INSTRUCTORS INFORMATION  COURSE ASSISTANT INFORMATION  COURSE INFORMATION & ASSISTANT
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COURSE DESCRIPTION:
The Professional Internship course provides undergraduates an opportunity to develop the leadership and professional
skills necessary for competitive placement within their chosen industry. Students gain new and field-specific skills
outside the classroom environment while participating in a supervised internship of their choice for a total of 50 or 100
hours.

Through an internship, students have the opportunity to gain an understanding of the relationship between classroom
theory and its practical application; to test career objectives; to determine if there is a proper fit between career
requirements and the students’ objectives; to develop professional work habits; to improve interpersonal skills; to begin
networking with professional contacts; and to prepare for a smooth transition into full-time employment.

Students should approach an internship with the goal of gaining as much professional experience as possible in a variety
of areas, always functioning as a professional and applying his or her academic training to the internship. The intern is
expected to conform to the normal employee policies of the cooperating organization, complete assigned tasks, and
actively support the mission of the intern agency. Rules of confidentiality for the business should be strictly maintained,
and time off, whether emergency or otherwise, should be requested from, and approved by, the cooperating organization
and reported to the Instructor or qualified course assistant.

COURSE OBJECTIVES:
By the end of the course, students should be able to:
1. Define and articulate the fundamentals of leadership theory and leader self-development.
2. Identify their strengths and potential career aspirations.
3. Perform general, if not specific, work-related tasks and assignments respective to their internship.
4. Implement key professional strategies and practices introduced through online lectures and assigned readings.

GENERAL INFORMATION ABOUT INTERNSHIPS
1. No salary, wages, monetary compensation may be received for work if course credit is requested. In addition, students
cannot receive credit for two courses by completing only one internship, nor may they receive credit for two different
internships during the same academic term, unless otherwise specified by the instructor.

2. Sites may include government agencies, non-profit organizations, school districts, or privately owned businesses or
corporations. Sites must be selected from a pre-approved list (found at the SSARC) or must be approved by the
Instructor prior to earning credit. Students in SocSci 194 must intern at a non-profit, 501(c) institution.

3. Internships must take place at a designated work site under the direct supervision of your internship manager or
supervisor. Internships whose primary offices are located at private residences are not acceptable. Remote
activities, including online work projects or at-home assignments must not account for more than 40% of the
internships duties.

4. Sites should be appropriate to the student’s field of interest.
FAIRNESS POLICY
Students are expected to adhere to the guidelines and requirements of the course, including assignment deadlines and class participation. Minor point deductions will be made if assignments cannot be submitted within the required time. This resembles “real world” business as all decisions, actions, and circumstances remain subject to practical consequences, often under the discretion of the employer or client.

STUDENT EXPECTATIONS
Students will dedicate a minimum of 50 hours (2 units) or 100 hours (4 units) of service to the site during the 5-week summer session. Internship schedules and duties should result from a mutual agreement between the supervising officer and the student intern. The Professional Internship course is necessary for all non-paid internship positions as per the Fair Labor Standards Act (1938). As such, students must fulfill all course requirements to satisfy the legal obligations regarding compensation, thereby protecting their internship agency from potential legal action. Employers may reserve the right to excuse a student intern at any time, at the site supervisor’s discretion.

Students are expected to actively participate in online course discussions. All forms, handouts, worksheets, and/or reading materials should be reviewed thoroughly prior to any online topical discussion.

CONTACTING THE INSTRUCTOR
When emailing the instructor, please include “SocSci 197 :: your full name” in the subject line. Remember to replace your full name with the name listed on your enrollment records. Please remember to also include your phone number, should a more prompt response be required.

PARTICIPATION (25% of Final Grade)
This online course relies primarily on Forum discussions. Each student is required to post a unique response to at least 2 of the three forums created each week. In addition, students must comment on at least 1 posting created by their peers each week. In total, each student should have posted at least 3 times per week (Monday to Sunday of the assigned week). Postings may range from analytical and conceptual processing to general reading comprehension. Students are encouraged to comment on as many posts as possible.

ARTICLE SUMMARIES AND ANALYSIS (10% of Final Grade)
Students are to write a summary of each required article covered in the course, each week. These assignments will require students to summarize and apply a creative and analytical approach to relating the theme of the reading to their internship experiences. Each Article Summary and Analysis should be no less than 1 page, double-spaced.

CAREER KSA ANALYSIS (5% of Portfolio Grade). The KSA assignment will provide students a strong overview of the required knowledge, skills, and abilities required for a successful career in their respective industry. This assignment will be made available during Week 1.

CASE SCENARIOS/OFFICE POLITICS (5% of Final Grade)
Students will complete a evaluation of very short case studies during the last week of the summer session. Students are expected to submit their responses via the Forum section for Week 5.

DESCRIPTION OF DUTIES (5% of Portfolio Grade). A detailed document describing the student’s responsibilities and duties is required. This should be done with your internship supervisor. This document should include an exhaustive list of all internship tasks. This assignment will be due Week 2.

DEVELOPMENTAL ASSESSMENT (10% of Final Grade)
Students will complete 1 online developmental assessment (aka: quiz) at the end of the summer session. The assessment will include questions from the selected readings, online articles, and lectures. The developmental assessment will be taken during Week 6 of the summer session.

EVALUATIONS (REQUIRED). The student and agency supervisor must complete an evaluation which will be available online during Week 4. The agency supervisor is to assess the student’s work, attitude, productivity, and service. The student is responsible for examining their experience and rating their satisfaction. Please note that the
evaluation form is to be completed by the supervisor. Missing agency assessments will result in an incomplete in
the course.

**HARASSMENT TRAINING CERTIFICATE (REQUIRED).** Students should complete the online
harassment training during **Week 1** using the link provided. The final certificate should be printed in
digital form (i.e. PDF, JPEG) and uploaded before the end of the week. The training may take between
60-90 minutes to complete.

**JOURNALS** (*20% of Portfolio Grade*). Each student will need to write journal entries describing all internship
activities during each two-week period between sessions. Successful journals include personal and professional
impressions, as well as observational analysis and developmental interpretations. You are to reflect on how the
experience related to your academic training and pose theoretically based questions from the practical encounters in
the field. One journal entry is required every session; a total of 5 journal entries are required. Each entry is to be
double-spaced and no less than **1 page**, demonstrating insight and personal reflection.

**LEARNING OBJECTIVES** (*5% of Portfolio Grade*). Students will create a series of statements that will serve
as learning outcomes expected from the internship. Learning objectives should be appropriate and attainable during
their limited time at the internship. Each learning statement will coincide with key knowledge, skills, and abilities
required within their chosen work field; the KSA assignment is completed in conjunction with this activity. This
assignment will be due **Week 2**.

**RESUME** (*10% of Portfolio Grade*). It is common to overlook the revision of your resume, especially when you
have already begun an internship. The truth is that many supervisors do not weigh resumes as highly as do entry-
level or managerial positions. A very brief workshop will be given in class on this topic. Students must create a
resume in alignment with the strategies referred to in the online lecture. This assignment will be due **Week 4**.

**SERVICE LEARNING CONTRACTS** (*5% of Portfolio Grade*). The university internship contract can be
downloaded from the course website. It highlights all the main components of an internship and requires the
student and agency representative’s signature. The hardcopy of the contract must be scanned and uploaded to the
course website before **Week 2**. If a service contract is not submitted, the student will receive an incomplete in the
course. Both the supervisor and the intern should sign this document.

**TIMESHEET (REQUIRED).** The official program timesheet can be downloaded from the course website. It
identifies the hours the student worked at the internship throughout the quarter. It is to be signed by the supervisor
at the end of the quarter to verify completed hours of internship work. Timesheets should be scanned and submitted
to the course website during **Week 5**. A timesheet that is short the minimum required hours and/or is missing a
supervisor’s authorized signature will result in an automatically incomplete. An incomplete of this nature may be
resolved at the instructor’s discretion. If a timesheet is not submitted, the student will receive an incomplete in the
course.

**EXTRA CREDIT** (*10%, 2 points each*). Students who provide pictures of themselves at their internships will be
eligible to receive extra credit. Acceptable pictures include images showing the intern at work or near a company logo or
work group. All pictures must include the student intern.
GRADING BREAKDOWN/COURSE EVALUATION

<table>
<thead>
<tr>
<th>% OF FINAL GRADE</th>
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<tbody>
<tr>
<td>Participation     25</td>
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<tr>
<td>Case Scenarios    05</td>
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<tr>
<td>Developmental Assessment 10</td>
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<tr>
<td>Article Summaries 10</td>
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<tr>
<td>Service Learning Plan/Contract 05</td>
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<tr>
<td>Description of duties 05</td>
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<td>Learning Objectives 05</td>
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<tr>
<td>Resume            10</td>
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<tr>
<td>Journals          20</td>
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<tr>
<td>Career KSA Analysis 05</td>
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<td>TOTAL             100</td>
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(Not including extra credit)

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<thead>
<tr>
<th>Date</th>
<th>COURSE SCHEDULE AND AGENDA :: Summer 2012</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Overview of Course and Internship Expectations</td>
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<td></td>
<td>Syllabus and Course Protocols</td>
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<td></td>
<td>- Journal 1 (due Friday)</td>
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<td></td>
<td>- Article Summary</td>
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<td>- Learning Objectives</td>
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<td>Online Harassment Training Certificate</td>
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<td>Internship Contract</td>
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<td>Week 2</td>
<td>Leadership Basics and Professional Development</td>
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<td>Assignments Due:</td>
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<td></td>
<td>- Description of Duties</td>
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<td>- Journal 2 (due Friday)</td>
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<td>- Article Summary</td>
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<td>KSA Inventory</td>
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<td>Week 3</td>
<td>Networking and Professional Communication</td>
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<td>Assignments Due:</td>
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<td>- Journal 3 (due Friday)</td>
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<td>- Article Summary</td>
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<td>Week 4</td>
<td>Resume Building and Business Protocol</td>
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<td>Assignments Due:</td>
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<td>- Journal 4 (due Friday)</td>
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<td>- Article Summary</td>
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<td>- Resume</td>
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<td>Week 5</td>
<td>Office Politics, Popularity, and Persuasion</td>
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<td>Assignments Due:</td>
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<td>- Case Scenarios</td>
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<td>- Journal 5 (due Friday)</td>
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<td>- Article Summary</td>
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* Developmental Assessment: Sept. 1-Sept 6th

Pass (P) or No Pass (NP) will be the assigned grades. Students must receive at least a 75% overall grade in the class to obtain full credit for the course. Students with scores less than 75% will receive either a NP or an Incomplete, at the instructor’s discretion. Assignments should be completed by the Wednesday of each respective week. No late assignments will be accepted without prior permission from the instructor. Incomplete grades must be resolved within three academic terms after it is received. Unresolved incompletes will be automatically changed to an F after this time.

CHEATING. You are responsible for understanding all aspects of University regulations regarding academic honesty. Acts of academic dishonesty, including but not limited to cheating (e.g., copying another person’s work or submitting another person’s binder) and plagiarism (i.e., using another person’s words or ideas without acknowledgement, cutting
and pasting from the internet, or submitting all or a portion of an assignment as multiple assignments) will be issued an AUTOMATIC NO PASS for the course; additional sanctions may be imposed by the University administration.

For each day late (including weekends) points will be deducted as follows:
1 point deduction for 1-5 point assignments
2 point deduction for 10-20 point assignments
3 point deduction for 40 point assignment

*** This syllabus may be changed at the instructor’s discretion at any time. Information regarding any changes made will be provided to students via email and class discussion. ***

REQUIRED READINGS BY WEEK

WEEK 1

WEEK 2

WEEK 3

WEEK 4

WEEK 5

REQUIRED CERTIFICATION

Student will also need to complete the University of California, Irvine’s online Sexual Harassment Prevention Training program. The training will cover the general topics typically found in professional programs or workshops, and designed to expose students to important legal issues regarding harassment at the workplace. This training does not satisfy the requirements of AB1825, but will provide the student sufficient information to help prevent negative incidences during their internship.

To complete the program, visit [http://www.newmedialearning.com/psh/ucirvine](http://www.newmedialearning.com/psh/ucirvine). Click on “student” when prompted for your desired edition. The entire program may take between 60-90 minutes to complete.
APPENDIX I. ARTICLE SUMMARIES AND JOURNALS FORMATTING

ARTICLE SUMMARIES
Please format your articles summaries as you would an annotated bibliography. Place the APA citation for the article on the top line of the document, centered using the appropriate font styles (as per APA standards). Article summaries will include three sections, listed below:

1. Summary
   a. Problem addressed; relevancy of the article
   b. Purpose of the article; the specific variables and/or constructs of investigation
   c. Methodology used
   d. Results
2. Strengths/Contributions of the article
3. Weaknesses/Limitations of the article

JOURNALS
Please consider the following elements in your journal entries. While you have the opportunity of free expression, we will critique articles based on careful attempts to draw insights and observations from your internship experiences.

1. Internship activities
   a. Include information on specific tasks or projects you worked on
2. Knowledge gained
   a. Discuss any new ideas, concepts, theories, vocabulary you learned during the journal period
3. Skills acquired
   a. Discuss any specific techniques, software, strategies, methods, or approaches you learned during the journal period
4. Etiquette learned
   a. Discuss interactions with office mates, observations of office politics and culture, and any other relevant encounters you had with colleagues or clientele
5. Values developed
   a. Discuss important decisions and motivating factors that affect how you perceive yourself, the internship, or the industry