

RUTGERS INTERNSHIP & CO-OP PROGRAM
01:090:201: Internship SAS Course
Fall 2008 Syllabus

INSTRUCTOR

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Office Hours: Please email or call to schedule an appointment time.
Drop-in Hours: Monday and Wednesday 1 - 3:30 p.m.

COURSE INFORMATION

The purpose of this course is to provide an academic context for students as they are pursuing their internship. Students will have an opportunity to reflect on workplace issues and professional achievements. They will complete readings on industry and employment trends, conduct an informational interview, research career industry, and complete a learning agreement, a weekly journal, a final reflection paper, and a formal evaluation of the experience. The ultimate objective is for students to clarify their career goals and develop their career plans. There will be one group meeting early in the semester; other assignments will be completed online.

Credits: 3 credits (Pass/Fail)

INTERNSHIP COMPLETION REQUIREMENT

In order to successfully complete this course, you **MUST** complete the internship and satisfy the minimum 180 hours for the semester. If you leave the internship before the end date, are dismissed, or fail to complete the required hours, you will automatically fail the course.

ASSIGNMENTS

All work assignments must be submitted on time to receive full credit. Any late assignments will not be accepted. For additional help uploading into the system or general e-college assistance, please visit <http://ecollege.rutgers.edu>.

Weekly Journal: At the official start of the course, you will begin submitting one journal entry at the end of the week (Sunday - Friday) due the following Monday by 12 noon. (14 weeks - fall 2008) The first entry is due by Monday, September 15th 12 noon. Reflect on your experience, make note of insights and learning gained each week. Include comments on networking opportunities, projects, mentoring experiences and workplace climate. State how you may have used classroom learning in your internship, and progress on your learning objectives and goals. *Each journal should be typed, double spaced, 12 pt. Times New Roman font and have 1" margins. Journals should be at least one page but not exceeding two pages.*

ANTICIPATED STUDENT OUTCOMES

The course provides a means for students to achieve academic, professional, and personal outcomes as follows:

- *Academic* - Integrate classroom theory with workplace practical training.
- *Professional* - Clarify your career goals, understand the workplace culture, gain workplace competencies, benefit from professional networking, and improve access to post-graduation employment opportunities.
- *Personal* - Learn your strengths and weaknesses, develop and enhance interpersonal skills, and obtain earnings to assist in supporting your college expenses.

GRADING SYSTEM AND COURSE REQUIREMENTS:

The course is graded on a pass/fail basis. The instructor's intent is for each student to be 100% successful in this course. To pass the course, you must:

- Maintain a weekly reflective journal detailing work activities and experiences and upload it to the course instructor via E-companion (200 word minimum)
- Participate in the online discussion board
- Complete a 20-minute informational interview
- Complete an end-of-term reflective paper consisting of the following:
 - a. description of the job, the employer, and the nature of the work environment
 - b. the objectives met and those not met
 - c. the learning experiences (what you learned)
 - d. identification of new areas for development as a result of the experience; and
 - e. a summary of the pros and cons of the internship experience, including how the course studies related to the work and the impact of the experience on your career choice.

- Your site supervisor must complete evaluations- a mid-term evaluation and final evaluation of your work performance experience completed by the site supervisor; and an evaluation of your experiences as an intern

IMPORTANT: You must receive a favorable performance evaluation (average score of 3 or higher) to receive full credit.

POINT SYSTEM FOR GRADING & DUE DATES

points	Assignments	Due date
5	Learning Agreement	9/19/08
14	Weekly Journals - 1pt each	By the following Monday at Noon
5	Company/Org. Summary	9/26/08
10	PowerPoint Presentation	10/24/08
15	<i>Mid-term evaluation</i>	10/30/08
5	Informational Interview	11/14/08
15	<i>Final evaluation</i>	12/15/08 by noon
25	Final Paper	12/15/08 by noon
6	<i>Student final evaluation & resume</i>	12/15/08 by noon
100		Total possible points

Grading Scale (no exceptions)

PASS (P)	FAIL (F)
95 - 100	65 - 69.9
90 - 94.9	60 - 64.9
85 - 89.9	55 - 59.9
80 - 84.9	50 - 54.9
75 - 79.9	45 - 49.9
70 - 74.9	0 - 44.9

ASSIGNMENT SCHEDULE:

Class/Month	Assignment
Session 1 September	<p>Introductions: Overview of syllabus, course requirements, grading, and e-college.</p> <p>Class Activity: Learning agreement and internship company/organization summary and organizational chart.</p> <p>Assignment: Complete learning agreement with your employer, outlining specific goals and learning objectives (a minimum of three) to be completed during the internship. See if an organizational chart is available to you from your supervisor. If not, create your own according to your knowledge of the organization (include a</p>

	<p>box for yourself if you'd like). Write a 1-2 page summary (not to exceed 2 pages) about your organization/employer and your individual department. You should include quick facts about the company/organization, the history/background, mission/goals, services or clients, financial strength, departmental goals, employee benefits and career advancement opportunities. Attach the organizational chart to your summary.</p> <p>OPTIONAL: Read career-related article using (i.e. Vault.com, Monster.com) and post feedback and comments on e-college.</p> <p>Due Date: Learning agreement is due Friday, September 19th by 5 p.m. The company/organization summary and chart are due Friday, September 26th by 5 pm.</p>
<p>Session 2 October</p>	<p>Career Exploration Goal Setting: Identifying possible career paths Assignment: Review the <i>Occupational Outlook Handbook</i> online and careeronestop.com and explore a possible career option related to your internship. Develop a PowerPoint presentation (5-6 slides) outlining the following: 1. Career Overview, 2. Education & Training required, 3. Salary and Career Outlook, 4. Skills & Qualities Necessary to do the Job, 5. Types of Employers & Possible Career Ladder or Career Trends. Upload your PowerPoint in e-college. Due Date: PowerPoint Presentation due Friday, October 24th by 5 p.m.</p>
<p>REMEMBER: Mid-term supervisor evaluations are due October 30th</p>	
<p>Session 3 November</p>	<p>Informational Interview Assignment: Conduct one informational interview with someone who is a seasoned professional (in the field 3 years or more) in a career related to your career goals. The interview should consist of 15-20 questions that you would ask. Submit your typed interview with questions and responses to the instructor. Read informational interview article posted on e-college to help you. OPTIONAL: Post feedback and comments about your interview experience on the e-college discussion board. Due: Interview due Friday, November 14th by 5 p.m.</p>
<p>Session 4 December</p>	<p>Final Reflection Paper, Evaluation Forms and Updated Resume Submit a final reflection paper (minimum of 5 pages). The paper should consist of the following:</p> <ul style="list-style-type: none"> • description of the job, the employer, and the nature of the environment • the objectives met and those not met • the learning experience • identification of new areas for development as a result of the experience • a summary of the pros and cons of the internship experience, including how the course studies related to the work and the impact of the experience on your career choice. <p>Review and discuss final evaluation with your site supervisor. Due Dates: Final Reflection Paper, employer evaluation, and student evaluation with resume is due Monday, December 15th by 12 noon. Please submit an updated copy of your resume along with your student evaluation.</p>