, the CAPA program emerged as the best fit to meet the academic needs and interests of Rollins students. Mike Rainaldi, Assistant Director of IP, conducted a site visit to the CAPA program site in Dublin in late October 2014.

Partner Organization Overview

1. CAPA (<http://www.capa.org/>)
 - a. CAPA was founded in 1972 with a mission to provide meaningful learning abroad experiences that challenge and inspire students to analyze and explore complex political, cultural and social landscapes within urban environments. CAPA aims to prepare students to live and work in a globally interdependent and diverse world through both academic coursework and professional internships.
 - b. CAPA operates semester and summer study abroad and internship programs from their base at Griffith College (<https://www.griffith.ie/>) in Dublin, Ireland. CAPA has a successful history of operating short-term internship placements in London and is well-suited to place Rollins students in short-term internships with organizations in Dublin.
 - c. The coursework and internships offered through CAPA are based around four curricular themes: The Creative Arts, Exploring the Media, Human Rights, Crime and Journalism, and Globalization and International Trends in Business and Society.
 - d. The internship program is housed out of Griffith College, with fully equipped classrooms, computer labs, library access, an on-campus cafeteria, gym, and WiFi. The campus is also well served by public transport, providing easy access to all parts of the city.
 - e. Dr. Darren Kelly is the instructor for CAPA's summer academic course Learning Through Internships (LTI) – a key feature of the Rollins internship program.

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2. Dr. Darren Kelly
 - a. Dr. Kelly is currently based in Dublin and serves as an Adjunct Professor with Champlain College and the Institute for International Education Studies (IES).
 - b. Through those institutions he teaches courses in service learning, ethics in human service, community advocacy, Irish cultural identity, and social work methodology.
 - c. Dr. Kelly also serves in a consultancy capacity with a number of American universities and study abroad organizations, particularly in the areas of curriculum design, pedagogy, internationalisation of the curriculum, and development of the conceptual framework for student service learning placements. He has developed intensive summer courses for the University of Notre Dame, Temple University, Beloit College, the University of Iowa, and the University of Vermont.
 - d. He holds B.A. in Geography and English and a Ph.D. in Cultural Geography from St. Patrick's College.

Program Academics & Internship

1. Program Structure
 - a. Rollins students will participate in a six-week program that includes a full-time internship, the LTI course, and the Rollins online internship course. They will receive four Rollins credits upon successful completion of the program.
 - b. Internships will require 28-32 hours per week, with fewer interning hours required during the first week when students are completing orientation and placement interviews.
 - c. Rollins students will enroll in a customized version of CAPA's standard LTI course. It will align with the basic academic and assessment core of the Rollins internship course, which is typically taught by the two Rollins Internship Directors: Sharon Agee or Allisa Johnson.
 - d. By supplementing the online Rollins internship courses with the in-person LTI course, Rollins students will receive strong support and guidance from the instructor on-site and will be able to receive their credit directly from Rollins, which is consistent with our other summer programs.
2. Internships
 - a. Students will take a full-time internship consisting of 28-32 hours per week - approximately 160-180 hours in total across the six-week program.
 - b. Placements are available across many fields, including Media, Creative Arts, Journalism, International Business, Marketing, PR, Human Rights, and Non-profits/NGOs.
 - c. Interns will be placed at organizations based within reasonable commuting distance of the city center.
 - d. Each intern will have a site supervisor based at their organization.
 - e. CAPA staff will also visit each site throughout the semester to meet with the interns and site supervisors.
 - f. In most cases, interns will be placed on a professional team at their organization and assigned meaningful projects and responsibilities. Projects and tasks will vary depending on the needs of the site and the abilities of the intern.
 - g. As part of the onsite arrival orientation students will participate in an interactive workshop that examines issues of culture and workplace integration, site-specific information, and effective interview techniques.

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- h. Final placements are contingent upon a successful interview with the internship-host organization, which will take place after the orientation.
3. Rollins Internship Courses and the Learning Through Internships (LTI) Course
 - a. The LTI course functions as a forum for Rollins interns to contextualize and discuss the wider significance of internship activities. The course will utilize a variety of teaching and learning activities, for example; lecture, discussion, presentations, and workshops. It is identical to the course taken by Rollins interns in London.
 - b. Classroom sessions allow students to listen to individual experiences, compare and contrast activities with others, and consider the internship in terms of personal development. These sessions also provide theory and practice around workplace and organizational themes and reflect on the broader social and cultural context the student's internship.
 - c. LTI meets once a week and requires additional work outside the classroom. Students produce papers, write reflective journals, and make oral presentations examining the real learning that occurs during their programs. A final portfolio is due at the end of the internship that must meet clear academic criteria in order for the student to attain credit for the internship.
 - d. Dr. Kelly will not only serve as the course instructor, but also as an internship mentor to ensure that participants have academic guidance during their internships.
 - e. Students will be enrolled in the appropriate Rollins internship course and will submit all assignments both to Dr. Kelly and through Blackboard to the Rollins internship instructor.
 - f. The four credit internship course will appear on the Rollins transcript as a standard letter grade Rollins course and will correlate to the major through which the student will receive credit (INB, BUS, SEB, COMM, etc.)
 4. Rollins & CAPA Eligibility Requirements
 - a. Juniors or seniors
 - b. 3.0 minimum GPA, good record with community standards, official transcript, Rollins statement of purpose, interview with Rollins staff, online CAPA application, two letters of reference (one professional, the other academic), two passport size photos, and a police background check.
 - c. Mandatory resume & cover letter workshop, an internship cover letter and resume, and a successful on-campus internship interview
 - d. The following course prerequisites will need to have been completed prior to departure for the corresponding department through which the intern would like to receive credit:
 - i. INB Internship credit: INB337, 372, or 365
 - ii. BUS Internship credit: BUS310, 320, 330, and junior standing
 - iii. SEB Internship credit: BUS310, 320, 330, SEB340, and junior standing
 5. Internship Placement Process
 - a. The placement process begins during the application process, when students are paired with a Program Coordinator from CAPA. The Coordinator works with the student to determine his/her professional skills and interests and then begins matching the student with potential placements.
 - b. Placements depend upon availability, as well as the student's background and skills. CAPA recommends that applicants have excellent interviewing skills and prior coursework or work experience in the field to which they are applying.

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- c. Final placements are contingent upon a successful interview with potential internship site, which takes place after orientation and within the first week of the program start date.
 - d. Placements in Dublin are quite competitive and are not guaranteed. In the event that a student cannot be placed CAPA will discuss alternative options with IP staff and the student.
 - e. CAPA has the same policy in London, but in practice, CAPA has placed all Rollins students on the London program.
6. Program Dates
- a. Six weeks from late May through early June
 - b. Sample calendar for 2015:
 - i. May 28 – July 11
 - ii. May 28: Program Start Date and Arrival Reception
 - iii. May 29 – July 5: Orientation, Dublin-based Excursions, and Final Interviews
 - iv. July 10: Last Day of Internship and Departure Ceremony
 - v. July 11: Departure from Dublin
7. Program Costs
- a. \$6,150 program fee based on 8-10 participants
 - i. Includes tuition, program administration, LTI course and internship placements, orientations, housing in apartments or student residence halls at Griffith College, hop on/hop off tour of Dublin and a full day excursion to Belfast, a travelcard for use on the Dublin buses, DART and suburban rail, health and safety insurance.
 - ii. Also included is the Rollins “tuition and administrative fee” of \$600 – which is consistent with normal international program fees. This fee will be shared between IP (\$400) and the relevant internship department (\$200), according to the intern’s major.
 - iii. There is a possibility for the program fee to be reduced if the start dates of the program are moved two weeks earlier. The earlier start date would place students in the less expensive Griffith residence halls, thereby reducing housing costs. This may be possible from 2016 and beyond.
 - iv. CAPA requires a “housing deposit” to be paid in advance of the program that will be used in the event that damage is caused by students to the housing. International Programs will pay this deposit up front, and CAPA will refund IP the unused amount upon completion of the program. Any damage-related charges will be billed to the student’s Rollins account by IP. This process is consistent with that used in the CAPA London program.
 - b. Additional Expenses
 - i. Meals: \$900 (estimate)
 - ii. Airfare to Dublin: \$1,000 (estimate)
 - b. **Total Cost: \$8,050**

Student Support Services

1. Boston-based Staff: CAPA’s Boston staff are available to support students throughout the application and placement process. Once a student submits an application he/she is assigned a Coordinator that assists across pre-departure process and makes initial placements.

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2. Onsite Staff
 - a. Onsite staff include a CAPA-employed Resident Director, Susanne Bach, based at Griffith College and support staff in Griffith's International Office who can assist interns with anything they need. All staff provide 24-hour emergency support.
 - b. Each student has a site supervisor that not only serves as a supervisor, but will also assist CAPA staff with tracking of hours, monitor the interns' progress, and completing formal evaluations of the intern.
 - c. Dr. Kelly will teach the LTI course as well as support interns with any academic or professional challenges they face and coordinate with the Rollins internship directors as needed.
3. Onsite Orientation
 - a. Addresses essential issues such as health and safety, CAPA services, public transport, culture shock, and internship-specific topics (i.e. interview prep and workplace adjustments).
 - b. Includes a walking tour of surrounding neighborhood to identify nearest grocery store, pharmacy, bank, post office, and public transport options.
 - c. Concludes with a reception with CAPA staff, dinner, and speakers
4. Students also have access to the Griffith cafeteria, student lounge areas, and counseling services.

Student Life and Cultural Activities

1. Local Transport
 - a. A travelcard for use on the Dublin buses, DART, and suburban rail is included for the dates of the program.
 - b. Students are responsible for their own transportation to/from the airport to their housing (though will not receive the travel card until orientation). A representative from CAPA will then meet the students to help them settle in and also take them to orientation.
2. Excursions & Activities
 - a. Hop on-hop off tour of Dublin is included in the program fee (no entrances included). Takes place following orientation.
 - b. Full-day excursion to Belfast that includes transportation by coach, tour guide, and entrances. Rollins students will join the other CAPA students on this excursion.
3. My-Education Program: This program is meant to empower students to make specific connections between Dublin and the theory taught through the LTI course by providing a rich and varied calendar of immersive activities, events, lectures, walking tours, film showings and reflective sessions designed around significant academic and social themes.
4. Housing & Meals
 - a. Depending on the Rollins start dates and housing availability through CAPA, interns will either live in shared furnished apartment in Dublin or in residence halls at Griffith.

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- b. Apartments usually have two rooms, with two students per room, and shared common areas, bathrooms, and kitchen facilities. They include WiFi, all utilities, and weekly cleaning/linen changes.
 - c. CAPA reserves the right to house Rollins students with students from other programs and/or in co-ed apartments in which males and females will be roomed in single gender bedrooms and have access to separate single gender bathrooms.
 - d. Meals are not included in the program fee and will be an additional expense for students in Dublin. International Programs estimates that students will spend approximately \$900 on meals across the six week program.
 - e. Rollins students will have access to the Griffith cafeteria, though will be required to pay out of pocket.
5. Dublin:
- a. Has a rich history from origins with the Vikings through to today's modern and cosmopolitan city
 - b. Ireland's capital
 - c. Well known for its outstanding playwrights, actors and theatre
 - d. Hosts a variety of events to suit all tastes and genres: from outdoor festivals and art exhibitions, to special cultural activities.

Risk Management

1. State Department: No current alerts or warnings for Ireland (<http://www.state.gov/p/eur/ci/ei/>)
2. Center for Disease Control: No specific health concerns or required immunizations for Ireland
 - a. http://wwwnc.cdc.gov/travel/destinations/traveler/extended_student/ireland
3. US Embassy: Located in central Dublin (<http://dublin.usembassy.gov/>)
4. Communication with Students
 - a. Students will be provided with direct contact details for all onsite CAPA staff
 - b. They will also have emergency contact details for IP and Rollins Campus Safety provided through the student handbook.
 - c. CAPA will collect cell numbers and emails for all students onsite
 - d. Students will be strongly encouraged to notify CAPA staff if they plan to travel over the weekends.
5. Arrival Arrangements
 - a. Students are required to book their own travel to/from Dublin. They are also responsible for making their own way to CAPA housing. CAPA will provide detailed information about the housing, including directions from the airport, during pre-departure orientation.
6. Insurance
 - a. All students will be covered through CAPA's World Student Travel and Medical Insurance program. The cost of which is included in the program fee.

International Programs GPA Requirement for Approved Semester Programs Report on Pilot Policy

Pilot Policy (in effect as of spring 2013 when it was approved by AAC and CPS)

- The overall minimum GPA for admission to Rollins approved semester programs will be 2.5
- All programs will still require good college standing, an excellent record of personal responsibility (e.g. community standards record, service to the Rollins community, employment history) and a high level of maturity.
- Applicants will also be evaluated on the basis of their application essay, academic references, and Rollins transcript
- Applicants must also meet all other program-specific application requirements which include program-specific GPA requirements (range from 2.5 to 3.2), language requirements, interviews, individual advising, resume workshops and other components required by IP and the partner institution or organization.
- Students with a GPA of 2.45 or above may still be eligible for Rollins approved semester programs.
- Students with a GPA below 2.45 may make an academic appeal to be eligible through the Academic Appeals Committee

Summary

IP reviewed and analyzed participant data collected for the spring 2013, fall 2013 and spring 2014 semesters. Overall, we feel the policy has been successful and has allowed us to expand access to study abroad and to set more appropriate program specific GPA requirements for our range of programs.

- 32% of participants had a GPA below 3.0 in the term prior to studying abroad.
- Of these students, 92% have the same or better current cumulative GPA.
- In comparison, 83% of students with above a 3.0 in the term prior do studying abroad have the same or better current cumulative GPA.
- Only two students earned less than a 2.5 GPA during the term abroad, one of whom left her program early and had to complete program coursework from afar while managing a challenging personal situation.
- In general the semester away has a positive academic impact: while 32% of participants had under 3.0 GPA for the term prior to studying abroad, only 11% of the participants have a current cumulative GPA under 3.0
- 88% of students on Approved Semester programs earned a 3.0 or better during the term away. Though this may seem high, within the field of study abroad higher grades during the term abroad are understood to be a result of three major components:
 - Students self-select for study away and tend to be motivated towards the experience
 - Students are usually not representative of the entire student body since the requirements and application process bars the weakest students from participation
 - Outside of a few of our University-based programs, study abroad courses tend to emphasize fieldwork, reflection, and out-of-the-classroom learning, all of which students perceive as fun and easier than traditional coursework.
- For programs with a GPA requirement above 3.0 (University of Sydney, Queen Mary University, etc.), students had an average GPA for the term abroad of 3.36

- For programs with a GPA requirement under 3.0 (CAPA London, University of Belgrano, University of Oviedo), students had an average GPA for the term abroad. of 3.58
- Study Abroad participation rates have not substantially increased due to the policy but continue to rise and fall with the highest semester participation rates occurring in the 2012-13 academic year (prior to this policy taking effect).

Data Snapshots and Samplings

GPA for the Term Prior to Semester Away		
Rollins Approved Below 3.0	24	31.58%
Rollins Approved Above 3.0	152	86.36%
Term Abroad GPA		
Rollins Approved Below 3.0	16	9.09%
Rollins Approved Above 3.0	154	87.50%
Unknown*	6	3.41%
Current Cumulative GPA		
Rollins Approved Below 3.0	19	10.80%
Rollins Approved Above 3.0	157	89.20%

*Some semester term GPAs were not pulling from Banner or were not available yet.

Comparison: Students with below 3.0 in the term prior to the semester away			
Prior Term GPA	Program Term GPA	Current Overall GPA	Difference from Prior To Current
2.33	1.25	2.14	-0.2
2.36	2.83	2.42	0.1
2.49	2.52	2.6	0.1
2.59	2.64	2.47	-0.1
2.61	3.75	2.8	0.2
2.65	3.74	3.02	0.4
2.66	3.58	2.83	0.2
2.68	2.7	2.7	0.0
2.75	3.5	2.73	0.0
2.78	3	2.85	0.1
2.81	0	2.81	0.0
2.81	2.91	2.8	0.0
2.84	3.54	3.1	0.3
2.88	3.8	3.14	0.3

2.89	3.03	2.91	0.0
2.89	3.16	3.08	0.2
2.91	3	2.98	0.1
2.91	3.59	3.12	0.2
2.92	3.43	3.2	0.3
2.95	3.08	2.97	0.0
2.95	3.16	2.97	0.0
2.97	3.58	3.14	0.2
2.98	2.67	2.97	0.0
2.99	3.4	2.97	0.0

Comparison: Sampling of Students with above 3.0 in the term prior to the semester away			
Prior Term GPA	Program Term GPA	Current Overall GPA	Difference from Prior To Current
3.01	3.66	3.1	0.1
3.08	3.61	2.78	-0.3
3.2	3.33	3.29	0.1
3.34	3.08	3.16	-0.2
3.4	3.56	3.43	0.0
3.43	3.91	3.51	0.1
3.5	3.94	3.61	0.1
3.54	3.33	3.54	0.0
3.6	3.83	3.63	0.0
3.63	3.6	3.63	0.0
3.66	3.5	3.63	0.0
3.7	3.58	3.7	0.0
3.73	4	3.79	0.1
3.76	3.81	3.79	0.0
3.8	3.66	3.8	0.0
3.83	3.55	3.76	-0.1
3.87	3.91	3.85	0.0
3.9	3.86	3.92	0.0
3.95	3.11	3.8	-0.2
4	4	4	0.0