

**Internship  
Fall 2018**

**Instructor:** Dorothy Burge, faculty and internship coordinator  
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**Office Hours:** Available by appointment; please allow 24 hours for a response to emails or voicemails.

**COURSE DESCRIPTION**

The internship is one of four academic, credit-bearing components of the Chicago Program. Students will have the opportunity to examine and gain insight into the personal value of this work experience, as well as how it relates to their career goals and the broader themes of work within society. This is accomplished through a variety of activities that include workshops, readings, writings, and other reflective assignments.

The internship experience for the Chicago Program begins with the completion of the Internship Questionnaire and ends during the final week of the program with an integrated reflection that connects the internship experience with the other components. Each step in this process is an important aspect of the entire experience; from researching and making decisions about a potential internship placement, preparing for a role in an organization, learning new skills and accomplishing important tasks, reflecting on opportunities or challenges, and setting career goals.

Site work and academic work are intended to support each other.

**COURSE OBJECTIVES**

Students will:

- GAIN IN-DEPTH EXPERIENCE working in a career where they will learn specific professional and industry-related skills.
- INCREASE THEIR KNOWLEDGE of and ability to navigate various organizational settings.
- ACQUIRE INSIGHT into their professional and career preferences.
- APPLY THEIR ACADEMIC EXPERIENCE TO PROFESSIONAL PRACTICE, with particular focus on work within an urban context.
- ADD VALUE to their host site.

## **SCHEDULE**

Students work at their internship sites on Mondays and Wednesdays for a total of 15-16 hours each week. In addition to these days, students may arrange additional work times with the host site to the extent that these times do not conflict with other program activities or classes. There may often be opportunities for students to work evenings and weekends for special activities. If you observe holidays that conflict with internship work days, please be sure to communicate with your internship site supervisor at the beginning of the semester.

\*NOTE: There are two internship workshops scheduled this semester. Both are mandatory events. One hundred, (100 points), will be deducted for each workshop that is missed, if the student is unprepared or if the student does not participate in the discussion or activities. The workshop dates are Wednesday, October 10<sup>th</sup>, from 6-8:30 p.m. and Wednesday, December 5<sup>th</sup>.

## **INTERNSHIP PLACEMENT PROCESS**

The internship placement process includes:

1. Completion of the Internship Questionnaire
2. Selecting and ranking internship choices
3. Resume updates
4. A phone conversation with Chicago Program internship faculty and staff
5. Contacting sites with available internship opportunities
6. Scheduling an interview at the student's choice of interview sites
7. Internship orientation workshop and meeting with the Chicago Program Internship faculty member.
8. Making an internship site match, mutually agreed upon by the student, site, and Chicago Program faculty.
9. Completion of the Internship Contract, reviewed and signed by the Internship Site Supervisor with a copy submitted to both Dorothy Burge, [dburge@acm.edu](mailto:dburge@acm.edu) and Marie Bushnell, [mbushnell@acm.edu](mailto:mbushnell@acm.edu)
10. Completion of the Learning Plan with Internship Supervisor and submitted to both Dorothy Burge and Marie Bushnell.

These steps must be completed by September 14<sup>th</sup> for the Internship Placement to be official.

After the first interview, another internship site will only be considered if the first site is not a match. If that occurs, the first site will no longer be an option for placement. The timing for beginning the internship is crucial, and students should remember they are competing with many other internship programs in the city for internship placements.

## **GRADING AND EVALUATION**

Students will be at their internship site on Mondays and Wednesdays. They will also participate in a series of assignments and reflections designed to round out the internship experience.

This is an academic internship, with the final grade based upon three factors:

- a. the site supervisor's final evaluation,
- b. completion of the academic assignments outlined below,
- c. and the completion of the required work hours

It is important to note that it is possible to receive a passing grade from the internship supervisor and not receive a passing grade for academic assignments, or vice-versa, thus jeopardizing successful completion of the internship component. The ACM Internship Faculty assigns the final grade for the Internship.

Please note, for every hour under the 150-hour requirement, 1% (10 points) will be deducted from the point value for the internship final grade.

By contract with their site, students agree to intern until Wednesday, November 28<sup>th</sup>. Students must work at their internship site until this final date, even if the student has met the minimum number of required hours.

## **GRADING SCALE**

The Internship grade will be calculated on the following 1000-point grading scale:

A	940 – 1000 points
A-	900 – 939
B+	870 – 899
B	840 – 869
B-	800 – 839
C+	770 – 799
C	740 – 769
C-	600 – 639
D+	670 – 699
D	640 – 669
D-	600 – 639

## **LATE WORK POLICY**

**Please note that points will be deducted from assignments that are turned in past the due date/time.**

The Internship grade will be based on the following:

<b>Assignments</b>	<b>Point Values</b>	<b>Due Dates</b>
<b>Internship Contract</b>	<b>50 Points</b>	<b>Friday, September 14, 2018</b>
<b>Learning Goals and Plan</b>	<b>50 Points</b>	<b>Friday, September 14, 2018</b>
<b>Internship Document Management; including timely submission of Weekly Timesheets</b>	<b>-0- Points</b>	<b>Timesheets are to be signed and submitted on a weekly basis</b>
<b>LinkedIn Profile Assignment</b>	<b>100 Points</b>	<b>Wednesday, October 3, 2018</b>
<b>Internship Workshop #1: LinkedIn</b>	<b>-0-</b>	<b>Wednesday, October 10, 2018</b>
<b>Site Supervisor's Midterm Evaluation</b>	<b>-0-</b>	<b>Monday, October 15, 2018</b>
<b>Revised LinkedIn Profile Assignment</b>	<b>100 Points</b>	<b>Monday, October 15, 2018</b>
<b>Student Midterm Site Evaluation</b>	<b>-50-</b>	<b>Monday, October 15, 2018</b>

<b>Student-Led Site Visit</b>	<b>-50-Points</b>	<b>Site visit- by Appointment:</b>
<b>Internship Blog Assignment</b>	<b>100 Points</b>	<b>Wednesday, November 21, 2018</b>
<b>Site Supervisor Final Evaluation</b>	<b>500 Points</b>	<b>Wednesday, November 28, 2018</b>
<b>Final Revision of Resume</b>	<b>-0-Points</b>	<b>Wednesday, November 28, 2018</b>
<b>Final thank you letter to the internship supervisor</b>	<b>-0-Points</b>	<b>Wednesday, November 28, 2018</b>
<b>Final Student Site Evaluation</b>	<b>-0-Points</b>	<b>Wednesday, November 28, 2018</b>
<b>Internship Workshop #2: Alumni Panel</b>	<b>-0-Points</b>	<b>Wednesday, December 5, 2018</b>
<b>Total Points Possible</b>	<b>1000 Points</b>	

### **INTERNSHIP COURSE ASSIGNMENTS AND DESCRIPTIONS**

The following is a list of required coursework and internship documentation followed by a brief description.

### **INTERNSHIP CONTRACT**

TO BE COMPLETED ON THE FIRST DAY OF THE INTERNSHIP

*DUE: September 14<sup>th</sup>*

The Internship Contract is to be completed and signed by the student and the site supervisor. The contract is an important document, creating an initial agreement on the details of the internship. **PLEASE NOTE**, the internship is not official until a signed copy of the contract has been submitted to the Internship Faculty at the Chicago Program Office. If the student is unable

to complete the contract by the September 14<sup>th</sup>, the student should contact the Internship Faculty by email or phone to arrange an alternate date to turn in the contract. Late contracts will result in a deduction of points.

### **LEARNING GOALS AND PLAN, 50 Points**

DUE: September 14<sup>th</sup>

The Learning Plan provides the student with an opportunity to consider what goals and objectives they want to achieve through this internship experience. The Learning Plan is a way for the student to identify the skills they hope to gain or improve upon, and the personal and professional insights they seek.

The student's goals, objectives, and activities are developed in conjunction with the site supervisor during the first two weeks of the internship. The types of activities the student will be involved in should flow from the goals and objectives they set for themselves. The Learning Plan is a working document that helps the student think and act more intentionally and thoughtfully with regards to this experience. These written and agreed upon goals increase the probability of the student having a constructive and satisfying internship experience. Detailed instructions on how to write the Learning Plan are found in the Internship Packet.

### **WEEKLY TIMESHEETS**

DUE WEEKLY

Students will receive weekly timesheets that must be signed by the site supervisor on a weekly basis. Timesheets are to be turned in to Marie Bushnell, Assistant Director of Off Campus Study, [mbushnell@acm.edu](mailto:mbushnell@acm.edu) each week. These timesheets are vitally important, as they verify the time spent at the internship site and will be used to compute the final internship grade. Failure to submit timesheets on a weekly basis will result in a loss of points. It is understood that there may be a week when a student is not at the Chicago Program Office. In this case, it is acceptable to submit the timesheet the following week, but *students should never fall behind more than one week in submitting time sheets*. Points will be deducted for each week a timesheet is late. Falsification of timesheets will result in a failure of the internship.

Please be sure to hand these forms directly to the Marie Bushnell to avoid any problems with lost forms. She will record the time worked each week and then make that information available on an ongoing basis. Blank time sheets can be found in the Internship Packet and on the Chicago Program Google site.

**INTERNSHIP WORKSHOPS PARTICIPATION AND CONTRIBUTION, 250 Points-** distribution provided below:

Internship Workshop #1: LinkedIn (-0- points)  
LinkedIn Profile Assignment- (100 points)  
Revised LinkedIn Profile Assignment-(100 points)

Student Midterm Site Evaluation – (50 points)  
Final Resume Revision- (0 points)  
Internship Workshop #2: Alumni Panel (-0-points)

The purpose of each workshop is to provide an opportunity to reflect on the internship experience and discuss any questions, concerns, or insights gained this semester. Preliminary assignments for each of the workshops will be made available well in advance of each of the sessions.

**Please note, attendance, promptness and participation are required.** Your attendance for midterm workshops is worth hours toward your total internship hours. An absence from a workshop will result in the loss of 100 points for each workshop missed. Tardiness, unpreparedness, or lack of participation will also each result in a deduction of points.

### **STUDENT-LED SITE VISIT**

SCHEDULED INDIVIDUALLY WITH EACH INTERN, *Between October 15<sup>th</sup> and November 21<sup>st</sup>*

Mid-way through the semester, Chicago Program Faculty will begin to visit each site to meet with the student and the site supervisor to discuss the status of the internship placement. The student will facilitate a discussion of their work, using the **Internship Contract** and **Learning Plan** to guide the conversation.

In leading the site visit, students will:

- Be prepared, on time, and familiar with the Learning Plan
- Bring three copies of the Contract and three copies of the Learning Plan
- Facilitate a discussion of the activities the student is involved in at the internship site, present any other experiences or skills the student wishes to pursue before the end of the semester, and address any concerns or ideas they may have, ensuring a successful completion of the Internship

In the event that the student's role or activities change from the original Learning Plan, the student will have the opportunity to revise and resubmit the Learning Plan. Students are encouraged to work with their Site Supervisor as needed if responsibilities change; however, this meeting is also a good time to voice concerns or offer suggestions about what changes can be made to ensure that the student can accomplish their goals. Student midterm and final evaluation forms can be located on the Chicago Program's Google site.

**FINAL THANK YOU LETTER, DUE DATE: Wednesday, November 28<sup>th</sup>**

Students will write a formal thank you letter addressed to the site supervisor and the internship host site. Students will be provided with Chicago Program letterhead, and the letter will be mailed from the Chicago Program's office. Late Thank You Letters will result in a deduction of

points. This assignment should be taken very seriously. Thank you letters that are incomplete, unprofessional, or otherwise deemed inadequate will result in a penalized final grade.

Students may also send a personal letter or card of their choosing, but that *will not* replace the formal thank you letter.

**FINAL REVISION OF RESUME,**

*DUE DATE: Wednesday, November 28<sup>th</sup>*

Students will complete a final resume that will incorporate the internship experience as well as reconsider any new or improved ways to shore up strengths and professional capacities. This will be a quality resume that the student can use in applying to a new internship, job, or other professional opportunity.

**REVISED LINKEDIN PROFILE, 100 Points**

*DUE DATE: Monday, October 15<sup>th</sup>*

Students will submit a revised LinkedIn profile using the insight gained from the LinkedIn Internship Workshop. The updated LinkedIn Profile will incorporate the Chicago Program experience and include any new or improved ways to note strengths and professional capacities.

**MIDTERM AND FINAL STUDENT SITE EVALUATIONS, 50 Points**

*MIDTERM SITE EVALUATION DUE: (50 Points), Due Monday, October 15<sup>th</sup>*

*FINAL SITE EVALUATION DUE: (0 Points), Wednesday, November 28<sup>th</sup>*

These evaluations provide the Chicago Program with information that can be helpful in assessing the value of the student's experience, to troubleshoot any problems or challenges, and to provide incoming students with information that can aid in their process of choosing an internship site. (PLEASE NOTE THAT THE FINAL INTERNSHIP GRADE WILL NOT BE RECORDED UNTIL THE STUDENT FINAL SITE EVALUATION IS COMPLETED)

**MIDTERM AND FINAL SITE SUPERVISOR'S EVALUATION, 500 Points**

*MIDTERM SITE SUPERVISOR'S EVALUATION DUE: Monday, October 15<sup>th</sup>*

*FINAL SITE SUPERVISOR'S EVALUATION DUE: Wednesday, November 28<sup>th</sup>*

Each student will work under the supervision of a designated representative from the internship site. This person will be responsible for assigning and overseeing the intern's work and completing both a midterm and final evaluation. The midterm evaluation will provide an opportunity to assess the progression of the internship experience, while the final evaluation will be used in determining the final grade. For the Final Evaluation, Interns will be rated on a scale of 1-5 in the following areas:

- Work Habits, 1-5 Points
- Initiative, 1-5 Points
- Interpersonal Skills, 1-5 Points
- Ability to Learn, 1-5 Points

Each point value will be multiplied by 25 and added together, for a possible total of 500 points.



## **INTERNSHIP DOCUMENTATION MANAGEMENT, 100 Points**

### **CRITICAL DOCUMENTS DUE THROUGHOUT THE SEMESTER**

Throughout the semester, students are expected to complete internship related documents. All documents must be submitted on time and failure to do so will negatively impact your final grade. Examples of forms are all included in the Internship Packet, and some are found at the Chicago Program Google site.

The following documents should be handed directly to the Internship Program Assistant when completed:

- Internship Contract, to be completed on the first day of the internship and due no later than Friday, September 14<sup>th</sup>
- Learning Plan, due Friday, September 14<sup>th</sup>
- Weekly Timesheets, due weekly
- Final Thank You Letter to Site Supervisor, due Wednesday, November 28<sup>th</sup>

The remainder of the internship documents will be emailed to you and submitted through Google docs. Those documents include:

- Student Midterm Site Evaluation, due Monday, October 15<sup>th</sup>
- Student Final Site Evaluation, due Wednesday, November 28<sup>th</sup>

The timely submission of these documents is critical. Late submissions of any of these documents will result in point deductions as indicated throughout the syllabus.

### **PROBLEM SOLVING**

Problems or concerns may surface at an internship. Students may have difficulty communicating with a supervisor or may experience challenges with assignments, etc. It is critical that the student keep the lines of communication open at all times, and that they find ways to problem solve with the supervisor or Chicago Program staff.

If problems surface at the internship site, the student should seek counsel from the Chicago Program staff. Resigning from an internship placement is not permitted before speaking with the Internship Faculty. An unauthorized resignation can result in failure of the internship.

### **CONDUCT AT THE INTERNSHIP SITE**

The Chicago Program and the host site expect that students will conduct themselves in a professional manner while completing the internship. Employers expect interns to be self-motivated, on time, and dressed appropriately for the site. Students should treat the internship as if the entire experience is an interview process. Internship site supervisors can serve as a valuable resource for future recommendation letters and job opportunities.

The Chicago Program's ability to assist students in finding an appropriate internship requires that students comply with the sites' policies regarding appropriate dress, appearance, hygiene and conduct. Employers are allowed to impose dress codes and appearance policies as long as they do not discriminate on race, color, religion, age, national origin or gender.

Failure to comprehend this as a requirement could negatively impact the ability of the student to be placed or to maintain an internship. Please note that past students have been denied internships or terminated for refusing to comply with dress and/or appearance codes (i.e., "suitable" clothing, hygiene, piercings, and tattoos).

### **DRUG TESTING/CRIMINAL BACKGROUND CHECK**

Many organizations now require a drug test, along with a criminal background check for new employees. They often adopt this requirement for interns as well. Students should let the Internship Instructor know if they need to talk privately about this subject before they report to the internship site.