

ITR 304: Internship Seminar Syllabus · Fall 2020

Instructor: _____ **Email:** _____
Virtual Drop-ins: _____, 1-3pm HYPERLINK "<https://cee-drop-ins.bubbleapps.io/>"
Virtual Location: _____ **Phone:** _____
Appointments: Schedule via HYPERLINK "<https://web.uri.edu/student/resources-for-students/>" **Start Date:** _____

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 and prepare for the professional world. 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
- Develop career readiness competencies for the workplace

BRIGHTSPACE CLASSROOM

Brightspace is considered the classroom, through which all learning will occur, and course information and assignments will be posted and submitted. **Each week's lesson opens on Friday at 9pm, assignments are due the following Friday at 9pm, and discussion responses are due Sunday at 9pm.** You will need to log into Brightspace 2-3 times per week to complete the lesson, activities, and assignments by the weekly due dates. You should check personal email often for individual communication from your internship instructor, as well as checking your Brightspace Gradebook (Grades) and responses to Discussion 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 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 Brightspace 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 his/her instructor as early in the semester as possible so that reasonable accommodations can be arranged. As part of this process, you must be in touch with Disability Services for Students office at 330 Memorial Union (874-2098).

SEMINAR ASSIGNMENTS

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

- 1) **Career Readiness Plan:** Your Career Readiness Plan requires you to reflect on the skills you want to gain in your internship and develop a plan for achieving those goals. You will share your completed plan 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 in the Discussion section of Brightspace. 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 2 drafts 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) **Mock Interview:** The purpose of the mock interview final project is to practice and perfect your responses to potential future interview questions specifically as they relate to your development in your internship experience this semester, in order to connect your internship experience to interview questions as well as to assess your learning in your internship this semester.

ASSIGNMENT DUE DATES

All assignments and initial discussion posts are due FRIDAY by 9pm. Responses to classmates' posts are due SUNDAY by 9pm. Due dates are posted in the Course Schedule below and in the weekly 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.

Contact Form	1 pt
Informational Interview Update	1 pt
Professionalism Module Quiz	2 pts
Professional Pitch	3 pts
Career Readiness Plan	5 pts
Behavioral Interview Questions	5 pts
Job Search Activity	5 pts
Ethics Scenarios	5 pts
Resume - Draft 1	10 pts
Resume - Draft 2	5 pts
LinkedIn Profile	10 pts
Informational Interview Paper	10 pts
Discussion Posts (6 posts)	18 pts (2 for post; 1 for response posts)
Mock Interview (Final Project)	20 pts

FINAL GRADING POLICY

A = 94-100	A- = 90-93	B+ = 87-89	B = 84-86	B- = 80-83	C+ = 77-79
C = 74-76	C- = 70-73	D+ = 67-69	D = 60-66	F= Below 60	

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)*
- Mock Interview: *1 point off per day late (unless an extension was negotiated with the instructor in advance)*

ACADEMIC HONESTY

Students are expected to be honest in all academic work. A student's name on any written material shall be regarded as assurance that the work is the student's own. Work should be stated in the student's own words and properly attributed to its source. Students 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

EXTRA CREDIT

You may earn a *maximum of 6* extra credit points for attending a variety of URI Career Events hosted by the Center for Career and Experiential Education and/or for completing additional assignments: Networking Module with Networking Action Plan and/or TypeFocus Module with TypeFocus Worksheet. Each opportunity is worth 2 points. See Extra Credit descriptions in the Assignments section of your ITR 304 Brightspace site for more information.

ITR 304 CLASS SCHEDULE – FALL 2020

Week 1 Sept 9-20 Intro to the Internship & Seminar	<u>Assignments due 9/18</u> <ol style="list-style-type: none"> 1. Contact Form 2. Thoroughly read both ITR syllabi 3. Professionalism Module 4. Professionalism Quiz (<i>in module</i>) 5. Student Pre-Evaluation Survey 6. Contact multiple individuals to schedule your Informational Interview (<i>Interview must be conducted <u>before</u> 10/23</i>) 7. Discussion Post 	<u>Assignments due 9/20</u> <ol style="list-style-type: none"> 1. Discussion Responses
Week 2 Sept 21-27 Workplace Culture	<u>Assignments due 9/25</u> <ol style="list-style-type: none"> 1. Secure your Info Interview date (<i>This date must be <u>before</u> 10/23</i>) 2. Career Readiness Plan 3. Meet with your supervisor to discuss your Career Readiness Plan 4. Discussion Post 	<u>Assignments due 9/27</u> <ol style="list-style-type: none"> 1. Discussion Responses
Week 3 Sept 28-Oct 4 Resume & Cover Letter	<u>Assignments due 10/2</u> <ol style="list-style-type: none"> 1. Informational Interview Update 2. Resume Module & Resume Draft 1 3. Submit Internship Site Information in your eCampus To Do List 4. Discussion Post 	
Week 4 Oct 5-11 Networking & Online Presence	<u>Assignments due 10/9</u> <ol style="list-style-type: none"> 1. Elevator Pitch 2. Discussion Post 3. <i>Reminder: Informational Interview Paper due in two weeks!</i> 	<u>Assignments due 10/11</u> <ol style="list-style-type: none"> 1. Discussion Responses
Week 5 Oct 12-18 Review Preview	<u>Assignments due 10/16</u> <ol style="list-style-type: none"> 1. See To Do List in Brightspace Content (Week 5) 	
Week 6 Oct 19-25 Challenges, Initiative, and Values	<u>Assignments due 10/23</u> <ol style="list-style-type: none"> 1. Informational Interview Paper 	<u>Assignments due 10/25</u> <ol style="list-style-type: none"> 1. Discussion Responses

	<ol style="list-style-type: none"> 2. Send a Thank You note to your Informational Interviewee 3. Meet with supervisor to review their Midterm Evaluation of you 4. Discussion Post 	
Week 7 Oct 26-Nov 1 LinkedIn	<u>Assignments due 10/30</u> <ol style="list-style-type: none"> 1. Create or Update your LinkedIn Profile 	
Week 8 Nov 2-8 Job Search	<u>Assignments due 11/6</u> <ol style="list-style-type: none"> 1. Job Search Assignment 	
Week 9 Nov 9-15 Review Preview	<u>Assignments due 11/13</u> <ol style="list-style-type: none"> 1. See To Do List in Brightspace Content (Week 9) 	
Week 10 Nov 16-22 Interviewing	<u>Assignments due 11/20</u> <ol style="list-style-type: none"> 1. Behavioral Interview Questions 	
Week 11 Nov 23-29 Workplace Ethics <i>You are expected to manage your class work around your Thanksgiving plans.</i>	<u>Assignments due 11/27</u> <ol style="list-style-type: none"> 1. Ethical Scenarios 2. Discussion Post 	<u>Assignments due 11/29</u> <ol style="list-style-type: none"> 1. Discussion Responses
Week 12 Nov 30-Dec 6 Review Preview	<u>Assignments due 12/4</u> <ol style="list-style-type: none"> 1. See To Do List in Brightspace Content (Week 12) 	
Week 13 Dec 7-13 Closing the Internship Experience	<u>Assignments due 12/11</u> <ol style="list-style-type: none"> 1. Mock Interviews Final Project 2. Updated Resume 3. Student Post-Evaluation 4. Meet with your supervisor to review their Final Evaluation of you 5. Deliver your Thank You note to your supervisor (and co-workers, etc.) 6. Complete IDEA evaluation 7. Discussion Post 8. <i>Optional: Extra Credit</i> 	<u>Assignments due 12/13</u> <ol style="list-style-type: none"> 1. Discussion Responses