

PHILADELPHIA UNIVERSITY
INTERNSHIP PROGRAM COURSE SYLLABUS – 3 CREDITS (SECOND COURSE)

Office: Career Services Center, Kanbar Campus Center, Suite 313
Hours: Monday – Friday: 9:00 AM – 5:00 PM
Career Services Staff: Katie Johnson
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Faculty Internship Advisor: Professor (to be completed by FIA)

COURSE OBJECTIVE

This upper-level elective course is designed to complement a student's internship experience.

ADMINISTRATION/FACULTY

Career Services: The Career Services Center assists the student in searching for an internship for credit, provides permission to enroll in an internship course, manages all student records for participation in the program, and provides all documentation and evaluation forms as necessary.

Faculty Internship Advisor: The designated faculty internship advisor works with the enrolled student on developing learning goals and grades all assignments. *Students are responsible for establishing and maintaining contact throughout the semester of participation with the faculty internship advisor listed above.*

COURSE FORMAT

Course Orientation: In the weeks preceding the start of the course, students will meet with their Faculty Internship Advisors to receive the syllabus and discuss the course; this is the only *required* meeting for this course. Students are strongly encouraged and expected to attend Professional Development workshops offered by the Career Services Center to ensure that they make the most of their internship experience.

Faculty Internship Advisor Contact: It is the responsibility of the student to contact the faculty internship advisor as early as possible to discuss his/her internship. During that meeting, students should determine the best way to contact their internship advisor for questions, as well as determine the preferred way to submit assignments and deadlines to observe throughout the term.

Internship: The internship experience is intended to provide the student with a meaningful work opportunity related to his/her major; the hours spent at the workplace compose the majority of time required for this course. Each student will establish measurable learning objectives for the internship at the outset, as well as complete assignments (as required) appropriate for his/her participation. Credit for the internship course is granted for the completion of the academic assignments related to the experience, *not* for hours completed at the internship site.

Visitation/Contact: In order to ensure the intent of the course is being fulfilled and the student is gaining appropriate experience in the internship, the faculty internship advisor and/or Career Services staff will contact the student and/or internship supervisor, typically at midterm, to discuss the student's progress with his/her supervisor. Under specific circumstance or where warranted, the faculty internship advisor/Career Services may choose to contact the employer in person in lieu of phone meeting.

COURSE PREREQUISITES

- Successful completion of first three-credit internship course in a previous semester
- 2.5 GPA & 60+ credits in a Bachelor of Science program, 90+ credits completed for Bachelor of Architecture; transfer students must have completed 15 credits at Philadelphia University.
- Submission of a signed/completed Internship Learning Agreement and Student Acknowledgment form
- Permission of the Career Services Center
- The student is also responsible for reading and understanding all internship program policies as outlined in the Internship Program Guidelines (available online and in the Internship Program Office), and maintaining contact with the Internship Program office and his/her faculty internship advisor. Any student found to be in violation of any policies may be dropped from the course(s), receiving neither credit nor tuition refund, and may be subject to disciplinary actions by the University for serious breaches of employer trust.

REQUIRED READING – there are no required readings for this course.

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WRITTEN ASSIGNMENTS - *Please consult schedule at the end of the syllabus for specific due dates*

1. Learning Objectives Assignment (form and template to be e-mailed to student at the start of the semester):

During the first two weeks of the internship, the student will work with his/her site supervisor to develop **at least five** learning objectives/goals for the semester as they relate to specific professional skills. These skills and additional information are outlined and defined in the Learning Objectives Assignment Form. These objectives are intended to create a network of communication and a learning plan for the duration of the internship assignment, and should be written in close consultation with and approved by the student's internship supervisor.

Upon developing learning objectives, the employer is requested to sign the worksheet; the student should then also sign, make a copy for future reference, and submit the original worksheet to his/her faculty internship advisor for review/signature. For the related written assignment, students should follow instructions listed on the Learning Objectives Assignment form; students are required to **complete the Learning Objectives Template**, describing at least five skills that they seek to develop or improve during the internship, their rationale for selecting these skills, and tasks or responsibilities to be carried out in order to develop them. Additionally, students are expected to provide their supervisor and faculty internship advisor with regular updates/reports on their progress towards accomplishing these objectives.

Pilot Project

Each student who is continuing into a second semester of credit-bearing internship is responsible for planning and implementing a Pilot Project. Students who have completed the three credit internship course in a previous semester are responsible only for the assignments outlined in this syllabus.

Pilot Projects are individual in nature, differ from student to student, and are derived much like an independent study; the student, in collaboration and consultation with the internship supervisor and faculty internship advisor, defines the objectives of the project and determines what course documentation should be presented to the faculty for grading.

Examples of past projects have included:

- Composition of a comprehensive, multi-source research paper on a topic affecting the company's clients
- Development and presentation to the faculty of a portfolio of work with a written addendum describing projects undertaken
- Documentation and presentation on a significant accomplishment at the internship.

There are three stages to the Pilot Project assignment:

Part 1, Preliminary Proposal, within the first two weeks of the internship: Because of the intended scope and nature of this assignment, it is imperative that student discuss the project concept or preliminary idea with his/her faculty internship advisor as well as with the internship supervisor prior to beginning to work on the assignment, *typically within the first two weeks of work*, to ensure the feasibility of the project.

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Pilot Project continued...

Part 2, Written Project Outline, due at mid-point of the internship: The student should prepare and submit to the Faculty Internship Advisor a written, 2-4 page outline detailing the basis for the selected Pilot Project topic, it's relationship to the work being conducted as part of the internship, and with definition of the work to be submitted at the end of the semester as the final Pilot Project. This project must receive final approval by the faculty internship advisor before the student proceeds, as well as have the endorsement of the internship supervisor. At this point as well, students should take special care to ensure that any information or materials planned to be used as part of this project from the internship site must be approved by his/her supervisor, most especially if information is deemed proprietary or confidential.

Part 3, Final Pilot Project: Submitted to faculty for review/grading by the end of the internship.

PROFESSIONAL DEVELOPMENT SERIES

Students are ***strongly encouraged***, but not required to attend Career Services Professional Development Series, which take place throughout the semester. Students should review CareerLink for dates, times, and location and to register for the workshops.

Workshop topics include:

Making the Most of Your Internship, Workplace Communication Skills, and Presentation Skills: Tips for Success

GRADING POLICY

The following grading structure will be used: (A, A-, B+, B, B-, C+, C, C-, D+, D, and F). Final grades are also based on promptness of assignments; All late work may be reduced by one letter grade at the discretion of the faculty internship advisor.

Final grade for 2nd semester 6-credit internship course completion will be based on:

10%	Development of and progress towards Learning Objectives
20%	Project development and discussion with faculty, as well as written Project Outline
50%	Final Pilot Project work
20%	Employer's Evaluation of Student