Internship
Fall 2015

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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 the student’s 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 three 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: Students are not able to work at their internship site on Monday, November 2nd due to a Core Course Community Service Project. There are also two mandatory events (Internship Labs) on Wednesday, 10/7 and Wednesday 11/4 (both in the evening from 6-8pm).

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
10. Completion of the Learning Plan with Internship Supervisor and submitted to

These steps must be completed 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
While students will be at the internship site on Mondays and Wednesdays, they will also participate in a series of in and out of class activities 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 successfully completing the internship experience. The ACM Internship Faculty assigns the final grade for the Internship.

Please note, for every hour under the 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 December 2, 2015. 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>940 – 1000</td>
</tr>
<tr>
<td>A-</td>
<td>900 – 939</td>
</tr>
<tr>
<td>B+</td>
<td>870 – 899</td>
</tr>
<tr>
<td>B</td>
<td>840 – 869</td>
</tr>
<tr>
<td>B-</td>
<td>800 – 839</td>
</tr>
<tr>
<td>C+</td>
<td>770 – 799</td>
</tr>
<tr>
<td>C</td>
<td>740 – 769</td>
</tr>
<tr>
<td>C-</td>
<td>600 – 639</td>
</tr>
<tr>
<td>D+</td>
<td>670 – 699</td>
</tr>
<tr>
<td>D</td>
<td>640 – 669</td>
</tr>
<tr>
<td>D-</td>
<td>600 – 639</td>
</tr>
</tbody>
</table>

LATE WORK POLICY
Assignments that are turned in late lose points. An assignment turned in past the due date/time will receive a 50% deduction from the final score.
The Internship grade will be based on the following:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Site Supervisor Final Evaluation</td>
<td>500 Points</td>
<td>December 2, 2015</td>
</tr>
<tr>
<td>Learning Plan</td>
<td>100 Points</td>
<td>Within two weeks of the first day of the internship</td>
</tr>
<tr>
<td>Internship Document Management; including timely submission of the Internship Contract, Weekly Timesheets, and a Final Thank You Letter to the internship supervisor</td>
<td>50 Points</td>
<td>Varies per Document, see descriptions in syllabus</td>
</tr>
<tr>
<td>Informational Interview</td>
<td>50 Points</td>
<td>November 18, 2015</td>
</tr>
<tr>
<td>Internship Lab Participation &amp; Contribution</td>
<td>200 Points</td>
<td>October 7th &amp; November 4th, Career Boot-camp Dates: December 8th, December 9th, and December 10th</td>
</tr>
<tr>
<td>Student-Led Site Visit</td>
<td>25 Points</td>
<td>By Appointment</td>
</tr>
<tr>
<td>Final Revision of Resume</td>
<td>25 Points</td>
<td>December 9, 2015</td>
</tr>
<tr>
<td>Final Linked In Profile</td>
<td>50 Points</td>
<td>December 10, 2015</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>1000 Points</strong></td>
<td></td>
</tr>
</tbody>
</table>

**INTERNSHIP COURSE ASSIGNMENTS AND DESCRIPTIONS**
The following is a list of required coursework and internship documentation followed by a brief description.

**INTERNSHIP SITE SUPERVISOR’S FINAL EVALUATION, 500 Points**
DUE BY DECEMBER 2, 2015
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 CONTRACT, Document Management Points**
TO BE COMPLETED ON THE FIRST DAY OF THE INTERNSHIP
DUE NO LATER THAN THE DAY FOLLOWING THE FIRST DAY OF THE INTERNSHIP
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 Instructor at the Chicago Program Office. If the student is unable to complete the contract by the first day of the internship, the student should contact the Internship Instructor by email or phone that same day to arrange an alternate date to turn in the contract. Late contracts will result in a deduction of two points per day from the Document Management Points.

**LEARNING PLAN, 100 Points**
DUE WITHIN TWO WEEKS OF THE FIRST DAY OF THE INTERNSHIP

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 TIME-SHEETS, Document Management Points

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 the Chicago Program Assistant (Julia) 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 timesheets. Two points will be deducted from the Document Management Points 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 Chicago Program Assistant to avoid any problems with lost forms. The Chicago Program Assistant will record the time worked each week and then make that information available to students through the Google site. Blank time sheets can be found in the Internship Packet and on the Chicago Program Google site.

INFORMATIONAL INTERVIEW, 75 Points

DUE DATE: NOVEMBER 18, 2015

Students are expected to conduct an informational interview of someone at their internship site that they aspire to learn from. This individual should NOT be the internship supervisor but another individual the student has identified as holding a position unique from the job they are performing. Informational interviews should be conducted in person. Submissions should be no less than 3 pages long double spaced. Details for this assignment and a grading rubric will be provided during the second week of the program.

INTERNSHIP LABS and CAREER BOOT-CAMP PARTICIPATION AND CONTRIBUTION, 200 total points – distribution provided below:

Lab #1 – October 7, 2015 (6:00-8:00pm) – dinner served (25 points)
Lab #2 – November 4, 2015 (6:00-8:00pm) – CP ALUMNI PANEL; dinner served (25 points)
Career Boot-Camp last week of the program:

- December 8, 2015 – tba (50 points)
- December 9, 2015 – tba (50 points)
- December 10, 2015 – tba (50 points)

The purpose of each lab 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 labs will be made available well in advance of each of the labs.

Please note, attendance, promptness and participation are required. Your attendance for Labs #1 and #2 are worth hours toward your total internship hours. An absence from a workshop will result in the loss of all lab points. Tardiness, unpreparedness, or lack of participation each result in a deduction of points.
STUDENT-LED MIDTERM SITE VISIT. 25 Points
MIDSEMESTER, SCHEDULED INDIVIDUALLY WITH EACH INTERN
Mid-way through the semester, Chicago Program Faculty will 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, Document Management Points
DUE December 8, 2015
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 two points per day from the Document Management 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 RESUME, 25 Points
DUE December 9, 2015
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.

LINKED IN PROFILE. 75 Points
DUE December 10, 2015
More details will be provided during the Career Bootcamp beginning December 8, 2015.

MIDTERM AND FINAL SITE EVALUATIONS
MIDTERM SITE EVALUATION DUE October 14, 2015
FINAL SITE EVALUATION DUE December 8, 2015
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.

INTERNSHIP DOCUMENTATION MANAGEMENT, 25 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 Instructor when completed:

- Internship Contract, to be completed on the first day of the internship and due no later than the day following the first day of the internship
- Learning Plan, due no later than two weeks after the first day of the internship
- Weekly Timesheets, due weekly
- Final Thank You Letter to Site Supervisor, due by 9:00AM, December 8, 2015

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

- Student Midterm Review, due October 14
- Student Final Evaluation, due December 8

The timely submission of these documents is critical. Each student will begin with 25 Document Management Points. Late submissions of any of these documents will result in point deductions as indicated throughout the syllabus.

**PROBLEM SOLVING**

Often, 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 Instructor. 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 with regard to appropriate dress, appearance, hygiene and conduct. Employers are allowed to impose dress codes and appearance polices 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.