

**Division of Undergraduate Studies
San Diego State University
Administration 101
594-5841**

**GENERAL STUDIES 200 AND 400
PROFESSIONAL EXPERIENCE AND COMMUNITY SERVICE
(CR/NC GRADING ONLY. THIS PROGRAM IS NOT OPEN TO STUDENTS WITH A MAJOR
IN THE SCHOOL OF JOURNALISM AND MEDIA STUDIES)**

Description of the Program

General Studies 200 and 400 is an academic program in which San Diego State University students may receive up to six units of credit applicable to the bachelor's degree. Academic work is designed with faculty approval to complement concurrent paid or unpaid professional or community service experience. **Requirements include a prescribed reading list, completion of an analytic report or similar project, and at least two meetings with the faculty adviser after the contract has been approved.**

The purpose of the program is to provide supervised internship experiences to students in departments which do not have formal internship programs. Credit may be applied toward fulfillment of major or minor requirements only with approval of the department chair.

Experiential learning may expose a student to new ideas or activities, assist the student in enhancing or reinforcing concepts and ideas presented in a classroom situation, and provide opportunities for acquiring specified performance skills. Academic credit is awarded not for the activity itself, but for the learning that takes place as a result of a structured and, usually, research-based analysis of the employment or community service experience. Thus, the work situation should be at an appropriate level to provide a valuable learning experience as well as a real benefit to the employer.

Examples of appropriate work assignments and academic projects include the following:

Employment, paid or unpaid, related to your professional goals, resulting, for example, in an evaluation of the management structure of an organization, a "newcomer's" guide to the profession, or completion of a specific project assigned by the employer and evaluated by the faculty advisor;

Work in a civil service agency, hospital or school, which might lead to such projects as an analysis of agency effectiveness or interactions among similar agencies;

Political work designed to produce a definite project, such as a position paper for a candidate, a campaign strategy, or a canvassing of voters for a voter-attitudes study;

Work in a campus advising or tutoring center while keeping a journal documenting your reactions to and handling of situations and personalities and then analyzing those reactions in a psychological self-profile.

Procedures for Enrolling

1. Applications for General Studies 200 and 400 should be obtained in the Division of Undergraduate Studies office, AD 101, prior to the beginning of the semester.

At that time, you should schedule an appointment with the program coordinator to discuss your proposed activity and sponsorship by a faculty member.

2. You should then fill out your contract in consultation with your faculty adviser and have your work description signed by a supervisor in the agency you have chosen.

The faculty adviser will work with you in determining the means by which your experience will be evaluated. The two of you will also determine and agree upon the type and nature of the study or investigation you will carry out and any other academic requirements you must meet.

You should have a clear understanding of what is required and how your work will be evaluated. A written plan must be drawn up outlining the project, and should include the type and nature of the study, the goals, how these are to be achieved, and how you and your instructor will evaluate the work accomplished. All of these steps make up a “contract” and must be completed and submitted to the Division of Undergraduate Studies office (AD 101) by the end of the second week of classes.

3. Your application will be reviewed and, if approved, you will be given the appropriate add code and schedule number.
4. At the end of the semester, your faculty adviser must send your grade to the Division of Undergraduate Studies for recording. You must submit a copy of your final report to the Division of Undergraduate Studies office as well as to your adviser; your grade will not be entered until your report is reviewed. The Division of Undergraduate Studies will not judge your report or question your grade, but the report is required for an evaluation of the program as a whole.

Contract Instructions

Your contract should include:

1. A reading list
2. A description of the final project. A final report, a questionnaire with a history of its development, or a film and commentary are examples of acceptable projects. A report should compare the experience with the theories propounded in the readings, and perhaps make some judgment as to which books were most appropriate to the experience. Assessment and analysis of the work experience should be a primary goal of the final report, rather than descriptive or reflective material which would be fitting for a journal or intermediate reports
3. A tentative schedule of appointments with the faculty advisor
4. An explanation of any additional academic assignments and examinations to supplement the final project.

Contracts also require a commitment to the specific number of hours the student will spend in professional placement or community service. As a general rule, practical work should be considered on the same basis as laboratory work (i.e., 3 hours per week per credit unit).

No student may earn more than six units total credit in General Studies 200 and 400. No more than three units may be taken per semester. Students considering enrolling in the course should be aware that other colleges and universities may not permit the transfer of credit earned in this way.

Eligibility

To be eligible to enroll in General Studies 200, a student must be an undergraduate who has completed 12 units or more of college work with the minimum cumulative and SDSU grade point averages of 2.2, and who has made arrangements for participation in an appropriate field placement. To be eligible to enroll in General Studies 400, a student must also be an upper division student (junior or senior).

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Contract for General Studies 200 or 400/Application Form

Please type

Student: _____
 Last First Middle

Local Address: _____

Email Address: _____

Red ID: _____

Student's Local Phone #: _____

Faculty Adviser: _____

Department: _____

Faculty Telephone #: _____

Email Address: _____

Course: (Circle One) 200 400

Number of Units: 1.0 2.0 3.0

Semester: Fall Spring Summer

Year:

Description of the Concurrent Work Situation. Describe precisely the nature of your work, indicating your hours, and tasks to be performed.

Name of agency at which you will be working: _____

Name of agency supervisor or responsible person: _____

The above-named agency has agreed to provide the work opportunity as outlined above.

Signature of Agency Supervisor Date

Telephone #

Email address

Learning Objectives. What are your specific learning objectives, and how will this activity increase your knowledge and understanding?

What is the topic or focus of your study? Which academic discipline is it most relevant to and in what way?

Minimum Requirements

a.) Reading List

b.) Final project: describe the nature of the project and the expectation of subjects to be discussed, length, etc. (See Contract Instructions #2 attached)

c.) Tentative schedule of meetings with faculty adviser

d.) Additional academic requirements (if any)

Criteria for Evaluating Your Performance

I agree to abide by the terms of this contract:

Student's Signature

Date

Faculty Adviser's Signature

Date

Comments: (For Use by Division of Undergraduate Studies)

Grade: _____

Date Submitted: _____