New Course Request

Indiana University

Check Appropriate Boxes: Undergraduate credit [ ] Graduate credit [ ] Professional credit [ ]

1. School/Division: Liberal Arts
2. Academic Subject Code: MSPT

3. Course Number: 2445 (must be cleared with University Enrollment Services)

4. Instructor: 

5. Course Title: Motorsports Studies Capstone Internship

Relevant Abbreviation (Optional) (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2008 (4408)

7. Credit Hours: Fixed at ___ or Variable from ________ to ________

8. Is this course to be graded SF (only)? Yes ___ No 

9. Is variable title approval being requested? Yes ___ No 

10. Course description (not to exceed 50 words) for Bulletin publication: The Motorsports Studies Capstone Internship is an intensive individual project that draws on the student's chosen area of emphasis in the Motorsports Studies Curriculum: Motorsports Studies, Communication and Public Relations, Business, Finance, and Management, and Tourism and Event Management. The project will involve an in-depth research project and internship with a motorsports organization or both.

11. Lecture Contact Hours: Fixed at ___0___ or Variable from ________ to ________

12. Non-Lecture Contact Hours: Fixed at ___3___ or Variable from ________ to ________

13. Estimated enrollment: ___5/yr___ of which ___0___ percent are expected to be graduate students.

14. Frequency of scheduling: ___1/yr___

15. Will this course be required for majors? ___No___

16. Justification for new course: Required for the Motorsports Studies Certificate

17. Are the necessary reading materials currently available in the appropriate library? Yes ___No___

18. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

19. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: 

[Signature] Date 11-11-08

Department Chairman/Division Director

Approved by: 

[Signature] Date 12-18-08

Dean

Dean of Graduate School (when required) 

Date

Chancellor/Vice-President

Date

University Enrollment Services

Date

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724 University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
DRAFT

Motorsports Studies Internship
Z445

Instructor: Robert White
Office: CA 503L
Phone: 274-7520
E-Mail: spike@iupui.edu
Office Hours: To be announced

The Motorsports Studies Capstone Internship is designed to help students synthesize and demonstrate what they have learned from the Motorsports Studies curriculum. The internship provides opportunities for students to integrate what they have learned in their motorsports classes, and in their major, and prepare for their future careers.

IUPUI has 6 Principles of Undergraduate Learning

1. Core Communication and Quantitative Skills
2. Critical Thinking
3. Integration and Application of Knowledge.
4. Intellectual Depth, Breadth, and Adaptiveness.
5. Understanding Society and Culture.
6. Values and Ethics.

Although all six Principles of Undergraduate Learning will be reflected in the expectations for this course, students should pay particular attention to Principle 3, Integration and Application of Knowledge. The Motorsports Studies Research Capstone is the culmination of the student’s learning in Motorsports Studies and requires students to combine the knowledge and skills gained in their coursework into an integrated whole. This course asks students to review their knowledge of Motorsports Studies, and where applicable their learning in the major, and to think carefully and deeply on how that knowledge is interrelated and interdependent.

The most productive capstone projects are well-defined, clearly structured, coordinated with a faculty supervisor, and focused on a topic that interests the student. Taking time to develop a good project with clear methods and goals on an interesting subject will ensure the completion of the project and make the experience much more rewarding and enjoyable. It is never too soon to start planning your capstone project.

All internship projects must be consistent with one of the four areas of emphasis that are available to students pursuing the certificate: Motorsports Studies; Communication and Public Relations; Business, Finance, and Management; and, Tourism and Event Management. These themes are not mutually exclusive and students are encouraged to integrate and apply knowledge as it relates to all four themes, as appropriate.

Students may choose one of two options for their capstone project. This choice should be informed by the student’s career plans. For those interested in pursuing a career in the motorsports industry, an internship with a motorsports organization is advised. For students interested in motorsports as
an intellectual subject of study, an in-depth research may be a more appropriate choice for the capstone project. Each option will involve the same amount of time and commitment (i.e., 150 hours). These options should be discussed with the Director of Motorsports Studies and independently with a faculty member that the student might ask to serve as the Faculty Supervisor. Z445 is designed for students choosing the Motorsports Studies Internship Capstone Option.

**Applied Internship in the Motorsports Industry**

In this project, students work closely with a motorsports organization as a structured, formal, internship. It is expected that these projects will generate some sort of product (e.g., a database, a report, or a series of reports) that will benefit the organization. Students will identify the motorsports organization, prepare a formal proposal that is approved by the motorsports organization, the Director of Motorsports Studies, and the Motorsports Studies Curriculum Committee, and then complete the project.

**The Motorsports Studies Internship Capstone Project Proposal**

An internship begins with a proposal. This is a paper that clearly and succinctly outlines the methods, goals, products, and integrative and applied implications of the internship. Most proposals are about 10 double-spaced pages in length (typically this page count does not include the title page and bibliography). It is assumed that a Motorsports Studies Internship Capstone Project Proposal will be well-written, clear, and structured according to the following elements:

1. **Title Page:** Provide a clear and interesting title. Include the student’s name, the motorsports organization’s name, and the Faculty Supervisor’s name.

2. **Project Description/Introduction:** Describe project plans in detail.

   i. Identify and describe where the internship will occur, including (if relevant) the name, activities, and mission of any non-university organization involved. Include documentation showing that the organization will support the internship.

   ii. Describe the specific goals of the internship. What will the student learn and how will this benefit the student and the motorsports organization?

   iii. Theoretical and/or applied significance of the project: articulate the importance of this project in broader contexts and its central questions in various theoretical, integrative, or applied perspectives within motorsports studies.

3. **Literature Review:** When appropriate, discuss the literature relevant to the internship. For example, an intern helping a motorsports team with public relations and external affairs might draw on literature in communication studies, writing, and journalism.
4. **Methods:** Detailed description of materials to be used and methods to be employed during the execution of the project.

   i. Be very clear and detailed about EXACTLY what tasks will be performed, and when, as part of the internship. The expectations of the internship organization and the faculty sponsor must be clearly stated.

   ii. A specific plan of action must be included, with approximate dates by which various tasks will be completed, plus estimates of the number of hours to be devoted to each. Be as specific as possible. The Motorsports Curriculum Committee will require clarity for project plans that are not clearly described or do not seem to require the amount of time you have allotted for each task.

   iii. Special resources needed to carry out the project, if any, and how these will be provided. This may include admission to specific events, travel funds, and so forth.

   iv. A schedule of meetings with the Faculty Supervisor. There must be regular meetings between the student and the Faculty Supervisor while the project is being conducted (typically, these will be bi-weekly or every three weeks or so).

5. **Results:** List learning objectives and professional competencies that are expected to result from the capstone project. Students should describe how the project will demonstrate learning, skill development, and the integration of knowledge as related to Motorsports Studies. This should include a description of specific products that will result (e.g., press releases, an advertising portfolio, etc.).

6. **Literature Cited:** A bibliography of relevant motorsports studies resources, as appropriate.

7. **Signatures:** Student, Faculty Supervisor, Representative of the Motorsports Organization.

The Capstone Project Proposal is due to the Director of Motorsports Studies six weeks prior to the start of the semester in which the project will be undertaken (November 15; July 15; April 15).

The Motorsports Studies Curriculum Committee will review and, when appropriate, approve the proposal. The Curriculum Committee does not assign grades; it simply accepts or declines proposals and projects. The student’s Motorsports Faculty Supervisor assigns the final grade. If the Motorsports Studies Curriculum Committee requires revisions prior to accepting either the proposal or final project, these are usually completed with the direction of the student’s Faculty Supervisor and the Director of Motorsports Studies.

A three-credit hour project should be approximately 150 hours (all three-credit classes are supposed to occupy 150 hours of student time, including time in class and studying for the course). Over the course of a 15-week semester, this is approximately 10 hours a week. Internships should be completed by the end of the semester in which the student is enrolled in the Capstone Project. Capstone Projects may, by prior arrangement, extend beyond a single semester, particularly if done...
during Summer I or II.

Time spent on the project must be documented in a detailed timeline log that identifies each task. Students should be very clear about what was entailed in the task and not include ambiguous entries that cover vast swaths of time. For example, an entry of “Research, 45 hours” will require significant explanation. Indicate the day(s) on each task, detail exactly what was entailed in that task, and note the exact times for the tasks. This is very easy if a notebook log is kept from the very outset, but impossible if attempting to reconstruct from memory at semester’s end. The timeline log should be included as an appendix to the final capstone project report. It is strongly recommended that students save all documents in multiple formats and on more than one computer. Be prepared for computers to crash, and so forth.

**Capstone Portfolio**

Upon completion of the project, students will submit a final project portfolio which will include the following:

1. *Title Page* with an abstract (one paragraph) of the entire project;

2. A copy of the original *Project Proposal*;

3. *Project Paper* or other relevant documentation equivalent to 25 pages. To the highest degree possible, the portfolio should follow a format similar to the capstone project proposal. The final portfolio paper *must* include a reflective discussion of the internship experience (the project paper can vary depending on the project but typically must involve some self-reflection on the project experience; the reflective aspects of the project should be discussed with the Faculty Supervisor);

4. *Literature Cited*;

5. *Documentary Materials* illustrating the project including visuals, if possible;

6. *Log* of activities kept by the student, which should include the date, length of time on activities and description of activities; and,

7. *Letter of Evaluation* of the project from a representative of the motorsports organization.

**Grades**

The Faculty Supervisor submits the final grade based upon evaluation of the completed project as documented in the project portfolio. The Faculty Supervisor will also seek input from individual(s) associated with the relevant motorsports organization. The Faculty Supervisor will typically consult with the Motorsports Studies Curriculum Committee and/or Director of Motorsports Studies prior to assigning the final grade.

**Grade Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
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<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
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<tr>
<td>A</td>
<td>95-96</td>
</tr>
<tr>
<td>B</td>
<td>87-89</td>
</tr>
<tr>
<td>B-</td>
<td>83-86</td>
</tr>
<tr>
<td>C-</td>
<td>76-77</td>
</tr>
<tr>
<td>D+</td>
<td>74-75</td>
</tr>
</tbody>
</table>
A-  93-94  
B+  90-92  
F   69 -  
C+  80-82  
C   78-79  
D   72-73  
D-  70-71  

Student Responsibilities

Capstone Projects are an independent learning experience. The primary responsibility for initiating, developing, and carrying out the project belongs to the student. The student is responsible for discussing potential projects with their major advisor and the Director of Motorsports Studies. When appropriate, the Director of Motorsports Studies will forward the capstone project proposal to the Motorsports Studies Curriculum Committee. It is assumed that students will identify and contact the faculty member who will be the Faculty Supervisor, contact organizations or individuals who will be involved in the project, write the project proposal, and communicate regularly with both the Faculty Supervisor and the Director of Motorsports Studies. If, in the course of the project, problems arise, then it is the student’s responsibility to alert her/his major advisor, Faculty Supervisor, and the Director of Motorsports Studies to any problems and/or substantive changes in the project, keeping a log of project activities, and preparing the final portfolio for assessment.