INTERNSHIP SEMINAR
The Internship Seminar allows students to come together as a learning community to share internship experiences with their peers and instructor and reflect upon their meaning within a safe forum. Academic assignments are intentionally designed to enrich the internship learning experience. Some additional goals students will complete in seminar are:

- Articulate and apply principles learned in and outside the classroom
- Complete assignments that encourage in-depth reflection of the internship experience
- Gain self-understanding, self-confidence, and interpersonal skills
- Develop work competencies and skills for a specific profession or occupation

SAKAI CLASSROOM
Sakai is considered the classroom, through which all class communication will occur and course information and assignments will be posted and submitted. Each week’s class lesson opens on Friday at 11:55pm, assignments are due the following Friday at 11:55pm, and discussion responses are due Sunday at 11:55pm. Students will need to log into Sakai 2-3 times per week to complete the lesson, activities, and assignments by the due dates. Students should check personal email often for individual communication from your internship instructor, as well as checking Sakai Gradebook and responses to forum posts for feedback on assignments.

CONFIDENTIALITY STATEMENT
In this course we will share information regarding our internship experiences. You may be sharing confidential information, or at times may need to express frustration with your work environment and/or co-workers. Information shared in this class is CONFIDENTIAL and under no circumstances is it to be shared with outside sources. Additionally, you do not have permission to provide access to this Sakai site to any groups or individuals outside this class. We will work together to make this a safe and comfortable environment to share experiences, express concern, seek guidance and support, and provide each other with thoughtful feedback.

AMERICANS WITH DISABILITIES ACT
Any student with a documented disability should contact the instructor in the first week of the semester so that reasonable accommodations can be arranged. As part of this process, students must be in touch with the Disability Services for Students (DSS) office in 330 Memorial Union (874-2098).
**Seminar Assignments**

Following is a brief overview of the more significant assignments you will complete in the course.

1) **Learning Contract**: Your Learning Contract requires you to create and outline a series of learning objectives for your internship experience. You will share your Learning Contract with your internship supervisor.

2) **Discussion Posts**: To promote reflection and discussion most weeks you will be responsible for 1) submitting a well-written and thoughtful discussion post on that week’s topic and 2) responding to TWO classmates’ posts with thoughtful and constructive feedback. The discussion topic and the response guidelines are posted at the end of each week’s class lesson. Discussion content is never shared with your supervisor or placement site.

3) **Informational Interview and Paper**: You will take steps to further prepare for your career by conducting an informational interview with a professional with whom you do not already have an established relationship.

4) **Resume**: You will be required to complete and submit an updated version of your resume.

5) **LinkedIn Profile**: LinkedIn is a powerful tool for professional networking, professional development, and job searching. You will be required to develop or update your LinkedIn profile.

6) **Portfolio**: This is your final project and worth an aggregate 47% of your seminar grade. Your portfolio website is the culmination of all your work and learning in your internship. You will submit some portfolio components early (graded) to gain instructor feedback prior to final submission. You must submit a completed portfolio - that has been reviewed by your supervisor - to earn a passing grade for your field experience (ITR 302) credit.

**Assignment Due Dates**

All assignments and initial discussion posts are due FRIDAY by 11:55pm. Responses to classmates’ posts are due SUNDAY by 11:55pm. Assignment due dates are posted in the Course Schedule below and in the weekly class lessons.

**Seminar Grading Point Values**

You will receive a letter grade for your internship seminar. Your grade will be determined by your active participation in class and by the quality of the assignments listed below.

- Professionalism Module Quiz 1 pt
- Contact Form 2 pts
- Informational Interview Update 2 pts
- Workplace Ethics Activity 2 pts
- Learning Contract 3 pts
- Portfolio Progress Submission #1 3 pts
- Portfolio Progress Submission #2 3 pts
- Portfolio Evidence Outline 3 pts
- Resume 5 pts
- LinkedIn Profile 5 pts
- Informational Interview Paper 10 pts
- Discussion Posts 23 pts (2 for post; 1 for response posts)
- Portfolio 38 pts

**Final Grading Policy**

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<th>Grade</th>
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<tr>
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<td>F</td>
<td>Below 60</td>
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**Late Assignments**

Late assignments may earn up to half the total credit amount, except:

- **Discussion Posts:** half credit for late posts; late RESPONSE posts not accepted for credit
- **Info Interview Paper:** 1 point off per day late (up to 5 days)
- **Portfolio:** 1 point off per day late (unless an extension was negotiated with the instructor in advance)

**Extra Credit**

**URI Professional Development Week | November 5-8, 2018 | #RamsGetJobs | URI CCEE**

Professional Development Week (PDW) is an opportunity for URI students to learn valuable career development skills including how to search for jobs & internships in their field, build their online brand, finance their future, and excel in interviews. Rhody alumni and employers will be present at a variety of events, including the etiquette dinner, networking and job fair, and resume review drop-ins. **ITR304 students may earn up to 5 extra credit points for attending professional development week events.**

For more information about PDW & the schedule of events: [https://web.uri.edu/career/events/](https://web.uri.edu/career/events/)

For details on the extra credit assignment: see Sakai

**Academic Honesty**

Students are expected to be honest in all academic work. Your name on any submitted material is your assurance the work is your own. All work should be in your own words and properly attributed to its source. You have an obligation to know how to quote, paraphrase, summarize, cite and reference the work of others with integrity. Academic dishonesty of any kind will result in a ‘U’ in ITR302 and an ‘F’ in ITR304. The following are examples of academic dishonesty:

- Using material, directly or paraphrasing, from published sources without appropriate citation
- Claiming disproportionate credit for work not done independently
- Unauthorized use of another’s work, including the work of your internship supervisor and co-workers
- Fabricating or falsifying facts, data or references
- Facilitating or aiding another’s academic dishonesty; Preparing work for another student
- Submitting the same work for more than one course without prior approval from the instructors
Week 1
September 5-16

**Introduction to the Internship Experience & Seminar**

Informational Interview Assignment Explained

Assignments due 9/14:
1. Contact Form
2. Read both ITR syllabi
3. Complete Professionalism Module and Quiz
4. Contact multiple individuals to schedule your Informational Interview
   a. Interview must be conducted *before* 11/2
5. Discussion Post

Assignments due 9/16:
1. Discussion Responses

Week 2
September 17-23

**Understanding Personality Styles in the Workplace**

Stages of the Internship & The Anticipation Stage

Assignments due 9/21:
1. Comment on the *What If...? Activity*
2. Secure your Info Interview date. This date must be *before* 11/2.
3. Complete TypeFocus Module, Assessment and Worksheet
4. Discussion Post with TypeFocus Worksheet

Assignments due 9/23:
1. Discussion Responses
2. *What If...? Activity Responses*

Week 3
September 24-30

**Workplace Culture**

Taking Initiative in Your Internship

Developing Your Learning Contract

Assignments due 9/28:
1. Learning Contract
2. Meet with your placement supervisor to discuss your Learning Contract
3. Informational Interview Update
4. Discussion Post

Assignments due 9/30:
1. Discussion Responses

Week 4
October 1-7

**Creating Your Professional Portfolio**

Assignments due 10/5:
1. Portfolio Progress Submission #1
Week 5  
October 8-14

**Understanding Your Workplace Values & Ethics**

**Addressing Ethical Dilemmas**

Assignments due 10/12:
1. Workplace Ethics Activity  
2. Portfolio Evidence Outline  
3. Discussion Post  

Assignments due 10/14:
1. Discussion Responses

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Week 6  
October 15-21

**Midterm Check In**

**Disillusionment & Confrontation Stages**

Assignments due 10/19:
1. Midterm Evaluation  
2. Meet with your placement supervisor to review their Midterm Evaluation of you  
3. Submit your “Experiential Site Information” in your e-Campus To Do list  
4. Reminder: Informational Interview paper due in two weeks (11/2)!  
5. Discussion Post  

Assignments due 10/21:
1. Discussion Responses

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Week 7  
October 22-28

**Resume, Cover Letter, References & Thank You Notes**

**Competency Stage**

Assignments due 10/26:
1. Resume, including internship  
2. *Informational Interview paper due next week (11/2)*

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Week 8  
Oct 29-Nov 4

**Lesson Break: Informational Interview**

Assignments due 11/2:
1. Informational Interview Paper  
2. Send a Thank You note to your Informational Interviewee  
3. Continue to work on portfolio

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Week 9  
November 5-11

**Professional Networking**

*URI Professional Development Week*

Assignments due 11/9:
1. Portfolio Progress Submission #2  
2. Discussion Post, including 30-second commercial  

Assignments due 11/11:
1. Discussion Responses  
2. *Optional Extra Credit Submission: Professional Development Week*
Week 10
November 12-18

**Your Online Presence**

Assignments due 11/16:
1. LinkedIn Profile
2. Discussion Post

Assignments due 11/18:
1. Discussion Responses

Week 11
November 19-25

**Lesson Break: Portfolio Work**

*You are expected to continue to work on your portfolio during Thanksgiving recess.*

Assignments due 11/25:
1. Remaining portfolio evidence & evidence overviews should be added by week’s end

Week 12
Nov 26-Dec 2

**Job Searching**

**Job Interviewing**

**Graduate School**

Assignments due 11/30:
1. *Reminder: Portfolio due next week (12/9)*
2. Finish all internship-related portfolio content and then...
3. Review your portfolio-in-progress with your supervisor (all internship-related content must be complete)

Week 13
December 3-9

**Closing the Internship Experience**

**Culmination Stage**

Assignments due 12/9:
1. Your final completed Portfolio (click PUBLISH in your portfolio site one last time)
2. Complete final eval of your internship experience
3. Meet with your supervisor to review their Final Evaluation of you
4. Deliver your Thank You note to your supervisor (and co-workers, if applicable)
5. Complete IDEA course evaluation
6. Discussion Post