ITR 302: Internship Field Experience
Syllabus • Summer 2015

INTERNSHIP PROGRAM
An internship is a method of learning that uses practical work experience with a guided, reflective, academic component to help you further develop your personal, professional and academic competencies. You will gain practical work experience through your internship placement and further develop your professional self and workplace proficiencies through the internship seminar. Your internship credit is divided into two separate grades:
1. Field Experience: the actual time spent in the internship (detailed in this syllabus, ITR 302)
2. Seminar: the time spent in class (detailed in ITR 304 syllabus)

FIELD EXPERIENCE
Your internship field experience is a unique and valuable learning experience. Unlike the predictability of a textbook or classroom setting, the internship experience can be both unpredictable and at times confusing. However, the personal and professional knowledge you gain from this experience will be invaluable.

As an intern at your placement site, you must balance the two roles of LEARNER and WORKER. It is important that you go beyond the common experiences of an employee. It is important to branch out from the responsibilities of your internship job description in order to have a successful learning experience, and therefore a successful internship. Your seminar instructor, assignments, and classmates will help you to expand your learning possibilities at your placement.

INTERNSHIP DATES AND HOURS
May 26 – July 31
The number of internship hours you must complete throughout the semester depends upon the number of credits you need and the hours the placement site agrees to accommodate you. Internship hours are as follows:
- 3 cr = 100 total hrs (10 hrs/wk)
- 6 cr = 200 total hrs (20 hrs/wk)
- 9 cr = 300 total hrs (30 hrs/wk)
- 12 cr = 400 total hrs (40 hrs/wk)
Depending on the placement’s needs, you may track your internship hours based on the number of hours per week (most common) or by the total number of hours. You must determine with your placement supervisor how you will monitor your hours. Your placement supervisor will verify the completion of your hours in his/her midterm and final evaluations of your performance. Students starting their internship on a later date or who are unable to complete their total hours by the end date must speak with his/her seminar instructor immediately.

ATTENDANCE
Perfect attendance is required in your internship. The only exceptions for missing a day of internship are for illness or major emergencies. In this instance, you MUST CALL your internship supervisor immediately. All missed hours must be made up. Failure to do so will affect your field experience grade and/or credits. As an “employee” of your placement site, you now operate on the placement’s schedule. Therefore cancelled classes and URI recognized holidays DO NOT apply to your internship. However, if your placement site observes a national holiday during your scheduled internship hours, such as Independence Day, you do not need to make up that time.
**INTERNSHIP TERMINATION OR RESIGNATION**
If you are terminated from your internship based on your performance or behavior, or if you choose to resign from your internship without consulting your internship instructor, you are at-risk of termination from the internship program. This may include loss of some or all ITR credit with no guarantee for a follow-up placement or tuition reimbursement.

**FIELD EXPERIENCE ASSIGNMENTS**
Your field experience is based on a Satisfactory/Unsatisfactory (S/U) grading scale. Your field experience grade will be determined by the following:

- **SUPERVISOR EVALUATIONS**: Your placement supervisor will complete both a MIDTERM and FINAL evaluation of your performance in the internship. Additionally, your supervisor will verify your completed internship hours in his/her evaluations. Your seminar instructor will email these evaluations to your supervisor to complete. It is your responsibility to follow through with your supervisor to make certain he/she completes the eval by the scheduled date and to schedule a time to review the evaluations with your supervisor.

- **INTERN EVALUATIONS**: You will be required to complete both a MIDTERM and FINAL evaluation of your internship experience. Your midterm evaluation serves as a mid-semester check-in with both your placement site supervisor and your seminar instructor. Your final evaluation asks you to assess yourself, your placement supervisor, your seminar instructor, and your internship experience. The content of your evaluation will never be shared with your internship supervisor or placement site. The links to the evaluations will be posted in Sakai.

**FIELD EXPERIENCE GRADING POINT VALUES**
Students must gain 80 points to earn a passing grade. Due dates are listed in the course schedule for ITR 304.

- Intern Midterm Evaluation: 15 pts
- Intern Final Evaluation: 15 pts
- Supervisor Midterm Evaluation: 20 pts
- Supervisor Final Evaluation: 50 pts

and completion of internship hours, Learning Contract, and Portfolio*

*Even if all work above is submitted, students will receive a grade of “Incomplete” if 1) the supervisor final evaluation is not submitted by the scheduled date, 2) the internship hours are not complete by the end of the semester, or 3) a Learning Contract and Portfolio are not submitted in the Internship Seminar.

**ACADEMIC DISHONESTY**
Students are expected to be honest in all academic and field work. Academic dishonesty of any kind will result in a “U” in ITR302 and an “F” in ITR304. This is detailed further in the ITR304 syllabus.