

**ASSOCIATED COLLEGES OF THE MIDWEST  
The CHICAGO PROGRAMS  
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# **Internship Course Syllabus**

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## **COURSE OBJECTIVES**

The Internship is one of four academic credit-bearing components of the Chicago Arts, Business and Entrepreneurship and Urban Studies Programs. The overall purpose of the internship is to bridge academic theory and professional practice.

The internship will provide the opportunity for the student to obtain in-depth work experience and add value to a host organization of their choice. In addition, students will reflect on this process through readings, written assignments and reflection sessions with other students and faculty. Throughout this process, students will gain insight into city life and be exposed to a variety of careers.

## **SCHEDULE**

BES, USP and CAP students will work all day Mondays & Wednesdays. These are the standard internship days; however, students are allowed to work additional times throughout the semester as long as they do not conflict with any other program components.

## **INTERNSHIP PLACEMENT PROCESS**

Students will have completed informational surveys and preliminary research on various internship opportunities available. This enables the faculty member to best determine their interests, expectations and skills. The Chicago Programs is the umbrella for three separate academic programs; Business, Entrepreneurship & Society (BES), Chicago Arts (CAP) and Urban Studies (USP). Each has a slightly different placement process, however in all three programs, the Internship Coordinator or Internship Associate will schedule the initial interview.

If both the student and the site supervisor agree, the student can begin without delay. However, both the student and prospective site supervisor have the right to defer a final decision or to decide that the particular internship is not a good

match. In the latter case, the student returns to the faculty member for a second referral.

Most interns are settled in at their placements within two weeks after their initial site referral. By no later than the end of the third week of the program, the internship supervisor and the student must sign a brief Internship Contract which outlines the expectations and responsibilities for the intern. (The form is provided on the ACM Program Google site) This contract must be returned to the Chicago Programs office no later than ***Friday, February 25, 2011.***

## **GRADING COMPONENTS**

### **Learning Goals, Strategies & Assessment- 50 Points**

The internship learning goals are a way for the student to define:

- the skills that they hope to gain or to improve and
- the personal and professional insights sought

They are also a useful tool in enhancing the quality of the internship experience because these goals are developed in conjunction with the site supervisor who will then work to help the student develop strategies to achieve their goals during the semester. These written and agreed upon goals increase the probability of students having a constructive and satisfying internship experience.

Each student will create Learning Goals that identifies specific goals for the following categories:

- Knowledge
- Skills/Competencies
- Career Awareness
- Personal Development

In addition to setting goals, students will develop strategies for achieving each of the goals along with establishing a performance evaluation method. Sample learning goals can be found on the ACM Program Google site. A draft version of the Learning Goals, Strategies & Assessment is **due by *Friday, March 4, 2011.***

## **INTERNSHIP WORKSHOPS AND REFLECTIONS**

The goals of the blogs, workshops and reflection papers are to explore how and why the internship can be a meaningful learning experience. As part of the internship reflection process, you will be assigned several readings and reflection assignments.

### **Internship Blogs- 300 points**

The internship blogs are designed to provide an opportunity for critical reflection on a number of issues. This assignment should spark critical thinking and soul searching and will serve as the basis for discussion at the internship workshops.

Each student's experience at their site and assigned readings will be the foundation of the blogs. Each student will receive e-mail notification of access to the ACM Program Internship blog. Students are required to complete three blog entries. The three blog prompts and due dates can be found on the ACM program Google site. Due dates are as follows:

**Blog #1 - Friday, March 11<sup>th</sup>**

**Blog #2 - Friday, April 1<sup>st</sup>**

**Blog #3 – Friday, April 29<sup>th</sup>**

All entries will be evaluated based upon thoughtful reflection, connection to the blog prompt and timely completion of the assignment. The blogs also provide an opportunity for the students to engage as a collective on issues of work and career.

### **Midterm and Final Workshop Participation/Contribution 100 points**

Midterm workshop

There will be one Internship Reflection Workshop held on **Wednesday, March 16, 2011, from 10:00 a.m. to 12:00 noon** at the Chicago Programs Office. The purpose of the workshop is to provide an opportunity to reflect on your internship experience and discuss any questions, concerns or insights that you have gained about yourself and future career options.

This Workshop will count towards 4 hours of internship for students since the Workshop falls on an internship day. Each student's site supervisor will be notified of this date however, students are required to communicate and receive approval for missing the morning. Attendance and participation in this workshop is required. One hundred points will be deducted for an absence and fifty points will be deducted for tardiness or unpreparedness or lack of participation.

Final workshop

The final internship workshop is designed to provide students with an opportunity to share their internship experiences with other students and faculty.

### **Final Internship Assignment and Reflection Activity - 50points**

The Final Internship Assignment is comprised of a short paper and an updated resume reflecting the internship experience. The short paper assignment is designed to give students an opportunity to evaluate which of the original Individual Learning Goals were accomplished, identify gaps between the skills gained and desired. In addition, this assignment will allow students to consider unexpected learning experiences as well as personal awareness and career development.

In 3-5 pages answer the following questions:

- Which of your Individual Learning Goals ended up being the most essential to your experience and why?
- Related to your internship, what knowledge/skills do you have now that you didn't before?
- Projecting into the future, what knowledge/skills do you still need to develop and what strategies have you identified to achieve these?
- What was the most meaningful unexpected growth or learning opportunities you experienced during your internship and why?
- How will you use this experience in identifying both your future personal career plan?

Each student should update their resume to reflect this internship experience. Solid entries will contain active descriptions of student key responsibilities and contributions during their internship. Final assignments are due on ***Tuesday, May 17<sup>th</sup> 2011.***

### **Host Evaluation- 500 points**

Each student will work under the supervision of a designated representative from the internship site. This person will be responsible for assigning and overseeing your work and completing your midterm and final evaluation. (See the ACM Program Google site for a copy of the forms).

The purpose of the midterm evaluation is to provide the student with the feedback necessary to make the most out of the internship experience. It is also the opportunity for the student to discuss their internship experience and note any areas of concern. The midterm evaluation is used as a discussion tool only. The comments and ratings are not factored into the final internship grade.

The final internship site supervisor evaluation is an assessment of the student's work during the semester and the points given will comprise 50% of your total internship grade. This evaluation is due to Jessica on **Monday, May 9<sup>th</sup>** and will be forwarded to students. (This form is also included on the ACM Chicago Programs Google site.)

Each student will be rated on a scale of 1 to 5 in the following areas:

- Work habits
- Initiative
- Interpersonal skills
- Ability to learn

### **Internship Site Visit**

The purpose of the site visit is to provide an opportunity for students to provide input on their work experience and for site supervisors to provide honest and usable feedback with regard to the student's strengths and possible areas of growth. A faculty member will visit each internship site to discuss individual student progress with the student and their respective supervisor. Each student, along with their site supervisor, must be present at the meeting with the Chicago Program's faculty.

Student's role in the site visit

Each student should bring three copies of their contract and learning goals, (one copy for each party).

1. Student Presentation. You will be asked to talk through your contract and learning goals, telling whether, when and how you are progressing.
2. Site Supervisor's Evaluation. Your site supervisor will be asked to complete a mid-term evaluation and to comment on your performance, including strengths and weaknesses.
3. Discussion. There will be general discussion between the three parties around the contract and learning goals, the mid-term evaluation, and the overall internship experience.
4. Future Planning. There will also be discussion around plans for the second half of your internship. You are encouraged to make any requests or suggestions, such as "I would like you to set up two days in X department, to learn what goes on there," or "I've been hoping you would ask me to attend Y conference with you."

If problems surface at the internship site, students should seek counsel from program staff. Resigning from an internship placement is not permitted before

speaking with the Internship Coordinator. An unauthorized resignation will negatively impact a student's final grade.

### **Minimum Hour Requirements**

All students are required to complete a minimum of 150 hours of work at their internship site. It is the student's responsibility to develop a work plan and schedule that ensures that the 150 hour minimum requirement is met. Please notify the internship coordinator before the eleventh week if you are having trouble complying with this requirement.

The internship will end on **Wednesday, May 11, 2011**. The final week of the Program is reserved for program wrap-up, final assignments and the final internship reflection activity. Some students may complete their required hours prior to the 11<sup>th</sup>; however, all students must continue to work at their internship site until that date.

At the end of the semester your grade is determined from the requirements listed. A student's grade will be lowered, however, by one percent for each hour under the 150 hour requirement. (For example: if you received the maximum number of points on every grading component, but only completed 140 hours of work at your site, your final grade will be 900 total points).

### **INTERNSHIP DOCUMENTATION:**

Throughout the semester, students will be expected to complete internship related documents and submit them in a timely manner to Jessica Adelman via e-mail, [jadelman@acm.edu](mailto:jadelman@acm.edu). Failure to submit internship documentation on time could result in a grade reduction. Examples of forms are all included on the ACM Google site and in your Internship Packet.

The following are required documentation and due dates:

Internship Contract – due February 25, 2011

Learning Goals, Strategies & Assessment – due March 4, 2011

Internship Blogs:

- Initial Blog Response #1 - due Friday, March 11, 2011
- Initial Blog Response #2 - due Friday, April 1, 2011
- Initial Blog Response #3 - due Friday, April 29, 2011

Student Midterm Evaluation- due Friday, March 18, 2011

Student Final Evaluation –due Friday May 13, 2011

Student Thank-you letters to the host site- due May 13, 2011

## **TIME SHEETS:**

All students are required to turn in or fax time sheets to Jessica Adelman at [jadelman@acm.edu](mailto:jadelman@acm.edu) on a weekly basis. A blank time sheet can be found in your Internship Packet and on the ACM Program Google site. These sheets will be used to determine your compliance with the minimum hour requirements.

It is the student's responsibility to get the timesheets signed on a weekly basis. Failure to do so will have a negative impact on your final grade. Falsification of time sheets will result in a failure for the Internship component.

## **CONDUCT AT THE SITE**

The ACM Chicago Program and your host organization expect that you conduct yourself in a professional manner while completing the internship. Initiative, promptness, and appropriate dress are the concerns most often expressed by site supervisors. Employers expect interns to be self motivated, on time, and dressed appropriately for the site. Students should treat the internship experience as if they were participating in a 14-week long interview process. Internship site supervisors can serve as valuable resources for future recommendation letters.

### Drug Testing/ Criminal Background Check

Many organizations now require a drug test, along with a criminal records check for new employees. They often adopt this requirement for interns as well. If you need to talk privately about this subject before you report to your internship site, please let the Internship Coordinator know.

## **GRADING SCALE**

A	940 -1000 points
A-	900 - 939
B+	870- 899
B	840- 869
B-	800- 839
C+	770-779
C	740- 769
C-	700- 739
D+	670- 679
D	640- 669
D-	600-639