

Course Title: Internship Experience

Course Subject Area & Number: INT 2XX or INT 3XX

Semester: Fall, Spring & Summer

Class Meeting Times/Place: N/A – Online via Canvas

Pre-Requisites: Sophomore Standing, 2.50 GPA, Department Chair Approval

Duration: TBD

Official Instructor: Courtney Bringley

Instructor Contact Information: Office: Lib 205 Email: cbringley@paulsmiths.edu Phone: 518-327-6059

Instructor Office Hours: Please Check Starfish – any available time is appropriate.

Course Description:

This Internship experience will be completed under the guidance of an on-site supervisor, a faculty mentor, and the Center for Academic & Career Success. The student will work with these parties to create a framework for learning and reflection as outlined in the MCO below. Grading is on a pass/fail basis; registration requires Department Chair approval of a signed learning contract. Students cannot obtain more than six credits through the same internship experience and a maximum of 9 total overall credits. Upon completion of the internship the student must participate in a formal evaluation process which will include an exit interview, written reflection and documented compliance with the learning contract. Credit will not be assigned to the student's transcript until this process is complete.

Objectives:

Lower Division INT 2XX

1. Develop personal learning and career goals that are relevant to their program of study.
2. Cultivate an understanding and appreciation for a career direction based on the internship experience.
3. Reflect upon the impact of experiential learning on career preparedness.
4. Identify and summarize knowledge gained through the internship experience.

Upper Division INT 3XX

1. Explain and connect professional career skills gained to marketability for future employers.
2. Identify a clear path of interest within the student's field of study.
3. Formulate a deeper understanding of organizational structure, roles or responsibilities that exist within a particular career path.
4. Practice application of prior course knowledge and study in a professional real-world work environment.
5. Develop professional industry connections and identify a strategy for maintaining those connections beyond graduation.
6. Synthesize learning outcomes and identify additional skills that will be needed to ensure career readiness. This might include learning a new technology, developing a broader network, additional coursework, etc.

Textbook(s)/Resources:

1. CANVAS
2. NACE: National Association of Colleges and Employers
3. FOCUS2: Career Assessment and Educational Planning
4. GradLeaders: Student Recruitment Technology
5. Bureau of Labor Statistics Occupational Outlook Handbook
6. Hoonuit Online Learning Framework

Course Overview: Requirements/Methods/Expectations/Attendance Policy:

Rationale & Expectations: In alignment with our Mission we strive to produce career-ready graduates who have opportunities for significant professional experiences. This elective course is designed to help students make connections between the theory and practice of academic study, and the practical application of that study in a professional work environment. Internships give students the ability to earn academic credit while gaining relevant experience and professional connections.

The Internship Experience will be completed under the guidance of an on-site supervisor, a faculty mentor, and the Center for Academic & Career Success. The student will work with these parties to create a framework for learning and reflection. The Center for Academic & Career Success will process the paper work and forms on Canvas and help students choose a mentor. The mentor should be a PSC faculty or staff person and they should be approached and must agree to the mentorship. They will be responsible for the outcomes of the experience.

Grading: Grading would be on a pass/fail basis. The Faculty Mentor will review all completed paper work and assignment that have been submitted by the student to Canvas. Students need to submit work through Canvas on a weekly basis to be available for the mentor. All parts of the course must be completed in by the 13th week of the semester so the mentor will have time to review and grade. Course extensions can be requested for extenuating circumstances. Students cannot obtain more than six credits through the same internship experience and may not have more than 9 total credits in of Internship experience.

Organization/Methodology:

1. Students will access all coursework through CANVAS
2. All Students will complete a formal learning agreement prior to the start of internship.
3. Students will keep and submit weekly journals reflecting on significant learning experiences.
4. Students will create artifacts illustrating their internship experience, evaluating the overall learning opportunity and identifying personal career goals.
5. Students will complete midterm and final self-evaluations of learning outcomes.
6. Students will participate in formal Exit Interview.

Electronic Forms of Communication (E-mail, Canvas & Starfish): We will use your Paul Smith's College email address (@paulsmiths.edu) to communicate with you about all course-related matters. The official form of communication at Paul Smith's College is e-mail. In addition, we will post information regarding this course, including a copy of this syllabus, on Canvas, as well as using this as a means of on-line course support. If a student is struggling with any aspect of the course we will raise an Early Alert Flag in Starfish with information

on the steps that can be taken for improvement. Therefore it is important that you know how to access Canvas and Starfish, and check your Paul Smith's College email regularly. If you have questions, please check with Courtney Bringley.

Assessments/Grading Methods:

Learning Agreement	Completed in collaboration with CACS, Faculty Mentor and Department Chair.
Initial Resume	Uploaded to Canvas.
Weekly Journal Reflections	Document your learning experiences and identify specific work skills being developed through daily journal entries.
Weekly Work Hours Log	Record hours for credit assignment. 60 work hours = 1 credit hour <i>*students may not exceed 6 total credits in the same internship experience.</i>
Learning Artifacts	Produce 2-4 artifacts illustrating the internship experience, evaluating the overall learning opportunity and identifying personal career goals. Artifacts might include, awards, an article written about you, a poster summarizing the experience, an e-portfolio, video, or things you produced or created.
Midterm Self-Assessment	Identify what you have learned to date and how this will be relevant to your career goals. Establish goals for the remainder of your internship and actions to achieve those goals.
Midterm Supervisor Assessment	Forms provided on Canvas. Should be submitted directly from the site supervisor to the Center for Academic and Career Success.
Final Supervisor Assessment	Forms provided on Canvas. Should be submitted directly from the site supervisor to the Center for Academic and Career Success.
Final Learning Reflection and Self-Assessment	Analyze your internship experience, reflecting on lessons learned and how your Paul Smith's education connects to this experience. Address how this will impact your educational and career goals going forward and the actions you will need to take to effectively pursue your chosen career path.
Revised Resume	Updated to include details about your internship experience including new skills developed and results obtained during the internship.
Exit Interview	Complete with Faculty Mentor. Interview form available on Canvas.

Title IX Statement:

Paul Smith's College investigates all reports of sexual misconduct. College Faculty are required to report incidents of sexual misconduct to their supervisor or to the Title IX Coordinator. As part of any Title IX investigation that may be conducted as a result of such reports, College Faculty must provide details including the names of those involved in the incident. Requests for confidentiality will be respected but cannot be guaranteed.

Disabilities/Accommodative Services Statement:

1. It is the college's policy to provide, on an individual basis, academic adjustments to students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities are encouraged to contact personnel in the Center for Accommodative Services on the second floor of the Joan Weill Adirondack Library, Room 209, at 518-327-6414 or email at accommodativeservices@paulsmiths.edu to discuss their particular need for academic adjustments.
2. This material is available in alternative formats upon request.

Academic Integrity Policy:

Academic Honesty:

Paul Smith's College (PSC) values intellectual integrity and the highest standards of academic conduct, as set forth in the Ten Principles of Academic Integrity. To be prepared to meet societal needs as leaders and role models, students must be educated in an ethical learning environment that promotes high standards of honor and integrity in scholastic work. Academic dishonesty undermines institutional integrity, threatens the academic fabric of the College, and is not an acceptable avenue to success. It diminishes the quality and value of PSC education. Fostering an appreciation for academic standards and values is a shared responsibility among students, faculty and staff. Therefore, the entire academic community must establish and enforce rules governing violations of academic honesty.

Academic Dishonesty:

Academic dishonesty is any treatment or representation of work as if one were fully responsible for it, when it is, in fact, the work of another person or work in which one has received unacknowledged assistance from others. It includes, but is not limited to:

1. Submitting any fraudulent or plagiarized academic work. This includes, verbatim use of a quotation without quotation marks; use of another person's idea or information without acknowledging your source; and submission of work prepared by another person as one's own
2. Giving or receiving answers and/or any materials pertinent to any academic work without the permission of the instructor
3. Stealing, manipulating, or interfering with any academic work of another student
4. Multiple uses of the same work, by presenting the same or substantially the same written work (or portion thereof) as part of the course requirements for more than one project or course, without the express prior written permission of the instructor(s) involved

Academic dishonesty is a serious violation that is counter to the purpose and aims of Paul Smith's College. A substantiated case of academic dishonesty may result in:

- Permanent dismissal from the College
- Suspension for a designated period of time
- Lesser sanctions as deemed appropriate