George Mason University  
Graduate Course Approval/Inventory Form  

Please complete this form and attach a copy of the syllabus for new courses. Forward it as an email attachment to the Secretary of the Graduate Council. A printed copy of the form with signatures should be brought to the Graduate Council Meeting. Complete the Coordinator Form on page 2, if changes in this course will affect other units.

Please indicate: _____ NEW  ___X__ MODIFY  _____ DELETE

Local Unit: Community College Education  
Graduate Council Approval Date:  

Course Abbreviation: HELA  
Course Number: 885

Full Course Title: Internship in College Teaching and Administration

Abbreviated Course Title (24 characters max.): Internship

Credit hours: 3  
Program of Record: Community College Education

Repeatable for Credit?  
___ D=Yes, not within same term  
___ T=Yes, within the same term  
___ N=Cannot be repeated for credit  
Up to hours: 6

Activity Code (please indicate):  
___ Lecture (LEC)  
___ Lab (LAB)  
___ Recitation (RCT)  
___ Studio (STU)  
___ Internship (INT)  
___ Independent Study (IND)  
___ Seminar (SEM)

Catalog Credit Format 3 : 0 : 0  
Course Level: GF(500-600) ___  GA(700+) ___X__

Maximum Enrollment: 18  

For NEW courses, first term to be offered:  
Prerequisites or co requisites: HELA 601, 602, 6 additional core credits, approval of advisor and Internship Coordinator

Catalog Description (35 words or less)  
Please use catalog format and attach a copy of the syllabus for new courses.  
: see attached

For MODIFIED or DELETED courses as appropriate:  
Last term offered: F 03  
Previous Course Abbreviation: CTCH  
Previous number: 885

Description of modification: abbreviation change

APPROVAL SIGNATURES:  
Submitted by: ________________________________ email: gkettlew@gmu.edu

Department/Program: ________________________________ Date: __________________

College Committee: ________________________________ Date: __________________

Graduate Council Representative: ________________________________ Date: __________________
Approval from other units:

Please list those units outside of your own who may be affected by this new, modified, or deleted course. Each of these units must approve this change prior to its being submitted to the Graduate Council for approval.

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HELA 885 Internship in College Teaching and Administration (3:0:0)

Prerequisites: Admission to the certificate or doctoral program; HELA 601, HELA 602; and approval of advisor and Internship Coordinator; 6 additional credits of core requirements; students must contact the program at least one semester prior to enrolling.

Description: This is a supervised internship at a community college, four year college, or in a non-teaching higher education setting such as a government agency, administrative office in higher education to develop skills applicable to college-based teaching, higher education administration or policy. A minimum of 200 hours of work and participation in an internship seminar is required.

Modification: abbreviation change from CTCH to HELA