

## **Internships for Academic Credit Fall 2019**

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**Office Hours:** Fridays 3:00-5:00, or by appointment. UC 3rd Floor. All scheduled appointments are requested through [Handshake](#).

### **Learning Outcomes**

During this course students will:

- Utilize their internship experience to explore their career interests and career goals
  - *Objective: Create three SMART goals focused on using their current internship experience to enhance their career decision making, develop professional skills, and develop transferable skills*
- Reflect on their levels of career readiness and identify opportunities for growth
  - *Objective: Identify their top three NACE career readiness competencies and articulate examples of how they have displayed these competencies*
  - *Objective: Identify two NACE career readiness competencies that need to be developed and create a plan to strengthen these competencies during their internship experience*
- Develop resources to assist them in job searching
  - *Objective: Produce an updated resume that includes their most recent internship experience*
- Create personal action plans tailored to the next steps in their career development process
  - *Objective: Search for and find a future opportunity to which they would like to apply*
  - *Objective: Create three SMART goals on how to prepare themselves to be a competitive candidate for the position that they choose*

### **Internship Site Hours**

Students must work 120 hours at their internship site for each 1 course credit they receive. Students will have agreed to the hours they must complete by filling out the Internship for Credit Agreement Form when enrolling in the course. Students are not required to submit an hour log. The course instructor will conduct mid-semester check-ins with employers to confirm that students are on track to complete their hours.

## Course Assignments

In addition to the required hours, students are also required to complete assignments throughout the semester.

The assignments required for this course include:

- Seven journal submissions
- Final project\*
- Updated copy of the student's resume that includes their internship experience
- Performance evaluation filled out and signed by employer

Detailed descriptions of the assignments, journal prompts, and due dates are detailed below.

\*This assignment will vary with each student. Before enrolling in the course, you should have established a final project with your faculty sponsor.

## Grading and Late Submissions

Internships for Academic credit is offered of a CR/NC basis. In order to receive credit, one must have an average of at least 70% on all course work and all internship site hours completed. ***Students who receive a 70% or higher, but do not complete their internship site hours will not receive credit.***

Coursework must be submitted on time. Each assignment is worth a certain amount of points, totalling in 15 points available. For each day an assignment is late, .2 points will be subtracted. Assignment descriptions and individual grading criteria can be found in the section below.

## Assignment Descriptions/Journal Prompts

*Journal submissions:* Students are required to submit 7 journal entries throughout the course of the semester. Each journal entry should be at least one full page in length, double spaced, in Times New Roman 12 point font. Journal due dates can be found in the "Course Schedule/Due Dates" section.

Journal 1 (1.5 points): The first journal assignment will involve creating SMART goals for your time at your internship. Students will create 3 SMART goals with the guidance of a worksheet that can be found in the "Assignments" section of WISE.

*Grading criteria for Journal 1: students will earn .1 point for meeting each of the SMART components (specific, measurable, achievable, relevant, and time bound) x 3*

Journal 2 (1 point) : It is important to establish expectations with your supervisor at the start of your internship. Because an internship is a learning experience, you should be working on tasks that will help you achieve the goals you set for yourself. This journal assignment is meant to help you establish those expectations and tasks with your supervisor. By completing the SMART goals activity from your first journal assignment, you have set your goals for the semester. Using these goals, have a conversation with your supervisor about what you would like to accomplish this semester. This should be an in-person conversation. For your journal entry write about how this conversation went. How did you feel before, during, and after the conversation? What projects were assigned to help you achieve your goals?

*Grading criteria for Journal 2: .2 points for having the meeting with your supervisor, .2 points for describing your feelings before, during, and after, .6 points for describing the projects that were assigned to you.*

Journal 3 (1 point): The National Association of Colleges and Employers (NACE) developed a definition for “career readiness” in recent college graduates. According to this definition, development of [these competencies](#) is associated with higher levels of career readiness. Using the [NACE Career Readiness Fact Sheet](#), determine what you believe to be your top two competencies and your lowest two competencies. In your journal entry make sure to include what makes you confident about your ability to perform your top two competencies. What are concrete experiences you have had that prove you are proficient in those competencies? For your lowest two competencies, what are tasks/projects you could be working on to increase these competencies before graduation? **You will be writing about your development in these competencies again in the final paper.**

*Grading criteria for Journal 3: .3 points for listing your top 2 competencies, .3 points for listing your lowest two competencies, .2 points for describing concrete experiences that have allowed you to develop your competencies, .2 points for describing projects you could be working on to increase your lowest 2 competencies.*

Journal 4 (1 point): SMART goals update. What project have you been working on the most at your internship? How has it helped you achieve your SMART goals? What goals do you have left to accomplish and how do you see yourself accomplishing them with the remainder of time in your internship?

*Grading criteria for Journal 4: .3 points for describing your project, .2 points for elaborating on how it has helped you reach your SMART goals, .2 points for describing what SMART goals you have left to accomplish, .3 points for describing what you plan to do to accomplish those goals.*

Journal 5 (1 point): Reflect on what you have liked the most about your internship. Make sure to write about specific tasks/projects that you have enjoyed. Concurrently, what have you not enjoyed about your internship? What are specific tasks that you have not looked forward to completing? What do these likes and dislikes tell you about your career aspirations?

*Grading criteria for Journal 5: .2 points for describing factors about your internship that you have liked the most, .2 points for going into detail about specific tasks/projects you have enjoyed, .2 points for describing factors that you have not enjoyed, .2 points for going into detail about specific tasks/projects that you have not looked forward to completing, .2 points for writing about how these likes and dislikes relate to your career aspirations.*

Journal 6 (1 point): Find a job opening to which you would like to apply. Make sure to read the qualifications section. Identify any gaps you might have when comparing your current qualifications to the ones the position lists. List at least three ways that you could fill these gaps. Are there internships or volunteer positions you could apply to? Are there projects you could take on in any of your current roles? Classes you could take?

*Grading criteria for Journal 6: .3 points for finding a job opening. .2 points for writing about gaps you identify between your qualifications and the qualifications that the position lists, .5 points for listing at least 3 specific ways that you can fill these gaps.*

Journal 7 (.5 point): Write advice to future students at your internship site. What do you wish you had known before starting this internship? Make sure to write about what works well, what could improve, and how it could improve.

*Grading criteria for Journal 7: .1 points for writing about what you wish you had known before starting this internship, .1 points for writing about what works well at this internship, .1 points for writing about what could improve at this internship, .2 points for writing about how it could improve.*

Final Department-Specific Project (5 points): This assignment will vary with each student. Before enrolling in the course, you should have established a final project with your faculty sponsor. It is your responsibility to maintain communication with your faculty sponsor regarding project requirements and deadlines. At the end of the semester, I will check in with your faculty sponsor to confirm that you have successfully completed the project.

Resume (.5 point): Students will upload an updated copy of their resume that includes this internship experience. At the end of the semester, Career Development will email students with feedback on their resumes. Students are not required to incorporate this feedback for course credit; the feedback is meant for students to utilize as they use their resume in future applications.

*Grading criteria: Full points for submitting a copy of your resume*

Performance Evaluation (.5 point): A performance evaluation will be made available on WISE. It is the students' responsibility to request that their employer fill out this evaluation. It is expected that students will meet with their employers to review and sign the evaluation. Students will then upload the signed copy to WISE.

*Grading criteria: Full points for submitting a signed and completed copy of your performance evaluation.*

## **Course Schedule/Due Dates**

*September 13th:* Journal 1 due

*September 27th:* Journal 2 due

*October 11th:* Journal 3 due

*October 25th:* Journal 4 due

*November 8th:* Journal 5 due

*November 22nd:* Journal 6 due

*December 6th:* Journal 7 due

*December 13th:* Final project due **AND** Final day to submit resume and signed employer evaluation

## **Disability Accommodations**

Please tell me about any modifications that will facilitate access to participation in my course. I will honor any accommodations determined reasonable by the Accessible Education Services.

## **Sexual Misconduct and Mandatory Reporting**

As an instructor, one of my responsibilities is to help create a safe learning environment for my students and for the campus as a whole. Please be aware that I am required to report any instances of sexual harassment, sexual violence and/or other forms of prohibited discrimination to Willamette's Title IX Coordinator. If you would rather share information about sexual harassment, sexual violence or discrimination to a confidential employee who does not have this reporting responsibility, please contact our confidential advocate at confidential-advocate@willamette.edu. You may also contact WUTalk - a 24-hour telephone crisis counseling support line at 503-375-5353. If in immediate danger, please call campus safety at 503-370-6911.

## **Plagiarism and Cheating Policy**

Please refer to the following link for the University's Plagiarism and Cheating Policy:

<https://willamette.edu/cla/catalog/policies/plagiarism-cheating.php>