ITR 302: Internship Field Experience
Syllabus • Fall 2018

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 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
September 5 – December 11  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 on. Internship hours are as follows:

• 3 cr - 105 hrs | 8 hrs/wk
• 4 cr - 140 hrs | 11 hrs/wk
• 5 cr - 175 hrs | 13 hrs/wk
• 6 cr - 210 hrs | 16 hrs/wk
• 7 cr - 245 hrs | 19 hrs/wk
• 8 cr - 280 hrs | 22 hrs/wk
• 9 cr - 315 hrs | 24 hrs/wk
• 10 cr - 350 hrs | 27 hrs/wk
• 11 cr - 385 hrs | 30 hrs/wk
• 12 cr - 420 hrs | 32 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.
**Attendace**

*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. Please speak with your ITR 304 seminar instructor if you need assistance determining how you can make up missed credits. As a member of your placement site, you operate on the placement’s schedule. Therefore, cancelled classes for snow days and URI recognized holidays do NOT apply to your internship. However, if your placement observes a national holiday during your scheduled internship hours, such as Thanksgiving, you do not need to make up that time. More details in “URI Academic Calendar” below.

**Internship Termination or Resignation**

Internship termination and resignation is taken very seriously. Please read the policies and guidelines below carefully.

**Student Terminates the Internship (Resigns)**

If the student terminates the internship without first gaining approval from their ITR 304 instructor, the student will lose all ITR credit for the semester. The student will **not** be allowed to switch to a new placement (ITR 302) and they will be removed from the internship seminar (ITR 304). The student will earn grades of U (unsatisfactory for ITR 302 and F (failing) for ITR 304. Or if the student has not submitted coursework or attended the internship, the student will earn a grade of NW (No Work). Any refund of tuition will be based on the university’s refund policies: [https://web.uri.edu/enrollment/billing-adjustments-and-refunds/](https://web.uri.edu/enrollment/billing-adjustments-and-refunds/)

If you are unhappy in your internship or if the schedule becomes too demanding, contact your ITR 304 instructor to determine the best and most appropriate solution. *The decision to terminate the internship must be made by the student and ITR 304 instructor together.* This simple step will avoid serious negative consequences to your grade.

**Placement Terminates the Internship**

All student terminations are addressed on a case-by-case basis. However, the following is a guideline:

**No Fault Termination**

If a student is terminated due to no fault of their own (e.g. the student is let go due to the supervisor’s termination), then the student’s Instructor or Career Education Specialist will work with the student to secure another placement. The student will retain completed hours from the terminated placement. Depending on the number of remaining hours, it may be necessary to arrange a job shadow/s or other projects in place of a second internship. The student will still be required to finish the internship seminar. **No fault termination is the only scenario in which a student is permitted to change their internship placement after the start of the semester.**

Also, depending on the hours earned and the number of remaining weeks of the semester, the student may choose to not seek another internship and simply earn a lesser amount of field credit (ITR 302). The student’s ITR 304 instructor will reach out to the placement to confirm the reason for termination.

**At Fault Termination**

Students who are terminated from their placement due to poor performance or behavior, are **not** eligible to secure another placement for the semester. Consequences of at-fault termination are assessed on a case-by-case basis and may include any of the following:

- Loss of some or all field credits (ITR 302)
- Removal from the internship seminar (ITR 304) and loss of seminar credit
- Possible ITR 302 grade of U (unsatisfactory)
- Possible ITR 304 grade of F (failing - ITR 304)

To make the decision the ITR 304 Instructor and Career Center staff will take into consideration:

- The student’s account of the experience and termination
- The supervisor’s (or placement’s) account of the experience and termination
- The number of hours the student has completed
- The student’s performance in ITR 304
FIELD EXPERIENCE ASSIGNMENTS
Your field experience is based on a Satisfactory/Unsatisfactory (S/U) grading scale and determined by the following:

- **SUPERVISOR EVALUATIONS**: Your placement supervisor will complete both a MIDTERM and FINAL evaluation of your performance in the internship and verify your completed internship hours in his/her evaluations. Your seminar instructor will email the evaluations to your supervisor. It is your responsibility to make certain he/she completes the eval by the due 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 performance check-in. Your final evaluation asks you to assess your personal growth and your internship experience. The content of your evaluations 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 85 points to earn a passing grade. Due dates listed in the course schedule for ITR 304.

- e-Campus Experiential Site Submission 5 pts
- Intern Midterm Evaluation 15 pts
- Intern Final Evaluation 15 pts
- Supervisor Midterm Evaluation 15 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.

URI ACADEMIC CALENDAR – FALL 2018
Please make note if any of the dates below conflict with your class/internship schedule. If you are unsure of how to handle an internship/class conflict, please speak with your internship seminar instructor.

- Wed, Sept 5: Classes/Internships Begin
- Wed, Sept 26: Last Day to Drop Courses with No Transcript Designation
- Mon, Oct 8: Columbus Day (*classes do not meet, URI offices closed)
- Nov 5-8: URI Professional Development Week
- Tues, Nov 6: Election Day (classes MEET, URI offices closed)
- Mon, Nov 12: Veteran’s Day (*classes do not meet, URI offices closed)
- Tues, Nov 13: **Monday classes meet
- Nov 21-25: Thanksgiving Recess (**classes do not meet)
- Tues, Dec 11: Classes/Internships End
- Wed, Dec 12: Reading Day
- Dec 13-20: Final Exams
- Thurs, Dec 28: Grades Available in E-campus

* You are expected to intern at this time unless otherwise determined by your internship supervisor.

** If you have a class conflict, you must discuss this with your supervisor at the start of your internship.

*** You are not expected to intern on Thanksgiving (11/22), however you are still expected to maintain your internship hours on the other days of Thanksgiving Recess. If you are traveling for the holiday, plan in advance with your internship supervisor. You are expected to make up all missed days (except for 11/22).