

CW 486 INTERNSHIP SYLLABUS

ACADEMIC AFFAIRS/CAREER SERVICES

Course: **CW 486 Advanced Internship** (1-6 hours credit)

Section: PA 1 credit
PB 2 credits
PC 3 credits

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COURSE DESCRIPTION

An internship work experience is intended to help you apply your formal classroom education to “real world” work experience. The work assignment must be related to your area of interest and may be conducted within business or industry, the public or private sector, state, federal or local government, or social service agencies. This syllabus is designed to assist you as you prepare and conduct your internship.

The CW 486 course may be taken during the summer, fall, or spring semester of any academic year. Interns must work the minimum number of hours as indicated below to earn the credit hours:

50 work hours = 1 hour academic credit
100 work hours = 2 hours academic credit
150 work hours = 3 hours academic credit
300 work hours = 4 hours academic credit
450 work hours = 5 hours academic credit
600 work hours = 6 hours academic credit

ELIGIBILITY

In order to register for the CW 486 internship course, you must:

1. Have a GPA of 2.5 or better
2. Have completed 60 hours (or demonstrated work experience at the discretion of the instructor) by the starting date of the internship
3. Have an approved internship site
4. Read the Career Services Internship Handbook and submit all appropriate forms to Career Services before the internship begins

LEARNING OUTCOMES

Through an internship, you will have the opportunity to gain a variety of experience and education by:

1. Gaining practical work experience under professional supervision and guidance;
2. Applying theories and principles to specific situations within their internship experience;
3. Exercising and improving their time and stress management skills as well as problem-solving skills;
4. Observing and analyzing professional behavior;
5. Demonstrating creativity, initiative, and responsibility;
6. Completing a resume that is appropriate for the industry;
7. Identifying and market individual skills, abilities, and values as they relate to a career;
8. Identifying career resources to aid in career exploration;
9. Gaining knowledge of professionalism and business etiquette

COURSE REQUIREMENTS

Registration with Career Services

All students are required to register on-line with Career Services at emporia.edu/careerservices. You must complete your profile in Hire-a-Hornet, sign and submit to our office the "Consent to Disclose Information" form, and pay the \$15.00 fee.

Instructor Expectations

One of the objectives of the internship experience is to help you understand yourself and the world of work. As a part of that, you are expected to practice professional behavior at work, including timeliness, appropriate dress, manners, respect, and civility. As a student of Emporia State University, you represent the institution and should adhere to the Student Code of Conduct as outlined in the *ESU Student Handbook*. Any complaints, grievances, or harassment issues should be handled according to the procedures in the handbook.

Internship Goals and Objectives

You will need to formulate specific goals - both organizational and personal - for your internship, based upon the job description and consultation with your employer. Steps to achieve those goals should also be outlined. Submit these goals to the instructor during the first two weeks of the internship. You will also use these goals as a part of your final reflection paper (see below).

Evaluation and Grading

Although an internship is intended to provide you with practical work experience, it is also an academic course, during which you are expected to submit assignments regarding your work. These assignments are designed to maximize the internship experience and integrate your education with real world job opportunities. All interns, therefore, are required to meet with the instructor at the beginning of the internship to establish goals. Another meeting must be scheduled at the end of the semester in which you are enrolled for the internship course. The final grade will be based upon the timely submission of the following items:

I. Resume & cover letter of	20%	Rough draft due at midterm, final draft during last week of Internship.
II. Monthly time reports:	*0%	Due last work day of the month.
III. Biweekly journaling via e-mail: below).	30%	Due on the 1 st and 15 th of each month (<i>see "Note"</i>)
IV. Performance evaluation by employer:	20%	Submitted by employer upon completion of your work term.
V. Exit interview with supervising faculty	*0%	Final meeting at completion of your work term.
VI. Final reflection paper:	20%	Due during finals week at the final meeting with supervising faculty.

No late work will be accepted beyond the deadline.

*These items do not represent a particular percentage of your grade; however, they must be completed and submitted in order to receive your final grade. NOTE: You may choose to submit your journal entry as a brief daily log of experiences or detailed overview of highlights for that 2-week period. One two-week journal entry will be replaced with the DISCOVER assessment.

On-Site Visit

When possible, an on-site visit will be conducted by the instructor. You will be required to make arrangements for the visit with your work supervisor so that there is appropriate time for the instructor to observe your work performance. As a part of the site visit, a meeting should also be arranged between your work supervisor and the instructor.

Final Reflection Paper

The final report is an in-depth assessment and reflection of the internship and should include the following:

- I. Employer/Organization: List the name of the employer/organization, the type of business (purpose), location (full address, phone/fax numbers, website address), and the internship site supervisor.

A. Mission of Organization: Include the organization's mission statement and discuss whether you feel it is an accurate reflection of the organization.

B. Organizational Hierarchy/Management Structure: Provide a structure of the organization's hierarchy. Describe the management structure, both formal and informal, of the organization.

C. Personnel Policies/Code of Conduct: Describe the organization's personnel policies or code of conduct, and discuss the strengths and weaknesses of these. If the organization does not have a written code of conduct, discuss any unwritten (or understood) codes of conduct.

D. Communication Methods and Effectiveness: Describe the communication characteristics of the organization, citing examples of effective and ineffective communication you observed. Discuss any changes you feel would benefit the current structure.

II. Internship Project Information: Provide the specific title of your position as an intern.

A. Goals (Organizational and Personal) of the Internship: Discuss what goals you established at the onset of the internship, as well as the goals that were established for you by the organization. Give examples of how these goals were achieved.

B. Tasks/assignments: Discuss the specific tasks/assignments you were given throughout the course of the internship.

C. Negotiation of Role and/or Tasks: Discuss how, if at all, you were able to negotiate your role or position in the organization and/or how you negotiated some of the tasks given to you.

III. Evaluation of Experience:

A. Summary of Accomplishments: Describe your accomplishments in the internship. Include in your discussion how you feel your accomplishments impacted/impacts the organization.

B. Career Implications: Discuss the career implications of your internship experience, detailing the connection between your formal education in your major and the internship.

C. Evaluation: Discuss what professional, academic, and personal impact the internship had on you, explaining what you learned about yourself and any insights you gained. Include in your discussion how you did or did not meet the *Learning Outcomes* listed above. Also discuss how the internship may or may not have influenced your career goals, how it did or did not meet your expectations, and whether you would recommend your internship site to future students.

JOURNALING

Journal entries should include substantive information regarding observations made during your daily work experiences. Topics to consider when writing journal entries:

- Work Environment
- Issues of Professionalism
- Management/Supervision Techniques Observed
- Examples of Effective Teamwork in the Workplace
- Interaction with Business Clients
- Communication Methods Employed by Employees and Supervisor
- Challenges You Have Encountered during the Experience

BI-WEEKLY JOURNALING SAMPLE

Intern: Terri Bauman

Employer: Hatton-Brown Publishers

Tues. 3/18/08 Invited to sit in on a Hatton-Brown executive meeting. Dress was coat/tie, and reporting came from each department head. I observed effective team work in action. Executives prepared an agenda where all units were required to report during the meeting. Projects are highly interdepartmental and utilize all aspects of the company. By reporting on progress of projects and updates, all departments learn about resources and can effectively collaborate. There was an interesting report from the marketing department regarding the differences of costs vs. size of the advertisement and its effectiveness. One of the company's initiatives this quarter is to complete market research of the Greater KC area and refine their current brand according to results.

CAREER SERVICES MISSION STATEMENT

Career Services provides a variety of programs and services for in-coming students, transfer and current students, graduates and alumni. Our mission is to:

- Equip students with skills for lifelong purpose and career success
- Develop and cultivate regional and global partnerships with alumni, faculty, administration, community, and employers to enhance employment and experiential education opportunities for campus and distance learners
- Adapt and optimize opportunities in a dynamic environment
- Integrate various aspects of student development including academic, social and career.

Link to the University Mission and Goals

Emporia State University strives to create a collegial atmosphere that fosters freedom of inquiry and expression, increases awareness of cultural diversity, provides broad learning opportunities, encourages flexibility and innovation, and fosters student development in and out of the class. The university also seeks to encourage life-long learning, to impact society's cultural heritage, and to provide leadership in selected areas of distinction and to provide a student-centered approach.

Career Services will promote learning and development of students by encouraging outcomes such as intellectual growth, the ability to communicate effectively, realistic self-appraisal, clarification of values, appropriate career choices, leadership development, meaningful interpersonal relationships the ability to work independently and collaboratively, satisfying and productive work lifestyles, and the achievement of personal goals. Career Services offers programs that support student learning inside and outside the classroom and provides students with lifelong skills related to their educational and career goals.

In addition, Career Services will provide leadership to the university on career development concerns and will develop positive relationships with employers and external constituencies. The programs and activities in Career Services will support institutional outcomes assessment and relevant research endeavors.

STUDENT ACCOMMODATION

Students who experience a disability and feel a need for an accommodation for any of the activities and requirements of this course should contact the Coordinator of Disability Services, Memorial Union Lower Level Room 002, 316-341-5221. If other concerns exist related to safety or medical conditions, please communicate this information as well. This office coordinates services to students to accommodate disabilities and to promote equal education opportunities. Accommodations are provided on an individualized, as needed basis after the need for such accommodations has been evaluated for each student.

ACADEMIC DISHONESTY POLICY

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own intellectual or creative accomplishments of another without giving credit to the source or sources). The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university. (Faculty Senate, May 1996)