

JEFFERSON (PHILADELPHIA UNIVERSITY + THOMAS UNIVERSITY UNIVERSITY)
GRDINTRN-7910: 1-CREDIT INTERNSHIP SYLLABUS
SUMMER 2018

Faculty Internship Advisor:	Professor Phone/Email: Office Location/Office Hours:
Career Services:	Career Services Center Kanbar 313 By Appointment Only
Contact:	Career Services Phone: (215) 951-2930, Fax: 215-951-6884 Career Services Internship Email: intern@philau.edu

COURSE OBJECTIVES & LEARNING OUTCOMES:

Academic internships at Jefferson aid students in professional preparation through a work experience directly related to their major and career goals. This upper-level elective course is designed to facilitate and support a student's academic internship experience. While the primary emphasis of the course is on the internship work experience, course assignments are incorporated to prompt reflection on the internship. This reflection is an integral component of experiential learning and students' overall career and professional development and aligns with the following learning outcomes:

- Students will be able to evaluate potential career opportunities through experiential learning
- Students will be able to assess professional skills they need to develop or improve

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: Preceding the start of the course, students will meet with their Faculty Internship Advisor to receive the syllabus and discuss the course; this is the only *required* meeting for this course. The remainder of the internship experience will be on-site with a ***minimum of 144 hours during the semester, over at least a 12-week period required (both requirements must be met, not simply a total minimum of 144 hours).*** **Required internship hours may only be earned within the semester dates (first day of class – last day of finals).**

Faculty Internship Advisor Contact: It is the responsibility of the student to contact the Faculty Internship Advisor at the point of registration. During that meeting, students should determine the best way to contact their internship advisor for questions or concerns, as well as determine assignment 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 and career goals. 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. 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. *The on-site requirements*, as agreed to from the student signature on the Internship Learning Agreement, are:

- a minimum of 144 hours during the semester, over at least a 12 week period (both requirements are to be met)
- With this signature students also agree to abide by the Academic Internship Program Policies, reviewed prior to registering for an internship and available for reference in the Blackboard internship course.

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 will contact the internship supervisor, typically at midterm, to discuss the student's progress with his/her supervisor. Under specific circumstance or where warranted, the Faculty

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Internship Advisor may choose to contact the employer in person in lieu of phone meeting.

COURSE POLICIES:

The student is responsible for reading and understanding all internship program policies agreed to when the Internship for Credit Application Statement and Policy Affirmation/Risk and Release form (within HireJefferson) were signed. Specific details can be referenced on the *Academic Internship Program Policies* handout and the student's account in HireJefferson. This includes maintaining contact with the Career Services Center and the Faculty Internship Advisor should there be any notable changes to the internship experience. Any student found to be in violation of any policy may be dropped from the course, receiving neither credit nor tuition refund, and may be subject to disciplinary actions by the University for serious breaches of employer trust.

CHANGES TO INTERNSHIP INFORMATION/EXPERIENCE:

Any and all notable changes to the student internship experience, position description and/or employer/supervisor information **MUST** be communicated immediately to the Career Services and Faculty Internship Advisor. *Failure to report changes is in violation of the agreed terms of the Internship for Credit Application Statement and Policies.*

TECHNOLOGY TOOL FOR ASSIGNMENT SUBMISSION: Blackboard (<https://bblearn.philau.edu/>)

All course assignments are to be submitted in PDF or Word format and reviewed by faculty via Blackboard (not emailed to faculty). All course documents and resources are found in the Blackboard internship course, accessible at <https://bblearn.philau.edu/> (details for each assignment are below as applicable). Refer to the "Help" link on the menu on the left side of the screen for Blackboard support and assistance.

WRITTEN ASSIGNMENTS AND EVALUATIONS: Please consult schedule at the end of the syllabus for due dates. All assignments are detailed in and to be submitted through Blackboard in PDF or Word format for Faculty Internship Advisor review (<https://bblearn.philau.edu/>). **DO NOT email assignments to faculty.**

Students are strongly encouraged to meet with a writing tutor at the Academic Success Center prior to submitting major reports.

1. Signed Hours Log

All academic interns are required to maintain a weekly hours log (detailing completed hours), including a *required* supervisor signature **each week**. The log should be submitted via Blackboard (scan and upload as PDF if access to a scanner is available) **at mid-term and semester end** (see below for exact weeks). If a scanner is not available, the log can be faxed, mailed, or submitted in person to the Faculty Internship Advisor. Completed Hours Log forms are attached to this assignment. Submission of the signed hours log is required to receive a passing grade for all internship courses.

2. Professionalism & Communication

A portion of the intern's grade will be based upon the professionalism and communication they exhibit throughout the internship and the faculty internship advisor will take into account their own experience with the intern and also the feedback they receive from the intern's supervisor. During the time a student is working, s/he is considered an employee of the company for which s/he works. As such, students are subject to their employer's policies and procedures.

Satisfactory performance during internship employment will include:

- Attendance and punctuality during agreed upon hours of work
- Acceptable performance of the technical/skills based aspects of the job
- Conforming to an employer's dress codes
- Adhering to an employer's personnel policies

3. Learning Objectives

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.

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The Learning Objective form, template and resources are located in the "Assignments" tab in Blackboard:

- 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 *scan and submit the original worksheet to Blackboard* for his/her Faculty Internship Advisor to review.
- 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 (*Submit to Blackboard*).
- Additionally, students are required to incorporate the progress made toward the accomplishment of these goals in both their **bi-weekly journal and final report** (detailed information is listed below).

4. Journals

DUE: See assignment schedule/faculty internship advisor

The five journal entries are approximately 1 page in length, double-spaced and submitted through Blackboard in PDF or Word format (see template in "Assignments" tab in Blackboard). The journals provide brief details of weekly student experience at the internship site, including any tasks assigned/accomplished, difficulties experienced, lessons learned, and any resources or assistance needed from the Faculty Internship Advisor or Career Services staff at that time. Each journal assignment should also contain ongoing progression towards established *Learning Objectives*, with the final journal including a self-evaluation of the experience plus exit interview reflection.

5. Informational Interview Report

DUE: See assignment schedule/faculty internship advisor

The Informational Interview Report must be at least 4 pages in length, double-spaced, proofread for spelling and grammar, and submitted in PDF or Word format to Blackboard. Students must complete *two informational interviews* with professional staff at the internship site; *one of which must be with their direct supervisor*. Only one report is to be written, including insight gained from both interviews (NOT a separate report for each interview). The Informational Interview Report is intended to enhance a student's understanding of their chosen profession/field, career goals and internship employer. Questions utilized for the interviews should focus on the interviewee's professional experience and relevant company information. *In order to best prepare, students must refer to the Informational Interview Resources and assignment details in the "Assignments" tab in Blackboard*, as well as review the internship employer's website.

Each Informational Interview Report must include:

- A cover page, including the student's name, semester of participation, date of submission, and employer's name (this does not count towards minimum page requirement).
- Information learned/obtained during the interviews regarding interviewee professional background/career path and relevant company information.
- Responses to the Informational Interview Reflection Questions (**located in the Blackboard "Assignments" tab**).
- Questions created for and utilized to conduct the interviews (appended to the full report).

6. Final Report (includes Exit Interview)

DUE: See assignment schedule/faculty internship advisor

The Final Report must be at least 2 pages in length, double-spaced, proofread for spelling and grammar and submitted in PDF or Word format to Blackboard. The Final Report is intended to focus on the student's professional development throughout the internship experience with special attention given to self-evaluation through the Exit Interview, as well as a thorough assessment of the *Learning Objectives* established in the beginning of the semester.

The Final Report must include/address:

- A cover page, including the student's name, semester of participation, date of submission, and employer's name (this does not count towards minimum page requirement).
- **The outcomes of established 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? If not, what is the reason for not reaching the set objectives and how do you intend to work

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towards these goals in the future? 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?

- **Exit Interview** – The exit interview is to be scheduled one month in advance and conducted with the intern supervisor towards the end of the internship experience. The interview will be discussed/reflected on as part of the student's self-evaluation. The exit interview goals include obtaining as much information on your performance as possible, discussing the possibility of returning as a full-time employee or intern (if applicable and if you are interested), and leaving on a positive note. **Questions to assist with the Exit Interview are posted in Blackboard.**

6. Employer Evaluation

All employer evaluations are included in the final grade and are administered by Career Services. Career Services will send the intern supervisor a secure website link to the employer's evaluation form to be completed by the deadline established by Career Services. Students will be notified via email when the evaluation is sent and should speak to their supervisor at that time, to confirm the link was received and to schedule a time when he/she can share this important feedback IN PERSON before the internship ends. It is the intern's responsibility to ensure that the evaluation is reviewed with the supervisor in order to understand how this affects the internship course grade.

7. Considerations for International Students

International students should pay close attention to CPT requirements to ensure they are meeting them as well as connect with the International Student Programs office and staff (<http://www.eastfalls.jefferson.edu/internationalservices/>)

CPT/Work Permission Requirements: <http://www.eastfalls.jefferson.edu/internationalservices/workPermission.html>

GRADING POLICY: This course is letter-graded according to the standard University grading policy (A, A-, B+, B, B-, C+, C, C-, D+, D, and F); Late work may be reduced by one letter grade at the discretion of faculty.

Note: Submission of the signed hours log is required to receive a passing grade for all internship courses

Final grade for the 3-credit (1st semester) internship course will be based on:

10%	Professionalism & Communication (see Internship Program Policies)
10%	Learning Objectives – development of and analysis of progress towards
20%	Journals & Guided Reflections
20%	Informational Interview Report
20%	Final Report (including Exit Interview)
20%	Employer Evaluation

REFER TO COURSE SCHEDULE ON THE FOLLOWING PAGE

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Course Schedule: Confirm Assignment Due Dates with Your Faculty Internship Advisor

May 14th	<p><u>Course Begins</u> – Ongoing communication with Faculty Internship Advisor is expected Hours log to be maintained through duration of semester – see above for details Readings: Chapters 7-11, it is highly encouraged to read this section <u>BEFORE</u> you begin your internship to best prepare for your first day</p>
<p>Due within 1st 2 weeks of semester, or 1st 2 weeks of internship Due Date: _____</p>	<p><u>Written Assignment: Learning Objectives</u> (post to Blackboard)</p>
<p>Due Date: _____</p>	<p><u>Written Assignment: Journal #1</u> (post to Blackboard)</p>
<p>Due Date: _____</p>	<p><u>Written Assignment: Journal #2</u> (post to Blackboard)</p>
<p>Mid-point of course Due Date: _____</p>	<p><u>Written Assignment: Informational Interview Report; Signed Hours Log</u> (post to Blackboard) - Faculty Internship Advisor Visit/Contact</p>
<p>Due Date: _____</p>	<p><u>Written Assignment: Journal #3</u> (post to Blackboard) - Schedule "Exit Interview" with intern supervisor for week 10 or 11</p>
<p>Due Date: _____</p>	<p><u>Written Assignment: Journal #4</u> (post to Blackboard) - Employer evaluation distributed via email to intern supervisor by Career Services Center</p>
<p>Due Date: _____</p>	<p><u>Written Assignment: Journal #5 and Exit Interview</u> (post to Blackboard) - Conduct "Exit Interview" with intern supervisor by this week</p>
<p>All required hours MUST be earned by August 3rd! Due Date: _____</p>	<p><u>Written Assignment: Complete Online Evaluations; Signed Hours Log</u> (post to Blackboard) - Employers to complete online evaluations of students by the deadline provided by Career Services Center - Students to complete online evaluation of internship/program; details to be emailed by Career Services Center</p>

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UNIVERSITY POLICIES:

Credit Hour:

A credit hour is a measure of the amount of work represented in intended learning outcomes and verified by evidence of student achievement. A credit hour is an institutionally established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester hour of credit of the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work for other academic activities such as laboratory work, studio work, internships, or academic work leading to the award of credit hours. For studio and laboratory courses, the conventional suggestion is two hours of instruction and at least four hours of work outside of class each week for approximately 15 weeks represent one hour of credit.

Academic Integrity:

Academic Integrity and honesty is the foundation of the University teaching, learning, and professional community. Anyone who is a part of this community who knowingly or unknowingly breaks the rules of academic integrity as defined by the University community commits an offense against all members of this group. In order for all to know and understand the standards that define academic integrity at University, the following policy has been developed and ratified by students, faculty, and staff. These policies pertain equally to all courses regardless of the method of delivery. Thus, they pertain to courses delivered fully or partially online as much as to courses delivered in-person. Students in all course delivery formats, including online and other forms of distance-learning, must complete all coursework themselves. Any attempt to have others complete coursework in the student's name is a form of cheating.

Academic integrity is a policy about ethical behavior at the University regarding one's intentions, decisions, and actions while conducting academic work. It includes values such as avoidance of the following: cheating; plagiarism; copying; the fabrication of information; and facilitating, or denying others access to information. It expects honesty and rigor in research, course work, writing and publishing. Academic Integrity is taken seriously in this course. Any student violating the University's academic integrity policy will be subject to appropriate sanctions.

The University's complete academic integrity policy is available in the Academic Catalog:

<http://www.philau.edu/catalog/UniversityAcadPolicyProcedures/UgradStudentAcademicPandP/index.html#AcadInt>
and <http://www.philau.edu/catalog/UniversityAcadPolicyProcedures/GradStudentAcademicPandP/index.html#AcadInt>.

Academic resources, including information on citation and documentation for all written work, projects, and presentations, are also available on the Academic Success Center's website:

<http://www.philau.edu/successcenter/writing/writingResources.html>.

Preferred Name:

For students who have submitted the "Preferred First Name Request" form to the Office of the Registrar for review and approval prior to the start of the semester, the preferred name will appear on the class roster. For additional information on the policy, see the Academic Policies and Procedures section in the Academic Catalog, <http://www.philau.edu/catalog/UniversityAcadPolicyProcedures/index.html>. For instructions for completing the request, see the Registrar's website, <http://philau.edu/registrar/forms.html>.

Serious Illness or Family Emergency:

Serious illness, family emergencies, or other crises mean that students should contact the Dean of Students Office as soon as possible (215-951-2740). Students are responsible for all work related to this class; however, faculty may (but are not required to) make some accommodation in terms of time of delivery and/or make-up exams for major tests. Please consult with your faculty and your academic advisor to determine whether you should withdraw from the course or request an incomplete grade in the case of serious illness or crises.

Collection of Student Work for Assessment:

The University is committed to providing excellent and innovative educational opportunities to its students. To help us maintain quality academic offerings and to conform to institutional and professional accreditation requirements where relevant, the University and its programs regularly examine the effectiveness of the curricula, teaching, services, and programs the University provides. As the University sees appropriate, it may retain representative examples or copies

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of student work from all courses. This might include papers, exams, creative works, or portfolios developed and submitted in courses or to satisfy the requirements for degree programs as well as surveys, focus group information, and reflective exercises.

UNIVERSITY'S ACADEMIC SUPPORT SERVICES:

Gutman Library (www.philau.edu/library)

Gutman Library is a gateway to a variety of information resources. The homepage of the library provides 24/7 access to online databases of articles, e-journal collections, e-books, and specialized information to support your coursework. See a list of Research Guides for specific programs and courses at <http://libguides.philau.edu>. The library building is wireless, has 80 available workstations (PCs and Macs), printers, scanners, and copiers; as well as individual and group study spaces.

The Academic Success Center (www.philau.edu/SuccessCenter)

The Academic Success Center provides one-on-one tutoring assistance for writing, study strategies, test taking, and specific University courses*. To make a tutoring appointment, students should log into Starfish and select My Courses or go to the Services page, or stop by the Academic Success Center in Haggard Hall or call (215) 951-2799. Academic resources, including information on citation and documentation, note taking, and study strategies are available on the Center's website.

Technology Resources (<http://www.philau.edu/OIT/>)

The University provides wireless network access in all campus buildings. If you need a computer, Gutman Library and Search Hall have open access computers. For assistance with technology issues, students should contact the Technology Help Desk at (215) 951-4648 or send an email to helpdesk@philau.edu.

Accessibility Services (<http://www.philau.edu/accessibilityservices/>)

The University does not discriminate on the basis of disability, in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The University makes accommodations for students with disabilities who seek accommodations in the classroom. All students interested in receiving accommodations must contact the Office of Student Accessibility Services by email at AccessibilityServices@philau.edu, phone at (215) 951-6830 or office visit. The office is located in Kanbar 102D. Students requesting accommodations in the classroom must present a current accommodation letter from the Office of Student Accessibility Services to the instructor, before accommodations may be made. The University works with students with disabilities regarding equal access to all services and programs. Requests for accommodations may be made at any time (although accommodations are not retroactive). The University encourages all students who have any inquiries to contact the Office of Student Accessibility Services.