

## ***ITR 302: Internship Field Experience*** **Syllabus · Fall 2020**

### **ITR 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 working for your 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 ITR 304 instructor, assignments, and classmates will help you to expand your learning possibilities at your placement.

### **INTERNSHIP SUPPORT**

There are many people both on campus and at your placement site to support you through your internship experience:

- **Internship Supervisor:** This is your boss at your internship. No matter how often you may see your supervisor, schedule a regular weekly meeting with them to establish a consistent time for support, feedback, and communication. Meetings that are in-person, or via video or phone are all sufficient.
- **ITR 304 Instructor:** Your ITR 304 instructor supports you throughout your internship experience and guides you through your professional development. You can connect with your Instructor via Brightspace or through the contact information at the top of your ITR 304 (seminar) syllabus.
- **Career Education Specialist (CES):** Your CES supports you in your career development; they might also be your ITR 304 instructor! For information on your CES go to: [uri.edu/career/people](http://uri.edu/career/people)

### **INTERNSHIP ATTENDANCE**

*Perfect attendance is required in your internship.* The only exceptions for missing a day of internship are for illness, recommended COVID-19 quarantine, or major emergencies. In these instances, you must contact your internship supervisor immediately. In the case of recommended quarantine, you must also notify your ITR 304 Instructor immediately. All missed hours must be made up (remote or in-person, based on the arrangement with your internship supervisor). Failure to do so will affect your field experience grade and/or credits. Please speak with your ITR 304 Instructor if you need assistance determining how you can make up missed hours. As a member of your placement site, you operate on the placement's schedule. Therefore, cancelled classes 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.

## **INTERNSHIP DATES AND HOURS**

### ***September 9 – December 14***

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 internship supervisor how you will monitor your hours. Your internship supervisor will verify the completion of your hours in their 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 their ITR 304 Instructor immediately.

## **FIELD EXPERIENCE ASSIGNMENTS**

Your field experience is based on a Satisfactory/Unsatisfactory (S/U) grading scale and determined by the following:

- **SUPERVISOR EVALUATIONS:** Your internship supervisor will complete both a MIDTERM and FINAL evaluation of your performance in the internship and verify your completed internship hours in their evaluations. Your ITR 304 instructor will email the evaluations to your supervisor. It is your responsibility to make certain they complete 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 Pre- and Post-survey of your internship experience to assess your personal and professional growth in 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 Brightspace.

## **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.

eCampus Internship Site Submission	5 pts
Intern Pre-survey	15 pts
Intern Post-survey	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, you will receive a grade of Incomplete (I) if 1) the supervisor final evaluation is not submitted by the scheduled date and/or 2) the internship hours are not complete by the end of the semester. If the Mock Interview is not submitted in the Internship Seminar (ITR 304), the student may receive a grade of Unsatisfactory (U) or Incomplete (I) for ITR 302.*

## **ACADEMIC HONESTY**

Students are expected to be honest in all academic and field work. Academic dishonesty of any kind will result in a "U" in ITR 302 and an "F" in ITR 304. This is detailed further in the ITR 304 syllabus.

## **IMPORTANT: INTERNSHIP TERMINATION OR RESIGNATION**

Internship termination and resignation is taken very seriously. Read the policies and guidelines below very 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 summer refund policies: <https://web.uri.edu/summer/tuition-and-financial-aid/billing-and-assessment/>

If you are unhappy in your internship or if your 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, the agency closes due to COVID-19), then the student's ITR 304 Instructor or Career Education Specialist will work with the student to attempt to secure another placement. The student will retain completed hours from the terminated placement. Depending on the number of remaining hours and available opportunities, it may be necessary to arrange other projects or opportunities 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)

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

## **COVID-19 NOTICE**

The Center for Career & Experiential Education is committed to your safety, success, and the health of our community during this unprecedented time of COVID-19. Please refer to the information below regarding COVID-19 and your internship. If you have additional questions, please contact your ITR 304 instructor.

## RESOURCES

The following are your URI COVID-19 resources and information sources:

- URI website: [uri.edu/coronavirus](http://uri.edu/coronavirus)
- URI Career Center website: [uri.edu/career/covid](http://uri.edu/career/covid) & [URI Career Center Health & Safety Protocols](#)
- Your ITR 304 Instructor

## FAQs

- ***I am not feeling well. Should I attend my in-person internship?***
  - No. If you are unwell you should remain home. Contact your ITR 304 instructor and internship supervisor immediately to notify them (within 24 hours). We also recommend you reach out to your healthcare provider or [URI Health Services](#) and get tested for COVID-19. Talk with your ITR 304 instructor to prepare a plan to complete your hours once you are well.
- ***I feel fine, but I have been exposed to COVID-19. Should I attend my in-person internship?***
  - No. You may be asymptomatic and you should self-quarantine for 14 days. Contact your ITR 304 instructor and internship supervisor immediately to notify them (within 24 hours). We also recommend you reach out to your healthcare provider or [URI Health Services](#) and get tested for COVID-19. Talk with your ITR 304 instructor to prepare a plan to complete your hours.
- ***I have been told by my placement site supervisor that I can no longer attend my in-person internship due to COVID-19 restrictions. What are my options?***
  - Connect with your ITR 304 instructor immediately to discuss the following potential options: working remotely for your existing internship placement (based on supervisor agreement), reducing your internship field experience credit hours, or seeking an alternate method for completing your hours. These options must be discussed with your ITR 304 Instructor.
- ***Due to COVID-19, what if I no longer feel prepared, safe, or supported to complete my in-person internship as originally stated? What should I do?***
  - Connect with your ITR 304 instructor to discuss your concerns and options.
- ***I'm a senior expecting to graduate this December. If I can't complete my internship due to COVID-19 will I still be able to graduate?***
  - All academic program specific or graduation related questions should be directed to your academic advisor or Assistant Dean. However, first speak with your ITR 304 instructor to determine your options.