

PHILADELPHIA UNIVERSITY
INTERNSHIP PROGRAM COURSE SYLLABUS – 3 CREDITS

Office: Career Services Center, Kanbar Campus Center, Suite 313
Hours: Monday – Friday: 9:00 AM – 5:00 PM
Career Services Staff: Katie Johnson
Contact: (215) 951-2930 Tel
JohnsonK@PhilaU.edu
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 Center: Career Services 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 all items related to the course syllabus and expectations, as well as the evaluation and grading of all assignments. *Students are responsible for establishing and maintaining contact throughout the semester of participation with the faculty internship advisor.*

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 solely* for hours completed at the internship site.

Contact/Visitation: 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

- 2.5 GPA
- Junior, senior or 5th year status (60+ credits completed, 90+ credits completed for 5-year Arch. Program students).
- 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 and maintaining contact with the Career Services Center 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.

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REQUIRED READING - Please consult schedule at the end of the syllabus for reading schedule

Book: Taylor, Emerson. *Graduates' Guide to Business Success*. 1st edition. Hollywood, FL: Bio. for Everyone. This text is available at the School Store or by purchase through: www.philaU.edu/CampusStore

WRITTEN ASSIGNMENTS - Please consult schedule at the end of the syllabus for 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 required to incorporate the progress made toward the accomplishment of these goals in both their **mid-term and final report** for the semester (detailed information on reports listed below).

2. Article Reviews

Four article reviews will be due during the semester. To complete each review, students should research professional journals, magazines and/or newspapers and select an article of interest and in relation to their employer or profession. In a 1-2 page essay, with a proper citation (APA or MLA format) of the selected article, the student should provide a brief summary of what the author has discussed, as well as include his/her personal thoughts on how the topic of the article may/will affect the student's internship employer and/or professional industry.

Good resources for articles: Many print journals and newspapers as well as online resources and databases are available through the Gutman Library and would provide suitable articles for this assignment. In addition, the student may wish to use journals or newspapers available from his/her supervisor or internship site, but are advised to first request permission to use such resources.

3. Mid-term Report

Mid-term reports must be **at least** 5 pages in length, typewritten and double spaced, and proofread for spelling and grammar. Students are *strongly encouraged* to meet with a writing tutor at the Learning and Advising Center prior to submitting the mid-term report. Each report should also include:

- A cover page, including the student's name, semester of participation, date of submission, and employer's name
- A complete "Works Cited" page, in APA or MLA format, detailing any and all resources used in the preparation of the report.

The mid-term report is intended to focus on the student's understanding of the company and preliminary professional development experiences in the first six weeks of work. To best complete this assignment and address both the company and personal components detailed below, students should consider reviewing the internship employer's website and interviewing his/her supervisor, as well as referring to readings in the course text and completed article reviews.

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WRITTEN ASSIGNMENTS *continued...*

The following points **must** be addressed in the Mid-term report:

COMPANY/INDUSTRY COMPONENT:

- Provide an overview of the company/firm. This may include information about the industry, the company's founding date, what product(s) and/or service(s) are offered, the name of the CEO and other chief officers/owners, number of employees, a timeline of important business events, and mission statement if one is available. Be sure to address how the company was started and by whom.
- Define the company's business objectives as you understand them. Describe how your own learning objectives and what you contribute through your internship complement the objectives of the business.
- Define the formal chain of command within your organization and develop an organizational chart (chart can be included in the paper or as an appendix, see Chapter 8 of "Graduate's Guide" for guidance). Highlight where you and your supervisor fit into the organizational structure.
- Give an overview of the current state of the internship company's industry. Cite current economic and business trends that are affecting the industry today.
- Provide your projection of future business challenges in your industry. You may also wish to include the expressed viewpoints of your supervisor and/or other employees of your company.

PERSONAL COMPONENT:

- Referring to Chapter 8 of "Graduate's Guide for Business Success," comment on the informal chain of command within your organization as opposed to the formal chain described earlier. Describe how the informal chain differs from the formal chain of command within your organization, if at all; provide an example, if possible, of how you used your understanding of the informal and formal chains of command to assist you in your work as an intern.
- Discuss your perspective as you transition through your internship from student to professional. Refer to Chapter 2 of "Graduate's Guide" to understand the most important skill the author believes can be developed. Do you agree with his conclusion? Describe what you think is the most significant skill that can be developed, and describe how you have exercised this skill in your internship work.
- Review the "good work habits" outlined in Chapter 3 of "Graduate's Guide." Describe which of these habits you believe you already understand and demonstrate, as well as which habits you are in the process of developing.
- Chapter 4 of "Graduate's Guide" includes a section on criticism in the workplace. Describe your own reaction to "professional" criticism in the past – in the classroom or the workplace. Has your reaction changed over time? How have you provided criticism to others, including peers or co-workers? How might you apply the author's guidelines?
- Provide a review of your Learning Objectives; to what extent have you developed the skills you set out to develop or improve? Are you on track to complete each of your learning objectives before the end of the term?

4. Final Report

Final reports must be **at least** 5 pages in length, type written and double spaced, and proofread for spelling and grammar. Students are *strongly encouraged* to meet with a writing tutor at the Learning and Advising Center prior to submitting the final report. Each report should also include:

- A cover page, including the student's name, semester of participation, date of submission, and employer's name
- A complete "Works Cited" page, in APA or MLA format, detailing any and all resources used in the preparation of the report.

The Final report is intended to focus on the student's professional development throughout the internship experience. Special attention should be given to a review of the established Learning Objectives from the beginning of the internship term.

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WRITTEN ASSIGNMENTS *continued...*

*The following points **must** be addressed in the Final report:*

- Refer to Chapter 5 of “Graduate’s Guide” and review the author’s “desirable traits” of an employee. Do you agree with each of the traits outlined? At what stage are you in your development of these traits? Which trait(s) is your strength? In which areas do you believe you need to improve?
- Provide a statement as to what role you believe attitude plays in the professional world. Thinking back to the start of your internship, did you begin with a positive attitude and were you able to retain it throughout your experience? Thinking of your co-workers, could you identify one that regularly demonstrated a positive attitude? Please provide a few examples of how positive attitude was demonstrated at your workplace, and the outcomes associated with those situations.
- Referring to Taylor’s definition of a “boss,” why do you think that a boss is important to you as a new professional? Using Chapter 7 as a guide, identify the most commonly exhibited management style of your internship supervisor. How did this management style affect your work? What do you believe would be the most comfortable management style for you to work under? What do you think your own management style may be?
- Please define a P.R.O. according to Taylor. How does the PRO of your company differ from the formal organizational structure that you described in your Midterm report? Why is an understanding of the PRO of a company important to business success?
- Outline and define each of the five political categories mentioned in Chapter 9. Within your organization, did you recognize employees in each of the five categories? Please describe your understanding of politics in the workplace and how they may affect your interactions with others.
- Discuss your understanding of teamwork in an organization. (Refer to Chapter 11) Drawing on your internship experience, do you believe your company’s employees effectively work as a team? Please provide at least one example.
- Discuss the “Least Formal” and the “Cool Down” rules (Refer to Chapter 12) as they relate to professional communication. Provide and describe an example of a time in which you, or someone you worked with, did or did not utilize one of these professional rules. Please also describe the outcome of that situation.
- Referring to Chapter 14, define the three main components of business image. Do you believe you’ve mastered a “business image”? Why is image important?
- In Chapter 15, the author states “Your personal life can be very important to your career.” Do you agree with this statement? Why or why not? How might your personal life change, or need to change, as you move into the professional world?
- **Address the outcomes of your Learning Objectives;** How did you go about accomplishing your goals with regards to the key professional skills you set out to develop? To what extent have you achieved your goals? How have you clearly and tangibly demonstrated to your supervisor that you have developed these skills? Using your experience over the past three months, why do you think this assignment was given, and how might this apply to your professional future?

GRADING POLICY – This course is letter-graded : (A, A-, B+, B, B-, C+, C, C-, D+, D, and F).

Final grade for the Internship Course for 3 credits will be based on:

20%	Development of and analysis of progress towards approved Learning Objectives
20%	Article Reviews
20%	Mid-term Report
20%	Final Report
20%	Employer Evaluation

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ATTENDANCE AT 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

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Course Schedule, Readings and Assignment Due Dates

Week 1	<u>Course Begins</u> <u>Readings:</u> Chapters 16 and 17
Week 2	<u>Readings:</u> Chapters 1 and 2 <u>Written Assignment:</u> Complete Learning Objectives Assignment with supervisor and submit to Faculty Internship Advisor
Week 3	<u>Readings:</u> Chapters 3 and 4 & your Article 1 <u>Written Assignment:</u> Article Review 1
Week 4	<u>Readings:</u> Chapters 5 and 6
Week 5	<u>Readings:</u> Chapter 7 & your Article 2 <u>Written Assignment:</u> Article Review 2
Week 6 – Mid-point of course	<u>Readings:</u> Chapters 8 and 9 <u>Written Assignment:</u> Mid-term Report <i>Faculty Internship Advisor Visit/Contact</i>
Week 7	<u>Reading:</u> Chapters 10 and 11 & your Article 3 <u>Written Assignment:</u> Article Review 3
Week 8	<u>Reading:</u> Chapters 12 and 13
Week 9	<u>Reading:</u> Chapters 14 and 15 & your Article 4 <u>Written Assignment:</u> Article Review 4 Evaluation links (to students and employers) distributed by the Career Services Center
Week 10	<u>Reading:</u> Chapter 18
Week 11	<u>Reading:</u> Review chapter 15
Week 12	<u>Written Assignment:</u> Final Report Employers to complete online evaluations of students by this date Students to complete online evaluation of internship/program by this date