

UHON 3800

Internship Experience

Spring 2021 (proposed)

# Syllabus

## Contact Information

**Instructor:** Karla Leybold. M.T.S.

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**Office:** Carter Hall, 102

## Instructor Availability

Generally, I am in my office Monday through Friday from 8:00 a.m. until 4:30 p.m., but off-campus commitments, meetings, and classes occur so please email or text me to arrange an appointment. I will respond within 24 hours at most.

## Meetings and Location

Classroom: Internship site; Carter Hall, Room 102; final presentation in Yoakley 109

Class Meeting Schedule: As arranged with me and your on-site supervisor.

# Course Information

## Credit Hours

Variable credit 1.0-4.0 semester hours

1 hour: 45 hours on-site

2 hours: 90 hours on site

3 hours: 135 hours on site

4 hours: 180 hours on site

Course Description and Purpose

This course is designed to allow students to gain practical, professional experience in a workplace related to the student’s intended major or career, while engaging in critical reflection on the relationship between theory and practice and on what it means to become a professional in one’s field of endeavor. The vehicle for this reflection will be a weekly journal in which students will respond to prompts posed by the instructor. These prompts will be formulated such that they provide the framework for an end of semester presentation by each student (see below).

## Course Goals

1. The student will gain real workplace experience through the assignment of substantive tasks, projects, reports, presentations, and other professional duties and activities.
2. The student will acquire an understanding of accepted professional norms, including dress, behavior, and interpersonal interactions, specific to the student’s field of interest.

## Course Objectives

1. The student will be able to relate coursework to work at the internship site, and to assess the extent to which academic work prepared him or her for the internship experience. The student will also gain an understanding of what it means to be a professional in a given field and assess what areas require personal improvement.
2. The student will give a polished, professional presentation, such as might be required during a job interview, at the end of the semester. This will include an overview of the internship, work samples, and the student’s perspective on the internship experience as a whole, as well as the student’s analysis of the extent to which his or her prior academic work prepared him or her for the experience. The presentation will be open to Honors College faculty, staff, and students, as well as guests from the internship site.
3. The weekly journal entries, work samples, and final presentation will provide the core components of a professional portfolio the student can use for subsequent applications and interviews.

## Major Topics

Topics covered will vary based on an individual’s particular site placement and learning goals, which will be pre-determined in consultation with the course instructor (faculty advisor) and the internship site supervisor before the internship begins. These goals will be listed in the **Internship Learning Agreement** each student and site sponsor will complete prior to beginning the internship.

The weekly reflective prompts assigned by the instructor will be thematic or topical, again based on the student’s specific placement, and will encourage assessment of the relationship of theory to practice in one’s field, as well as critical reflection on what being a professional means.

Course Requirements

Textbooks and Readings

Bridging the Soft Skills Gap: How to Teach the Missing Basics to Today’s Young Talent, 2015; Tulgan, Bruce; John Wiley & Sons

Technical Requirements

Internet access to D2L, Microsoft Office Suite for word processing and presentation software. Special technology required by employer will be supplied by employer.

Course Policies and Expectations

Classroom and Communication Policies

**Email Communication**

ETSU requires that all official University communication be conducted using official ETSU email accounts. Of course, site supervisors may require that students use a company email; if so, students will be provided access to this.

**Attendance and Participation**

A student’s work schedule will be determined in consultation with the on-site supervisor and the course instructor. Students must adhere to the schedule set and must notify both the site supervisor and the instructor of any necessary absence in advance. The student will respond to weekly reflective prompts assigned by the instructor. These will sometimes reference information from the textbook and will sometimes be more directly tailored to the student’s individual placement and any issues that may arise there.

The student will meet regularly with the on-site supervisor and will meet with the course instructor at least three times during the course of the internship, exclusive of the meetings required to set up the internship. Meetings will occur three weeks into the semester, eight weeks into the semester, and 13 weeks into the semester. Additional meetings may be required to prepare for the final presentation.

Assignments and Submission Guidelines

Reflective prompts will be assigned by Sunday for the upcoming week, and reflections will be due on the Saturday following. Students will create a final presentation at the end of the semester that will be open to Honors College faculty, staff, students, guests of the student, and co-workers from the internship site.

Testing Policy

There will not be any quizzes or exams.

Late and Missing Submission Policy

Journal entries submitted late will be subject to a deduction of five points each, provided they are submitted within a week of the due date. After that, all points for that entry will be forfeited.

Grading Policy

Journal entries should be 300-500 words each and show evidence of thoughtful interaction with the prompt. They should be free of spelling and grammar errors, but do not need to be written in a specific style. Each on-time journal entry that meets these criteria will be awarded **25 points**. Late entries that meet the stated criteria receive a 5-point deduction, but a journal entry received more than a week late will receive 0 points.

Journal entries are worth a total of **375 points**.

The final presentation is worth a total of **125 points**. Students will provide an overview of the internship experience, show at least one concrete example of work done on site, will speak to the connection (or lack thereof) between theory and practice in the field, and will give his or her perspective on the experience as a whole and what role, if any, it played in the student’s view of what it means to be a professional. The presentation should be at least 15 minutes in length, and students should be prepared to answer questions from the audience.

A presentation that addresses each required element, is professionally done and presented, and is at least 15 minutes in length will receive full points.

If any of the five elements are missing from the presentation, 25 points will be deducted for each missing element (overview, concrete example, theory/practice discussion, holistic perspective on experience, understanding of professionalism as related to field of interest).

If the presentation shorter than 15 minutes, points will be deducted as follows:

15 minutes = no deduction

10-14 minutes = 10 points deduction

5-9 minutes = 20 points deduction

Less than five minutes = 25 points deduction

A total of **500 points** is possible for the course. Letter grades will be assigned as follows:

465-500 points (93% and above): A

445-464 points (89-92.99%): A-

425-444 points (85-88.99%): B+

405-424 points (81-84.99%): B

390-404 points (78-80.99%): B-

375-389 points (75-77.99%): C+

360-374 points (72-74.99%): C

345-359 points (69-71.99%): C-

330-344 points (66-68.99%): D+

315-329 points (63-65.99%): D

300-314 points (60-62.99%): D-

299 or fewer points (below 60%): F

Course Schedule

Each week of the course will have a graded reflective journal entry due. Prompts are provided each Sunday and entries are due the following Saturday. The final presentation will take place at a time mutually convenient for the student, the instructor, and the site supervisor. Presentations will take place during the last week of classes or during finals week.

Student Services and Technical Resources

Student Services

The [ETSU Services webpage](https://www.etsu.edu/onlinehelp/student_help/services.php) includes a comprehensive list of services available to all ETSU students.

**Academic Accommodations for Students with Disabilities**

It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law and the University’s commitment to equal educational access. Any student with a disability who needs accommodations, for example arrangement for examinations or seating placement, should inform the instructor at the beginning of the course. Faculty accommodation forms are provided to students through Disability Services in the D.P. Culp Center, Room 326, telephone 423-439-8346. [Visit the Disability Services webpage for more information](https://www.etsu.edu/students/ds/).

Technical Resources

Help Desk

The Information Technology Services (ITS) Help Desk is the best resource for most technical problems. Find answers to common questions on the [Help Desk website](http://www.etsu.edu/helpdesk/), call, email, or stop in to see them on the first floor of the Sherrod Library. Phone: 423-439-4648 Email: itshelp@etsu.edu

**Desire2Learn (D2L) Online Help**

Many answers to D2L related questions can be found on the [D2L Help Student Home](http://www.etsu.edu/d2l/students/). If you are still having trouble finding what you need, contact the Help Desk.

**Microsoft Office Software**

Microsoft Office productivity applications, including Word, PowerPoint, Excel, OneNote, and more, are available free for students through the University’s Office 365 campus agreement. For instructions on how to obtain the software, see the [Office 365 page of the ITS Help Desk website](https://www.etsu.edu/365/).

**Turnitin Plagiarism Detection**

Turnitin is a plagiarism detection service available to students and faculty at ETSU. This tool compares student written work against a comprehensive database of other work as well as various internet sources. Faculty may employ this service for some or all written assignments, in order to help students learn to cite sources accurately and to ensure academic integrity. Learn more on the [Turnitin home page](https://www.etsu.edu/helpdesk/teaching/turnitin-plagiarism-detection.php).

**ETSU Technical Resources**

Many other technical resources can be found on the [Online Help webpage](https://www.etsu.edu/onlinehelp/student_help/tech_resources.php).

University Information

Syllabus Attachment

The [ETSU syllabus attachment](https://www.etsu.edu/reg/academics/syllabus.php) includes important material such as permits and overrides, advisement, hours, dates and other ETSU information.

ETSU Catalogs

[Current ETSU Catalogs](http://catalog.etsu.edu/)