**UNIVERSITY OF THE PACIFIC**

**COURSE APPROVAL FORM**

**REVISION**

Please fill in all information. Required signatures are on page 2 of this form. Please return to: Academic Affairs Committee, Office of the Provost, Anderson Hall, 2nd Floor.

**Contact Person:** Dr. Xiaoling Li, PhD.  
**Phone:** x63163

<table>
<thead>
<tr>
<th>Date:</th>
<th>1-31-05</th>
<th>School or College: T.J. Long School of Pharmacy &amp; Health Sciences</th>
<th>Department: PCSP</th>
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<tbody>
<tr>
<td>Proposed Course #:</td>
<td>PCSP 287/387</td>
<td>Title: INTERNSHIP</td>
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<td>Proposed Prerequisites:</td>
<td>REMAINS THE SAME</td>
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<tr>
<td>Units:</td>
<td>2-4</td>
<td>Enrollment/Expected Enrollment: MAX 30</td>
<td>Grade Option: REMAINS THE SAME</td>
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<tr>
<td>Existing Course Title:</td>
<td>INTERNSHIP</td>
<td>Existing Course #: PCSP 291/391</td>
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<tr>
<td>Existing Unit Value:</td>
<td>2-4</td>
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<td>Existing Prerequisites:</td>
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**Revised catalog description:**

REMAINS THE SAME

Please attach a syllabus.

**Describe the proposed changes and provide a rationale.**

"BRINGING COURSES INTO ALIGNMENT WITH COURSE NUMBERING SYSTEM"

If approved, when will this be implemented?

REMAINS THE SAME

What is the anticipated impact on resources (e.g., Faculty, funds, library materials, etc.)?

REMAINS THE SAME

Describe any special facilities, furnishings, or technical needs. List software needs, if any.

REMAINS THE SAME

**U.O.P.**  
**FEB 7 2005**  
**REGISTRAR**
## APPROVAL PROCESS

Please obtain all signatures before submitting to Academic Affairs Committee. Acquire signatures in the order in which they are listed below.

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<tr>
<th></th>
<th>Action by department requesting addition/change:</th>
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<th>Action by the Curriculum Committee of the School/College:</th>
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<th>Action by the Dean of the School/College:</th>
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<th>Action by the Dean of the Library:</th>
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<th>Action by the Director of Educational Technology Services (if computer lab, software needed):</th>
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<th>Action by the Registrar:</th>
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<th>Action by the General Education Committee (as appropriate):</th>
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<th>Action by the Graduate Studies Committee (as appropriate):</th>
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After approval by the Academic Affairs Committee, information regarding new, revised, or deleted programs and courses is sent to the Registrar for listing in or modifying the catalog.

U.O.P.

FEB 7 2005

REGISTRAR

Form revised 9/4/03
Course Title: Experiential Learning Program (Internship)

Instructor(s): Director of Pharmaceutical & Chemical Sciences Program

Number of Weeks: 12
Maximum Enrollment: 30
Unit Value: 2-4

Lecture Hours per Week: N/A
Laboratory Hours per Week: N/A

Discussion Hours per Week: N/A
Number of Labs per Semester: N/A
Experiential Hours per Week: 20-40 hours

Course Description:
An experiential learning program at a pharmaceutical/chemical/biotechnological industry, academic institution, government laboratory, or a clinical site that entitles the students to learn advanced techniques and practical application of the theoretical principles learned in a number of courses.

Prerequisites:
Graduate students that have completed Category I course work or obtained permission of the coordinator shall enroll in this course. For students in thesis/dissertation tracks, concurrence of thesis/dissertation advisor(s) is required.

Teaching Methodology:
A research project will be synthesized in consultation with the major advisor and the scientific liaison of the company under whose guidance the intern is expected to work. Student must initiate the internship training by notifying the Director of External Relations 6 to 12 months prior to the internship training. An approval from the department chair is required, if a student serves as teaching assistant. A minimum of two meetings is suggested between the advisor and the scientific liaison to discuss the progress of intern. Where possible, the project may be designed that is close to the research area of the intern. A weekly journal is expected from the intern and a summary report must be submitted to the Director of External Relations at the end of intern training. Also, the intern is encouraged to publish or present his research observations in peer reviewed journals and national meetings.

Evaluation Methodology:
The University Honor Code is an essential element in academic integrity. If a student violates the Honor Code, the faculty member may refer the matter to the Office of Student Life. If found guilty, the student may be penalized with failure of the assignment or failure of the course. The student may also be reprimanded or suspended from the University. A complete statement of the Honor Code may be found in the Student Handbook, "TIGER Lore".

Grades

Pass or Fail

Director of External Relations will evaluate the intern and is responsible for assigning the grade. He/She shall do so after consultations with the thesis/dissertation advisor and scientific liaison at the organization.
GOALS

Goals for Experiential Learning Program

1. To advance student learning in the practical applications of the principles attained during the different courses
2. To expose students to the new and advanced technologies that are utilized in corporations/research institutes, early in their careers
3. To provide a medium to bridge the gap between academic and industry, leading to a better scientific advancement
4. To provide opportunities for enhancement of our curriculum from input from external scientists
5. To provide additional avenues for student placement
OBJECTIVES

Upon completion of this experiential training program, this student should be able to:

1. Apply the principles learned to practical scientific situations in daily life.

2. Learn new and advanced technologies that are either not available at the university or outside the faculties' immediate research focus.

3. Outline strengths and provide suggestions for improvement of our curriculum.
This training program is instituted to distinguish the graduates of University of the Pacific from other Universities and provide a jump-start to their careers. Acknowledging the fact that the industrial practices and values among chemical, pharmaceutical, biotechnology industries, research institutes, government laboratories, academic institutions, and clinical sites are diverse, no course outline is proposed for this experiential training program. However, to maintain uniform standards across the disciplines, it is recommended that the outline be developed in advance in consultation with the student advisor, scientific liaison and the director of external relations. The attached checklist will provide further guidance in developing such outline.
Experiential Learning Program (Internship) Student Checklist

(check completed items)

9 months before desired semester of internship:

_____ 1) Meet with major advisor to discuss internship objectives and sites

_____ 2) Obtain approval for internship from the department chair if you serve as a teaching assistant

_____ 3) Initiate internship training by notifying the PCSP Director of External Relations

6 months before desired semester of internship:

_____ 1) Meet with PCSP Director of External Relations to identify internship opportunities

_____ 2) Provide curriculum vitae/resume to PCSP Director of External Relations

- The PCSP Director of External Relations will research and market the student to appropriate internship sites. *You also need to be active in the internship search. This may include calling employers to set up interviews and/or following up on internship site recommendations.

Internship Preparation:

_____ 1) Send a targeted resume and cover letter to each prospective internship site

_____ 2) Meet with prospective employer. Participate in a mock/practice interview with PCSP Director of External Relations if needed.

_____ 3) Synthesize a research project in consultation with your major advisor and the internship site's scientific liaison under whose guidance you will be working. When possible, design the project to be close to your research area.

_____ 4) Schedule appointment and meet with PCSP Director of External Relations after an internship location has been selected and secured. At this appointment, your responsibilities during the internship will be reviewed. Provide all contact information for your chosen internship site.

Internship:

_____ 1) A minimum of two meetings is suggested between your advisor and the scientific liaison to discuss your progress

_____ 2) Submit a weekly journal and summary report to the PCSP Director of External Relations at the end of your internship training

_____ 3) Publish or present your research observations in peer reviewed journals and national meetings if possible

U.O.P.

FEB 7 2005

REGISTRAR