

PHILADELPHIA UNIVERSITY
INTERNSHIP PROGRAM COURSE SYLLABUS – TRANSCRIPT NOTATION

Office: Kanbar Campus Center, Suite 313
Hours: Monday – Friday 9:00 AM – 5:00 PM
Program 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: 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 listed for their major on the Faculty Internship Advisor assignment form located on the Career Services website..*

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.

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

- 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 Internship Program director.
- 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 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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WRITTEN ASSIGNMENTS - *Please consult schedule at the end of syllabus for due dates*

Learning Objectives Assignment (form sent to student via e-mail 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 their **final report** for the semester.

Final Report:

The student is to prepare a brief (2-4 pages) written report reflecting upon his/her work experience at the end of the term. Students are *strongly encouraged* to meet with a writing tutor at the Learning and Advising Center prior to submitting the final report. This report must be submitted in the final week of classes to the Faculty Internship Advisor. This report should include:

- Description of the student's internship employer/company
- Description of the responsibilities and the skills acquired at the internship
- Details describing the progress made toward or accomplishment of Learning Objectives.

Employer's Evaluation of the Student:

Just prior to the conclusion of the internship semester, the Career Services Center will send the student's supervisor a link to an online evaluation form for completion. This evaluation will be reviewed by the student's faculty internship advisor and will keep on confidential file in the Career Services Center. Upon receipt of a satisfactory evaluation and successful completion of all applicable assignments, a notation of "CR" will be placed on the student's transcript.

Student Evaluation of the Internship:

The student will also be sent a link to a confidential, online evaluation of the internship program and the student's experience.

SEE NEXT PAGE FOR ASSIGNMENTS, DUE DATE INFORMATION AND ADDITIONAL INFORMATION

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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

ASSIGNMENT DUE DATES

Week 1	<u>Written Assignment:</u> Complete Learning Objectives Assignment Form and submit to Faculty Internship Advisor
Week 6 – Mid-point of course	<i>Faculty Internship Advisor Visit/Contact</i>
Week 12	<u>Written Assignment:</u> Final report (to Faculty Internship Advisor) Employers to complete online evaluations of students on/soon before this date Students to complete online evaluation of internship/program