

Internship/Practicum Syllabus

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Course Description: On-the-job experience and involvement in activities which develop relevant skills for your major. The student gains practical hands-on experience and develops a sense of professionalism. Through this course you will have the opportunity to develop skills in many areas including:

- **Academic** – integrate classroom skills and concepts with workplace practice
- **Professional** – clarify career goals, understand workplace culture, gain workplace competencies, benefit from professional networking and enjoy increased access to post-graduation employment opportunities
- **Personal** – determine strengths and weaknesses, enhance interpersonal and time management skills, and in some cases obtain earnings to support college expenses

Course Objectives:

- Student will be able to apply principles learned in the classroom in the workplace
- Student will gain self-understanding, self-confidence, and interpersonal skills
- Student will develop work competencies for a specific profession or occupation
- Student will explore career options and gain general work experience

Intended Audience: Fulfills core curriculum requirements for Human Relations and Organizational Communication majors. Fulfills elective credit for all other majors.

Obtaining an Internship: Students are encouraged to have their internship set up prior to the beginning of the term whenever possible. Students may find an internship on their own, or request assistance from the instructor. Final approval to use the experience for the class must be given by the instructor. Students are required to be in contact with the instructor during this process.

Textbook: No textbook is required.

Academic Credit: The student must complete 40 hours for each credit they enrolled in. Examples: one credit = 40 hours of internship/practicum. Three credits = 120 hours of internship/practicum. Students may have up to two terms to complete their hours. In special circumstances, a third term may be allowed, but must be negotiated by the student with the instructor at the beginning of the first term.

To earn a passing grade in this course students must:

- Attend the one-time internship/practicum orientation at the beginning of the term. The date and time of this meeting can be found on the class schedule.
- Complete the following documents and turn in to instructor before the internship/practicum begins: Information Sheet*, Learning Contract*, and Program Agreement*.
- Arrange and attend a meeting with the instructor when they are 75% of the way done with their hours (30 hours for a 40 hour internship). During this meeting the student will be interviewed by the instructor about their work and progress during the internship/practicum.

- Complete the following documents and turn in to instructor within ten days of completing the hours for the internship/practicum:
 - Log sheets (completed throughout the experience) *
 - Site Evaluation *
 - Self Evaluation *
 - Resume that includes internship or bulleted list of knowledge, skills and/or abilities you developed during the internship/practicum
- Follow the code of conduct outlined in the program agreement
- Send email updates to the instructor as follows: weekly while searching for an internship site, every 30 days once the site is set up and work begins
- Notify the instructor immediately if there are any changes in your internship/practicum status
- Earn a satisfactory review from your site supervisor
- Complete the required number of hours (40 hours for each credit enrolled)
- Consistently demonstrate a high level of professionalism both at the job site and when fulfilling requirements for the instructor

*All forms will be distributed and discussed at the mandatory one-time meeting during the first week of the term. Check the class schedule for the date and time of that meeting.