

# **CW 286/486 INTERNSHIP SYLLABUS**

## **CAREER SERVICES**

Course: **CW 286/486 Internship** (0-6 hours credit)

Section:	PA	0 credits	PD	3 credits	PG	6 credits
	PB	1 credit	PE	4 credits		
	PC	2 credits	PF	5 credits		

Supervising Faculty: Joel Ewy  
Internship Coordinator and Career Counselor  
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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 and help the student begin to gain valuable experience in a related field of work. 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 286/486 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 = 0 or 1 hour academic credits	200 work hours = 4 hours academic credits
100 work hours = 2 hours academic credits	250 work hours = 5 hours academic credits
150 work hours = 3 hours academic credits	300 work hours = 6 hours academic credits

### **ELIGIBILITY**

In order to register for the CW 286/486 internship course, you must:

1. Have a GPA of 2.5 or better and have completed a certain number of credit hours by the start date of the internship (CW 286 = 24 credit hours, CW 486 = 60 credit hours)
2. Have an approved internship site
3. Read the Career Services Internship Handbook and submit all appropriate forms to Career Services before the internship begins
4. You must have registered with Career Services (online) by completing your profile on “Handshake,” no fees are required
5. International students must refer to the “International Student Guide to Career Services and Employment”

### **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 and business etiquette;
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;

### **COURSE REQUIREMENTS**

#### ***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. 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 to be completed on Canvas and are designed to maximize the internship experience and share in the experiences of other interns. This course is graded on a ten-point scale and only letter grades will be given, with no pluses or minuses. The final grade will be based upon the timely submission of the following items:

**CW – 286/486 Grading Scale for 1-6 Credit-Hour Courses (Sections PB-PG)**

Type	Number Required	Point Value Each	Total Possible Points
Journals	7	20	140
Monthly Time Report	5	20	100
Final Resume	1	100	100
Final Reflection Paper	1	100	100
▣ Performance Evaluation	1	150	150
<b>Total Points</b>			<b>590</b>
<b>Total Points</b>	<b>Final Letter Grade</b>		
<b>528-590 (90% - 100%)</b>	A		
<b>469-527 (80% - 89%)</b>	B		
<b>410-468 (70% - 79%)</b>	C		
<b>351-409 (60% - 69%)</b>	D		
<b>0-350 (0% - 59%)</b>	F		

▣ Submitted by EACH employer upon completion of your work

Note – All submissions are made on Canvas.

**CW – 286/486 Grading Scale for 0 Credit-Hour Course (Section PA)**

Type	Number Required	Point Value Each	Total Possible Points
Journals	7	20	140
Time Reports	5	20	100
Final Resume	1	100	100
Final Reflection Paper	1	100	100
▣ Performance Evaluation	1	150	150
<b>Total Points</b>			<b>590</b>
<b>Total Points</b>	<b>Final Grade</b>		
<b>351-590 (60% - 100%)</b>	Pass		
<b>0-350 (0% - 59%)</b>	Fail		

▣ Submitted by EACH employer upon completion of your work

Note – All submissions are made on Canvas.

\*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.

**Journaling**

Journal entries should include substantive observations made during your daily work experiences. Specific topics are posted online for each Journal; these will include:

Work Environment

Issues of Professionalism

Management/Supervision Techniques  
Effective Teamwork in the Workplace  
Diversity in the Workplace

Interaction with Business Clients  
Communication Methods Employed  
Challenges from the Experience

### ***Timesheets***

Timesheets must be turned in on-time and accurately according to your work schedule to receive full credit. Failure to turn in timesheets will result in a loss of points. Due dates for timesheets will be communicated before the internship begins.

### ***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. How was teamwork utilized in this 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. How did you adapt your communication style to various audiences, leaders and supervisors?
  
- II. Internship Project Information – Provide the specific title of your position as an intern.
  - a. Goals (Careers 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. 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. Diversity in the Workplace — Discuss the following elements of diversity:
  - a. How would you define diversity? What does diversity mean to you?
  - b. During your internship experience, describe the areas in which you increased your knowledge of cultural diversity and different identities, such as race, gender, disabilities, socioeconomic status, etc.
  - c. In what ways is diversity important within an organization and/or work environment?
  
- IV. Evaluation of Experience – Answer the following:
  - a. Summary of accomplishments. Describe your accomplishments in the internship. Include in your discussion how you feel your accomplishments impacted/impacts the organization. Did you achieve everything you set out to accomplish? Why or why not?
  - 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 not did not meet your expectations, and whether you would recommend your internships to future students.

### **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. 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)

### **EMPORIA STATE UNIVERSITY AFFIRMATIVE ACTION POLICIES**

**3D.0106 Harassment:** Emporia State University seeks to create an atmosphere that recognizes and protects an environment of acceptance and inclusion for all members of the university community. In addition, Emporia State is committed to creating internship partnerships with agencies that create an environment free from harassment and discrimination.

See the Emporia State University Policy Manual for assistance, definitions, and all University policies at <https://www.emporia.edu/dotAsset/8123e3e3-2c10-4f3c-9cdb-b9e2e61e0d7d.pdf>

Students should immediately report policy violations and/or other concerns to the Host Supervisor, the ESU Internship Coordinator/Faculty Supervisor, and the Title IX compliance officer within ESU Human Resources (Ph. 620-341-5379). Depending on the policy violation, reporting may or may not involve each of these parties listed above.

# SAMPLE RESUME

## Katie Somebody

144 Constitution Way, Apt. 3, Emporia, Kansas 66801 ▪ Ph: 620-777-8888 ▪ E-mail: ksome@g.emporia.edu

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### Education

#### Bachelor of Science in Mathematics

Emporia State University

*Cumulative GPA: 3.3/4.0*

*Major GPA: 3.9/4.0*

May 2014

Emporia, Kansas

### Qualifications:

- Ability to apply mathematical theories and techniques to the solution of practical problems in business, engineering, the sciences, or other fields.
- Creative development of mathematical or statistical models of phenomena to be used for analysis or for computational simulation.
- Report results of statistical analyses, including information in the form of graphs, charts, and tables.

### Relevant Coursework

Differential Equations

Principles of Software Engineering

Regression Analysis

Operating Systems

Optimization Techniques

HTML Programming

### Tutoring Experience

Advanced Calculus Private Tutor. Fall 2009

High School Geometry Private Tutor. Fall 2009

AP Calculus Private Tutor. Fall 2011

### Actuarial Internship

#### Mutual of Omaha

*Actuarial Intern*

Summer 2013

Omaha, Nebraska

- Assisted with analyzing and tracking financial results
- Examined systems and products centered around insurance premiums and expenses
- Prepared and analyzed research involving age and ethnic characteristics

### Work Experience

#### Package Handler

*United Parcel Service*

2008 –2010

Sabetha, Kansas

- Examined and inspected containers, materials, and products in order to ensure that packing specifications are met.
- Attached identifying tags or marks information on containers.
- Removed completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks.

### Conferences and Competitions Attended

1. MAA Kansas Sectional Meeting and a problem-solving competition (Wichita State University, Kansas, March 2013)
2. The 67<sup>th</sup> William Lowell Putnam Mathematical Competition, December 2, 2012
2. Expository Talks Series, University of Missouri-Kansas City, Missouri, November 2, 2012

### Extracurricular Activities

Math Day, Volunteer, 2011, 2012 Emporia State University

# INTERN PERFORMANCE EVALUATION FORM

Student \_\_\_\_\_ Intern \_\_\_\_\_ Name: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Name of person completing the form: \_\_\_\_\_

Evaluation Period: (ex. Fall 2018) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evaluate student intern using the following rating scale:

1 - Unacceptable    2 - Below Expectations    3 - Satisfactory    4 - Above Expectations    5 - Exceptional

Rating (circle one)	Performance Factors
1 2 3 4 5	<b>Adherence to Policies:</b> Complies with organizational policies (confidentiality of records, safety guidelines, computer use, etc.)
1 2 3 4 5	<b>Attendance:</b> Reports to work on time; rarely absent; notifies supervisor in timely manner.
1 2 3 4 5	<b>Communication/Interpersonal Skills:</b> Communicates effectively; tactful; able to work cooperatively with others; handles conflict maturely.
1 2 3 4 5	<b>Customer Service:</b> Is attentive and courteous to customers; provides friendly service; is helpful and responsive to needs of customers.
1 2 3 4 5	<b>Performance of Core Duties:</b> Performs the primary duties of the position within expectations.
1 2 3 4 5	<b>Professionalism:</b> Conducts self in professional manner; dresses appropriately.
1 2 3 4 5	<b>Quality of Work:</b> Consistently completes work with few errors, pays attention to details, seeks to learn new procedures; shows initiative in performance.
1 2 3 4 5	<b>Work Productivity:</b> Follows instructions; completes tasks promptly; uses time efficiently; requires minimal supervision.

Additional Comments:

Student Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email completed form to [jewy@emporia.edu](mailto:jewy@emporia.edu). Thank you!