Internship Course Syllabus

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Office Hours: Available by appointment; please allow 24 hours for a response to emails or voicemails.

COURSE DESCRIPTION
The internship is one of four academic, credit-bearing components of the Chicago Program. Students will have the opportunity to examine and gain insight into the personal value of this work experience, as well as how it relates to the student’s career goals and the broader themes of work within society. This is accomplished through a variety of activities that include workshops, readings, writings, and other reflective assignments.

The internship experience for the Chicago Program begins with the completion of the Internship Questionnaire and ends at the Final Internship Workshop. Each step in this process is an important aspect of the entire experience; from researching and making decisions about a potential internship placement, preparing for a role in an organization, learning new skills and accomplishing important tasks, reflecting on opportunities or challenges, and setting career goals.

Site work and academic work are intended to support each other.

COURSE OBJECTIVES
Students will:
• GAIN IN-DEPTH EXPERIENCE working in a career where they will learn specific professional and industry-related skills.
• INCREASE THEIR KNOWLEDGE of and ability to navigate various organizational settings.
• ACQUIRE INSIGHT into their professional and career preferences.
• APPLY THEIR ACADEMIC EXPERIENCE TO PROFESSIONAL PRACTICE, with particular focus on work within an urban context.
• ADD VALUE to their host site.

SCHEDULE
Students work at their internship sites on Mondays and Wednesdays for a total of 15 hours each week. In addition to these days, students may arrange additional work times with the host site to the extent that these times do not conflict with other program activities or classes. There may often be opportunities for students to work evenings and weekends for special activities.

INTERNSHIP PLACEMENT PROCESS
The internship placement process includes:
1. Completion of the Internship Questionnaire
2. Selecting and ranking internship choices
3. Resume updates
4. A phone conversation with Chicago Program internship faculty and staff
5. Contacting sites with available internship opportunities
6. Scheduling an interview at the student’s choice of interview sites
7. Internship orientation workshop and meeting with the Chicago Program Internship Coordinator
8. Making an internship site match, mutually agreed upon by the student, site, and Chicago Program Internship Coordinator
9. Completion of the Internship Contract, reviewed and signed by the Internship Site Supervisor
10. Completion of the Learning Plan with Internship Supervisor

These steps must be completed for the Internship Placement to be official.

After the first interview, another internship site will only be considered if the first site is not a match. If that occurs, the first site will no longer be an option for placement. The timing for beginning the internship is crucial, and students should remember they are competing with several other internship programs in the city for internship placements.

GRADING AND EVALUATION
While students will be at the internship site on Mondays and Wednesdays, they will also participate in a series of in-class and on-line activities to round out the internship experience.

This is an academic internship, with the final grade based upon three factors; the site supervisor’s final evaluation, completion of the academic assignments outlined below, and the completion of the required work hours.

It is important to note that it is possible to receive a passing grade from the internship supervisor and not receive a passing grade for academic assignments, or vice-versa, thus jeopardizing successfully completing the internship experience. The ACM Internship Faculty assigns the final grade for the Internship.

Students are required to complete 150 HOURS at the internship site, with the exception of Hanover College students who are required to complete 180 hours. Please note, for every hour under the requirement, 1% (10 points) will be deducted from the point value for the internship final grade.

GRADING SCALE
The Internship grade will be calculated on the following 1000 point grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>940 – 1000</td>
</tr>
<tr>
<td>A-</td>
<td>900 – 939</td>
</tr>
<tr>
<td>B+</td>
<td>870 – 899</td>
</tr>
<tr>
<td>B</td>
<td>840 – 869</td>
</tr>
<tr>
<td>B-</td>
<td>800 – 839</td>
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<tr>
<td>C+</td>
<td>770 – 799</td>
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<tr>
<td>C</td>
<td>740 – 769</td>
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<td>C-</td>
<td>600 – 639</td>
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<tr>
<td>D+</td>
<td>670 – 699</td>
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<tr>
<td>D</td>
<td>640 – 669</td>
</tr>
<tr>
<td>D-</td>
<td>600 – 639</td>
</tr>
</tbody>
</table>

LATE WORK POLICY
Assignments that are turned in late lose points. An assignment turned in past the due date/time will receive a 50% deduction from the final score.
The Internship grade will be based on the following:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Site Supervisor Final Evaluation</td>
<td>500 Points</td>
<td>Semester Students, May 7, 2014</td>
</tr>
<tr>
<td>Learning Plan</td>
<td>100 Points</td>
<td>Within two weeks of the first day of the internship</td>
</tr>
<tr>
<td>Internship Document Management</td>
<td>25 Points</td>
<td>Varies per Document</td>
</tr>
<tr>
<td>Facebook Posts</td>
<td>100 Points</td>
<td>March 12, March 26, April 9, April 23, and May 7, 2014</td>
</tr>
<tr>
<td>Internship Workshops</td>
<td>100 Points; 50 Points Each</td>
<td>March 26, 2014 and May 14, 2014</td>
</tr>
<tr>
<td>Student-Led Site Visit</td>
<td>50 Points</td>
<td>By Appointment</td>
</tr>
<tr>
<td>Final Revision of Resume</td>
<td>25 Points</td>
<td>May 14, 2014</td>
</tr>
<tr>
<td>Final Reflection Paper</td>
<td>100 Points</td>
<td>May 14, 2014</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>1000 Points</strong></td>
<td></td>
</tr>
</tbody>
</table>

**INTERNSHIP COURSE ASSIGNMENTS AND DESCRIPTIONS**
The following is a list of required coursework and internship documentation followed by a brief description.

**INTERNSHIP SITE SUPERVISOR’S FINAL EVALUATION, 500 Points**
**SEMESTER STUDENTS, DUE BY MAY 7, 2014**
**TRIMESTER STUDENTS, DUE BY MAY 12, 2014**
Each student will work under the supervision of a designated representative from the internship site. This person will be responsible for assigning and overseeing the intern’s work and completing both a midterm and final evaluation. The midterm evaluation will provide an opportunity to assess the progression of the internship experience, while the final evaluation will be used in determining the final grade. For the Final Evaluation, Interns will be rated on a scale of 1-5 in the following areas:
- Work Habits, 1-5 Points
- Initiative, 1-5 Points
- Interpersonal Skills, 1-5 Points
- Ability to Learn, 1-5 Points
Each point value will be multiplied by 25 and added together, for a possible total of 500 points.

**INTERNSHIP CONTRACT, Document Management Points**
**TO BE COMPLETED ON THE FIRST DAY OF THE INTERNSHIP**
**DUE NO LATER THAN THE DAY FOLLOWING THE FIRST DAY OF THE INTERNSHIP**
The Internship Contract is to be completed and signed by the student and the site supervisor. The contract is an important document, creating an initial agreement on the details of the internship.
**PLEASE NOTE,** the internship is not official until a signed copy of the contract has been submitted to Brittany at the Chicago Programs Office. If the student is unable to complete the contract by the first
day of the internship, the student should contact, by email or phone call, both Vicky and Brittany that day to arrange an alternate date to turn in the contract. Late contracts will result in a deduction of two points per day from the Document Management Points.

**LEARNING PLAN, 100 Points**
**DUE WITHIN TWO WEEKS OF THE FIRST DAY OF THE INTERNSHIP**
The Learning Plan provides the student with an opportunity to consider what goals and objectives they want to achieve through this internship experience. The Learning Plan is a way for the student to identify the skills they hope to gain or improve upon, and the personal and professional insights they seek.  

The student’s goals, objectives, and activities are developed in conjunction with the site supervisor during the first two weeks of the internship. The types of activities the student will be involved in should flow from the goals and objectives they set for themself. The Learning Plan is a working document that helps the student think and act more intentionally and thoughtfully with regards to this experience. These written and agreed upon goals increase the probability of the student having a constructive and satisfying internship experience. Detailed instructions on how to write the Learning Plan are found in the Internship Packet.

**WEEKLY TIMESHEETS, Document Management Points**
**DUE WEEKLY**
Students will receive weekly timesheets that must be signed by the site supervisor on a weekly basis. Timesheets are to be turned in to Brittany each week. These timesheets are vitally important, as they verify the time spent at the internship site and will be used to compute the final internship grade. Failure to submit timesheets on a weekly basis will result in a loss of points. It is understood that there may be a week when a student is not at the Chicago Programs Office. In this case, it is acceptable to submit the timesheet the following week, but students should never fall behind more than one week in submitting time sheets. Two points will be deducted from the Document Management Points for each week a time sheet is late. Falsification of timesheets will result in a failure of the internship.

Please be sure to hand these forms directly to Brittany to avoid any problems with lost forms. Brittany will record the time worked each week and make that information available to students through the Google site. Blank time sheets can be found in the Internship Packet and on the Chicago Program Google site.

**FACEBOOK POSTS, 100 Points**
**DUE DATES: MARCH 12, MARCH 26, APRIL 9, APRIL 23, AND MAY 7**
During the semester, students will use the Chicago Program Facebook Group to engage in conversation regarding the internship experience. These conversations are designed to foster both dialogue and reflection. Each student will be required to participate by submitting Facebook postings in response to writing prompts posted both on Facebook and on the Chicago Program Google site. Responses should be brief, averaging 3-5 sentences. Prompts will be posted two weeks prior to the due date, with the first prompt being posted on Wednesday, February 26, 2014. Students may write their response at any time during the two weeks the prompt is posted.

**INTERNSHIP WORKSHOP PARTICIPATION AND CONTRIBUTION, 100 points**
**MIDTERM WORKSHOP, MARCH 26, 2014, 50 Points**
**FINAL WORKSHOP, MAY 14, 50 Points**
The purpose of the workshop is to provide an opportunity to reflect on the internship experience and discuss any questions, concerns, or insights gained this semester. There will be two Internship Workshops, one at the midpoint in the semester, and one at the end of the semester.
Please note, attendance, promptness and participation are required. An absence from either workshop will result in the loss of all workshop points. Tardiness, unpreparedness, or lack of participation each result in a deduction of points.

STUDENT-LED MIDTERM SITE VISIT, 50 Points
MIDSEMESTER, SCHEDULED INDIVIDUALLY WITH EACH INTERN
Mid-way through the semester, Chicago Program Faculty will visit each site to meet with the student and the site supervisor to discuss the status of the internship placement.

The student will facilitate a discussion of their work, using the Internship Contract and Learning Plan to guide the conversation. In leading the Site Visit, students will:

- Be prepared.
- Bring three copies of the Contract and three copies of the Learning Plan.
- Facilitate a discussion of the activities the student is involved in at the internship site, present any other experiences or skills the student wishes to pursue before the end of the semester, and address any concerns or ideas they may have, ensuring a successful completion of the Internship.

In the event that the student’s role or activities change from the original Learning Plan, the student will have the opportunity to revise and resubmit the Learning Plan. Students are encouraged to work with their Site Supervisor as needed if responsibilities change; however, this meeting is also a good time to voice concerns or offer suggestions about what changes can be made to ensure that the student can accomplish their goals. Student midterm and final evaluation forms can be located on the Chicago Program’s Google site.

FINAL THANK YOU LETTER, Document Management Points
DUE MAY 14, 2014
Students will write a formal thank you letter addressed to the site supervisor and the internship host site. Students will be provided with Chicago Program letterhead, and the letter will be mailed from the Chicago Program’s office. Late Thank You Letters will result in a deduction of two points per day from the Document Management Points.

Students may also send a personal letter or card of their choosing, but that will not replace the formal thank you letter.

FINAL RESUME, 25 Points
DUE MAY 14, 2014
Students will complete a final resume that will incorporate the internship experience as well as reconsider any new or improved ways to shore up strengths and professional capacities. This will be a quality resume that the student can use in applying to a new internship, job, or other professional opportunity.

FINAL REFLECTION PROJECT, 100 Points
DUE MAY 14, 2014
This is a two-part assignment, involving a Reflection Paper and a Photograph of the student at the internship site.

REFLECTION PAPER: This 2-4 page paper is designed as a critical reflection of the overall experience at the internship site: the meaning of the work, the culture and effectiveness of the organization, the value of the internship experience, and the role the student played as a member of their team. The student should also include ways in which they may be able to extend and build upon the relationships/networks they have established that can facilitate and further their own professional and personal goals.

In 2-4 pages, please be descriptive and detailed in answering all of the following questions:
• Which of the Learning Goals ended up being the most essential to the experience, and why?
• What new knowledge and/or skills were acquired through the internship process? Describe the experiences that led to the development of the new knowledge and/or skills.
• Projecting into the future, what knowledge and/or skills still need to be developed and what strategies could be used to achieve this growth?
• What was the most meaningful - yet unexpected - growth or learning opportunity experienced during the internship, and why?
• How will this experience contribute in designing a future personal career plan?

PHOTOGRAPH: Incorporated into the paper will be a picture of the student at the internship site in a prominent location. This picture should consider:
• How the student could visually market himself or herself in relationship to this organization. Be creative and professional.
• Photos might be situated near an organizational logo, with a co-worker, or showcasing a product.
• An action shot that highlights the student’s work could be interesting.
• Please take some time and put some thought into the picture, but don’t wait until the last week to try to get an interesting photo.
• Students may choose to take photographs throughout the internship and have several to select from at the end.
• Make an impression in the photograph. Sitting at a desk or leaning on a file cabinet are not acceptable choices.

MIDTERM AND FINAL SITE EVALUATIONS
SEMESTER STUDENTS, MIDTERM SITE EVALUATION DUE MARCH 19, 2014
TRIMESTER STUDENTS, MIDTERM SITE EVALUATION DUE APRIL 23, 2014
FINAL SITE EVALUATION DUE MAY 14, 2014
These evaluations provide the Chicago Program with information that can be helpful in assessing the value of the student’s experience, to troubleshoot any problems or challenges, and to provide incoming students with information that can aid in their process of choosing an internship site.

INTERNSHIP DOCUMENTATION MANAGEMENT, 25 Points
CRITICAL DOCUMENTS DUE THROUGHOUT THE SEMESTER
Throughout the semester, students are expected to complete internship related documents. All documents must be submitted on time and failure to do so will negatively impact your final grade. Examples of forms are all included in the Internship Packet, and some are found at the Chicago Program Google site.

The following documents should be handed directly to Brittany:
• Internship Contract, to be completed on the first day of the internship and due no later than the day following the first day of the internship
• Learning Plan, due no later than two weeks after the first day of the internship
• Weekly Timesheets, due weekly
• Final Thank You Letter to Site Supervisor, due May 14, 2014

The remainder of the internship documents will be emailed to you and submitted through Google docs. Those documents include:
• Student Midterm Review, due March 19, 2014 for Semester Students, and April 23, 2014 for Trimester Students
• Student Final Evaluation, due May 14, 2014
The timely submission of these documents is critical. Each student will begin with 25 Document Management Points. Late submissions of any of these documents will result in point deductions as indicated throughout the syllabus.

PROBLEM SOLVING
Often, problems or concerns may surface at an internship. Students may have difficulty communicating with a supervisor or may experience challenges with assignments, etc. It is critical that the student keep the lines of communication open at all times, and that they find ways to problem solve with the supervisor or Chicago Program staff.

If problems surface at the internship site, the student should seek counsel from the Chicago Program staff. Resigning from an internship placement is not permitted before speaking with the Internship Coordinator. An unauthorized resignation can result in failure of the internship.

CONDUCT AT THE INTERNSHIP SITE
The Chicago Program and the host site expect that students will conduct themselves in a professional manner while completing the internship. Employers expect interns to be self-motivated, on time, and dressed appropriately for the site. Students should treat the internship experience as if they were participating in a 14-week interview process. Internship site supervisors can serve as a valuable resource for future recommendation letters and job opportunities.

The Chicago Program’s ability to assist students in finding an appropriate internship requires that students comply with the sites’ policies with regard to appropriate dress, appearance, hygiene and conduct. Employers are allowed to impose dress codes and appearance polices as long as they do not discriminate on race, color, religion, age, national origin or gender.

Failure to comprehend this as a requirement could negatively impact the ability of the student to be placed or to maintain an internship. Please note that past students have been denied internships or terminated for refusing to comply with dress and/or appearance codes (i.e., “suitable” clothing, hygiene, piercings, and tattoos).

DRUG TESTING/CRIMINAL BACKGROUND CHECK
Many organizations now require a drug test, along with a criminal background check for new employees. They often adopt this requirement for interns as well. Students should let the Internship Coordinator know if they need to talk privately about this subject before they report to the internship site.