INTR 298/398/498/598 SYLLABUS

Internship Experience (15-week semester)

COURSE: INTR 298/398/498/598 Internship

CREDITS: Arranged with instructor. Minimum of 45 hours per credit. ***Note:*** *You must register for the internship credit during the semester in which the internship is completed (i.e. summer interns must register for summer session).*

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PURPOSE AND OBJECTIVES:
The purpose of this internship program is to challenge you to productively combine work experience with classroom learning. In doing so, you will gain relevant work experience and transferable skills that will help you to achieve academic, career, and/or personal goals.

By participating in an internship, you will:

- Gain firsthand insights about a variety of career opportunities.
- Better understand the educational needs and responsibilities of professionals in that field.
- Be able to make better decisions about future course work and career goals.
- Have the opportunity to apply classroom knowledge to actual work situations, thereby gaining a clearer understanding of academic concepts and be able to hone skills that will serve you in the future.
- Be able to evaluate the professionalism of your employing organization and your own professionalism and to articulate these analyses through assignments to your instructor.

GRADING:

Completion of work and hours (45 hrs/credit)	30%
Learning Agreement	15%
Self Evaluation, Assignments, Final Evaluation	35%
Supervisor's Evaluation of Intern	10%
Other forms (Student Midterm & Final Evaluation)	10%
	100%

*Grades for this course are pass/fail. You must receive a **70% to pass**.*

INTERNSHIP GUIDELINES

The following guidelines explain the internship curriculum requirements. It includes information regarding eligibility, approval, registration, and required assignments/paperwork.

I. Internship Description and Eligibility

INTR internship credit is limited to students who have a **minimum GPA of 2.5**. Students must first attempt to gain internship credit through their academic departments. If a student's academic department is unable to grant credit, a student may be eligible for internship credit under the subject of Interdisciplinary Studies (INTR 298/398/498/598).

With approval of the instructor, credit for INTR 298/398/498/598 can be granted to students who participate in relevant work experiences that allow them to:

- Develop transferable skills (communication skills, problem solving, teamwork, organization/time management, goal setting & meeting deadlines, project management, public speaking, etc.)
- Gain experience in a professional environment and learn about career opportunities.
- Apply classroom learning to their internship responsibilities.
- Clarify academic/career goals.
- Develop a better understanding about their strengths, weaknesses, and interests.

II. Getting Your Internship Approved

Approval to participate in the internship must be obtained from the course instructor <u>before</u> the internship begins. Suitable internships must be valid learning experience that provides opportunities for professional and personal growth. Many summer jobs (lifegaurd, fast food, waiting tables, etc.) will <u>not</u> qualify for internship credit. Once you have found a potential internship, you will need to:

1. Submit a completed 'Application for Internship Credit', which can be received from the Career Center.
2. Make an appointment to meet with the instructor to discuss credit options.

The instructor will review your application to determine if it is a valid learning experience and if it will provide relevant skills/knowledge. If so, the instructor will determine how many credits you may register for and will email you the following registration information:

- The course number and section to register for (INTR 298/398/498/598)
- The number of credits to register for

III. Registering for Your Internship

After your internship has been approved by the instructor and you have received the registration information listed above, you will need to register for your internship credit (same procedure you use to register for your other courses). **You must register and pay for your internship credit <u>prior</u> to starting your internship.**

IV. Required Assignments/Paperwork

<u>Required Forms:</u>
These forms can be printed from the Career Center Web site or picked up at the Commons room 334. All forms <u>must</u> be turned in to receive a passing grade.

- Learning Agreement
- Student Evaluation of Internship – Midterm
- Student Evaluation of Internship – Final
- Supervisor's Evaluation of Student Intern

<u>Required Assignments (for a 15-week semester internship):</u>
The following is a timeline of the required assignments. These assignments will help you better understand the organization for which you serve as an intern. .

<u>Week 1</u>

- Complete the Learning Agreement with your supervisor and mail/fax to the Career Center.

- Provide your supervisor with the Supervisor's Instruction Packet from the Career Center (this includes the final evaluation form for them to evaluate your performance).

Week 8

- Complete the Student Mid-term Evaluation of Internship and mail/fax to the Career Center.
- Submit a 2-3 page Self-Evaluation (as an email attachment). Please describe:
  - Your understanding of the company/organization (purpose, short/long-term goals, current challenges, strengths/weaknesses, etc.)
  - The nature of your projects/responsibilities and your progress on these projects.
  - Benefits to your employer (why are you doing what you are doing, how will your work benefit your employer, will your work benefit others, etc.)
  - Challenges/difficulties you have encountered and what you are doing or planning to do to overcome these difficulties.
  - What interesting facts have you learned (about the company, your project, yourself, etc.)

Week 15

- Complete the Student Final Evaluation of Internship (including the essay) and mail/fax to the Career Center.
- Remind your supervisor to complete their final evaluation of your performance. Provide them with an additional copy if needed. Supervisors are encouraged to discuss your evaluation with you, or they may send it directly to the CAPP office.

Additional Assignments for Students Earning More Than 2 Credits

Students earning more than 2 credits must complete additional assignments. One additional assignment is required for every credit over 2 (i.e. 3 credits requires 1 additional assignment, 4 credits requires 2 additional assignments). *Additional assignments are due by the end of the 13th week of your internship.* Assignments can select from the following:

- **Interview an administrator or high-level professional in your organization** to learn about their background, training/education, career path, current issues/projects they are working on, outlook for the future, advice for future industry professionals, etc. Write a 2 page summary of your findings.
- **Interview 3 or more employees in non-management positions** to learn about what they like most and least about their jobs, employment benefits, management and supervision, training and professional development opportunities, etc. Write a 2-3 page summary of your findings (Consider factors such as: Are their common responses from those you interviewed? Is the company responsive to employee concerns? What does the company do to foster a positive work environment?). Also discuss what employment factors and work environment are important to you in selecting a future employer.
- **Attend a multi-agency or multi-department meeting** and write a 2 page summary of the purpose of the meeting, who was involved, issues discussed, what were the goals of the meeting, and what was the outcome of the meeting.
- **Attend a training session, conference, or lecture** sponsored by your employer or related to your internship. Write a 2 page summary on what the event was about, the type of people who attended, what you gained from this training/conference/lecture, and how you will use what you learned in your internship or future career.
- **Attend a social or community service activity sponsored by your organization** and write a 2 page summary on who organized the activity, what was the purpose/goal of this activity, what types of employees attended (management vs. non-management), did this activity help develop positive relationships among employees, and how successful was this activity in meeting its goal. Also discuss how important social or community service activities are to you in selecting your future employer.

- **Research a current challenge/issue your employer is facing** and write a 2-3 page paper on the background of this issue (what brought about this challenge), what is your organization doing to address this challenge, what are your recommendations for addressing this challenge, and what is your rationale behind your recommendations.
- **Presentation of your internship experience** to one class or workshop during the semester you return to campus. (Discuss the scheduling of your presentation with your instructor by the 8th week of your internship)
- **Submit a portfolio of your work.** Portfolio may include business letters, promotional materials, charts/spreadsheets, and other documents that you created. Reports or proposals that you wrote for your employer can also be included. If you were responsible for a project, a comprehensive project binder is an acceptable portfolio.
- **Submit a weekly journal** (via email) discussing your current projects, goals, difficulties, accomplishments, and your thoughts on the work you've done that week.
- **Take a series of pictures and create a visual report** depicting the typical daily operations at your organization. This visual report can include the organization's facilities, programs/services, scope of operations, key personnel, your place of work, you working on various projects/responsibilities, your accomplishments, etc. Pictures should be accompanied by captions explaining the photo. This assignment may be submitted in hard copy or on your website (be sure to send your instructor a link to your website).
- If you have **other ideas for assignments**, please discuss them with your instructor at the beginning of your internship.

Additional Assignment for Students Earning Graduate-Level Credit

For students in INTR 598, an additional assignment is required. Write a 3-5 page paper discussing a contemporary or historical issue pertinent to your internship, employer, or industry. ***This assignment is due by the last day of your internship.***