FINAL SYLLABUS (Updated 4/10/15)

**Instructor**
Anne V. Scammon, M.A.
Managing Director, Curricular & Strategic Initiatives
Center for Career Services
Marvin Center 505
gwintern@gwu.edu
go.gwu.edu/interncourse

**Course Description**

This course will enhance student career learning and development during an internship experience by facilitating structured observation, reflection, and synthesis of the workplace internship experience. Students will complete assignments related to career engagement, communication, leadership, teamwork, supervision and career/occupational preferences in the workplace.

This will be achieved through assigned readings, written reflection, group discussions, and career exercises. The course offers students an opportunity to understand what to expect and how to succeed at an internship; to explore and assess their career skills and strengths; to critically examine the values, structure, and leadership of internship organizations; and to identify and practice professional behavior in the workplace.

The course allows students to participate in a paid/unpaid summer internship anywhere in the world for academic credit. GW Center for Career Services manages and teaches this one credit online course.

**Student Learning Outcomes**

Student will be able to:

- Explore and articulate five strengths, skills, and values in relation to the internship experience and your future professional plans.
- Examine experiences in and observations of the internship and to share and reflect on these insights.
- Consider and draw conclusions about new knowledge and skills related to career decisions.
- Examine and reflect on the internship site’s organizational culture, communication systems, and leadership; styles of teamwork, supervision, and professionalism; and career/occupational preferences in the workplace.

**Course Requirements**

- Student independently obtains an internship.
  - Visit the Center for Career Services website for information about services to assist with the internship search or to schedule an appointment with a career coach.
• Student obtains instructor approval to register for the class by submitting a completed *Student Learning and Employer Agreement* [PDF] to gwintern@gwu.edu by May 15, 2015.
• Students are expected to engage in the internship experience for a minimum of 160 hours over eight weeks between June 1 and July 31, 2015 while participating in the weekly online course readings and assignments.
• Weekly Class Assignments via Blackboard
  o Readings
  o Online Videos
    ▪ Instructor Introduction
    ▪ GW Student Intern Experiences and Success
  o Weekly Reflection
    ▪ Student reflects on three questions posed by instructor and writes one page, single-spaced responses, and submits to instructor via Blackboard.
  o Career Assignments
    ▪ Complete *StrengthsQuest* career exploration assessment
    ▪ Complete an informational interview
    ▪ Optional: Submit resume to instructor for resume critique

**Class Format**
• The class will be conducted online with eight virtual classes, or units, over nine weeks: June 1- July 31, 2015, with the exception of the week of June 29, 2015.
  o Students may start their internships prior to the first date of the course and may continue after the final date of the course.

**Materials**
• All materials will be available on Blackboard.

**Eligibility**
• GW undergraduates who have earned 30 hours of academic credit are eligible to participate.

**Student Registration**
• A student must secure an internship and obtain instructor approval to register for the course.
• To request instructor approval, print, complete, scan, and submit by May 15, 2015, the following document to: gwintern@gwu.edu
  o *Student Learning and Employer Agreement* [PDF]
    ▪ After completing the student section of the Agreement, request that the employer complete and sign the Employer Agreement section
    ▪ An internship description from the employer must be included when submitting the Agreement.
• Instructor will coordinate your registration. If you have questions, email gwintern@gwu.edu.
Credit/Costs

- Students who complete the requirements of the course will receive one elective credit which will be noted on his/her transcript.
- The one elective credit will not count toward graduation.
- There is no tuition cost; a $50 fee will be assessed at registration.

Student Evaluation and Grades

- Class will be graded Pass/No Pass.
- Students must complete the internship course during the summer session schedule and complete all assignments to receive a grade of "Pass." Students who do not complete the course will receive a grade of "No Pass."

Internship Guidelines

- Internships will be approved after a review of the Student Learning and Employer Agreement [PDF] and the intern description that identifies the duties and responsibilities of the internship
- Definition of an Internship
  - An internship must have specific learning objectives and provide an environment that supports the learning experience of the student/intern.
  - An internship site supervisor provides the intern guidance, coaching and feedback about his/her performance to support the student's learning.
  - An internship allows for ongoing student reflection about observations and insights related to the experience, particularly related to learning objectives.
  - An internship is different than a "job," which does not require any of the above.
  - An internship may be paid or unpaid.

Employer Requirements

- Employers must complete, sign, and submit the following:
  - Student Learning and Employer Agreement [PDF] (provided by student)
    - Outlines plans for regularly scheduled supervision, includes job description
  - Intern Performance Evaluation & Evidence of Intern Hours Worked by final day of internship to gwintern@gwu.edu. (GW will forward employer document)
- Employers hosting unpaid interns must submit a signed Student Learning and Employer Agreement [PDF] that states that the employer confirms that the unpaid position is defined by a job description and that the intern experience meets the U.S. Department of Labor’s test for unpaid internships. (See USDOL, Fact Sheet #71: Internship Programs under the Fair Labor Standards Act).
  - The following six criteria must be met for an internship to be uncompensated:
    - The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
    - The internship experience is for the benefit of the intern;
The intern does not displace regular employees, but works under close supervision of existing staff;

- The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
- The intern is not necessarily entitled to a job at the conclusion of the internship; and
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Students with Disabilities

- Students with disabilities who require accommodations should consult with the instructor in the first two weeks of class to address modifications that are needed to complete course requirements. Consistent with University policy, students requesting an accommodation must provide documentation from the Office for Disability Support Services.

CLASS ASSIGNMENTS

- Course assignments, including readings, online videos, reflections and other assignments will be available on Blackboard (BB) after a student has registered.
- Contact gwintern@gwu.edu with any questions related to registration.

Prior to Start of Class:

- **Prior to June 1, 2015**, please complete **StrengthsQuest (SQ)**, a career self-assessment to determine your top five strengths.
- To complete the StrengthsQuest assessment and print your “Signature Strengths Report,” follow these steps:
  - Log in to [www.strengthsquest.com](http://www.strengthsquest.com).
  - Use an individualized SQ Access Code which will be emailed to you.
  - Create a unique profile with a username and password.
  - Complete assessment and print report.
  - If you have any questions, email gwintern@gwu.edu

*All readings, videos, reflection and other worksheets will be available on Blackboard*

<table>
<thead>
<tr>
<th>Week #</th>
<th>Assignments Due on Blackboard</th>
<th>Assignment Returned</th>
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</thead>
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<tr>
<td><strong>Week 1:</strong> 6/1-6/7/2015</td>
<td>6/5/15, 11:59pm (EST)</td>
<td>6/9/15, 12:00am (EST)</td>
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<tr>
<td><strong>Week 2:</strong> 6/8-14/2015</td>
<td>6/12/15, 11:59pm</td>
<td>6/16/15, 12:00am</td>
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Elective Internship: Experience & Reflection
Course Syllabus | Summer 2015: June 1-July 31, 2015

| Week 3: 6/15-21/2015 | 6/19/15, 11:59pm | 6/23/15, 12:00am |
| Week 4: 6/22-28/2015 | 6/26/15, 11:59pm | 6/30/15, 12:00am |
| No Class: 6/29-7/5/2015 |
| Week 5: 7/6-12/2015 | 7/10/15, 11:59pm | 7/14/15, 12:00am |
| Week 6: 7/13-19/2015 | 7/17/15, 11:59pm | 7/21/15, 12:00am |
| Week 7: 7/20-26/2015 | 7/24/15, 11:59pm | 7/28/15, 12:00am |
| Week 8: 7/27-31/2015 | 7/31/15, 11:59pm | 8/4/15, 12:00am |

- Prior to first class: Complete StrengthsQuest assessment. See Class Assignments.
- Class #5: Complete Informational Interview. See Blackboard.

Class #1: June 1-7, 2015
Internships, Experiential Learning and Reflection

- Instructor
  - Welcome
  - Introduction to Internships
  - Reflection
- GW Students: Intern Experiences and Success
- Assignments:
  - Online Videos
  - Readings
  - Reflection Questions
  - Reflections due to instructor: Friday, June 5, 2015
Respond in writing (10-12 pt. font, single spaced) to three reflection questions, and submit to instructor via BB

- What were your expectations of the internship before you started?
- What are your early observations of the internship?
- How will you manage any expectations that may not be met by the intern experience?

Class #2: June 8-14, 2015

Career and Professional Development

- Instructor
  - Career Development
  - Self-Assessment: Know Yourself
  - Career and Occupational Exploration: Research Career Options
- GW Students: Intern Experiences and Success
- Assignments:
  - Online Videos
    - CareersTV. No date. Career Development in Action. Retrieved from:  
      - http://ed.ted.com/videos/?search=Career%20development&video=Oo-b3E039xQ
    - Pink, Dan. 2006, March. Two Questions. Retrieved from:  
      - http://www.danpink.com/2010/01/2questionsvideo
  - Readings
      - http://opinionator.blogs.nytimes.com/2014/05/17/a-life-beyond-do-what-you-love/?_r=0
  - Reflection Questions
  - Reflections due to instructor: June 12, 2015
    - Respond in writing (10-12 pt. font, single spaced) to the reflection questions below, and submit to instructor via BB
      - How does the internship relate to your short and long-term career goals or dreams?
      - What are your top five skills/strengths? How will you practice and explore your strengths/skills during the internship? How would you describe what you value in a career?
Class #3: June 15-21, 2015

Working with Your Supervisor

- **Instructor**
  - Engage and respect your supervisor
  - Understand supervisor priorities and goals
  - Communicate and manage feedback effectively
  - Demonstrate value
  - Use learning objectives to guide internship

- **GW Students: Intern Experiences and Success**

- **Assignments:**
  - Online Videos
      - [https://www.youtube.com/watch?v=Cm8vZzOp2C4](https://www.youtube.com/watch?v=Cm8vZzOp2C4)
  - Readings
  - Reflection Questions
    - Reflections due to instructor: June 19, 2015
      - Respond in writing (10-12 pt. font, single spaced) to three reflection questions, and submit to instructor via BB
        - What was your first impression of your supervisor? What observations led you to develop these impressions?
        - What challenges have you faced working with your supervisor and how did you successfully resolve the situation?
        - How would you describe the leadership style of your supervisor? Of other senior-level supervisors?

Class #4: June 22-28, 2015

On the Team: Communication, Collaboration and Conflict

- **Instructor**
  - Collaboration and Conflict
  - Emotional Intelligence
  - Understanding Yourself, Understanding Others
  - GW Students: Intern Experiences and Success

- **Assignments:**
  - Online Videos
Ng, Novan. 2011, December. The Power of Team: Together Everyone Achieves More -- The Rabbit and Turtle Modern Race Story. Retrieved from:
  - https://www.youtube.com/watch?v=xevQ2yTyK9Y

Wujec, Tom. 2009, December. Build a Tower, Build a Team. Retrieved from:
  - http://www.ted.com/talks/tom_wujec_build_a_tower

- **Readings**
    - https://hbr.org/2012/03/the-new-science-of-building-gr

- **Reflection Questions**
  - Respond in writing (10-12 pt. font, single spaced) to three reflection questions, and submit to instructor via BB
  - **Reflections due to instructor: June 26, 2015**
    - What communication practices have you observed at the internship site (e.g., meetings, emails, etc.)?
    - How have you practiced effective communications at the internship? Provide an example of a communication success and a communication challenge, and identify how you might have communicated differently.

**NO CLASS: JUNE 29-JULY 5, 2015**

**Class #5: July 6-12, 2015**

**Understanding Organizations**

- **Instructor**
  - Structure: Vision, Mission, Goals and Objectives
  - Culture, Formal and Informal Norms
  - Organizational Learning
  - Industries and Sectors
- **GW Students: Intern Experiences and Success**
- **Assignments:**
  - **Online Videos**
      - https://www.youtube.com/watch?v=41v3PENTEXw
  - **Readings**
Elective Internship: Experience & Reflection
Course Syllabus | Summer 2015: June 1-July 31, 2015

  - https://hbr.org/2013/05/six-components-of-culture
- Magloff, Lisa. No date. Typical Non-Profit Organizational Structure. Retrieved from:
- Morgan, Jacob. 2013, July. 12 Habits of Highly Collaborative Organizations, Forbes. Retrieved from:
  - https://hbr.org/2013/05/what-is-organizational-culture/

  Reflection Questions
  - Reflections due to instructor: July 10, 2015
  - Respond in writing (10-12 pt. font, single spaced) to three reflection questions, and submit to instructor via BB
    - How is the intern site managed? What does this tell you about the organization?
    - What are the values of the organization? How are these values demonstrated by the organization?
    - How do people from diverse backgrounds work with each other? What have you learned from these observations that taught you about diversity?
  - Complete Informational Interview at intern site (additional information on BB).

Class #6: July 13-19, 2015: Leading Yourself and Others

- Instructor
  - Manage/Lead Yourself
  - Types of Leaders
  - Management vs. Leadership
  - Traits/Characteristics of a Leader
  - Courage
- GW Students: Intern Experiences and Success
- Assignments
  - Online Videos
      - https://www.youtube.com/watch?v=qp0HlF3Sfl4
  - Readings:
ELECTIVE INTERNSHIP: Experience & Reflection
Course Syllabus | Summer 2015: June 1-July 31, 2015

- Lauber, Derek. 2014, October. The Zen of Self-Leadership. Retrieved from:
- Torres, Roseline. 2014, February. What It Takes to Be A Great Leader. Retrieved from:

  - Reflection Questions
  - **Reflections due to instructor: July 17, 2015**
    - Respond in writing (10-12 pt. font, single spaced) to three reflection questions, and submit to instructor via BB
      - What are your top five values? How are those values demonstrated in the workplace?
      - What is the most important thing that you have learned about yourself from this internship? Will this new self-knowledge affect how you lead?
      - What is the most important thing that you have learned about leadership from this internship?

**Class #7: July 20-26, 2015: Professionalism**

- Instructor
  - Principles
  - Standards and Expectations
  - Etiquette, Professionalism, Ethics
  - Practical Behavior Suggestions
  - Integrity
- GW Students: Intern Experiences and Success
- Assignments
  - Online Videos
    - GVEngineeringModules. 2011, April. The Do's and Don'ts in a Professional Workplace. Retrieved from:
      - https://www.youtube.com/watch?v=Zex9hKT2XZI
    - UCIC Career Center. 2013, April. What does professionalism mean to you? Retrieved from:
      - https://www.youtube.com/watch?v=K3L-_Nbki0Q
  - Readings

Questions?
Contact us at gwintern@gwu.edu
go.gwu.edu/interncourse
Elective Internship: Experience & Reflection

Course Syllabus | Summer 2015: June 1-July 31, 2015


  - Reflection Questions
  - Reflections due to instructor: July 24, 2015
    - Respond in writing (10-12 pt. font, single spaced) to three reflection questions, and submit to instructor via BB
      - How was professionalism demonstrated at your internship site? How was it not?
      - How would you define professionalism? How has your definition of professionalism changed as a result of the internship?
      - What surprised you about the professional environment at your internship? Why?

Class #8: July 27-July 31, 2015

Careers Ahead

- Instructor
  - Review Learning Objectives, Outcomes, Topics
  - Next Steps in Your Career
  - Close
- GW Students: Intern Experiences and Success
- Assignments
  - Online Videos
      - [https://www.youtube.com/watch?v=iaFCmV5Ojqk](https://www.youtube.com/watch?v=iaFCmV5Ojqk)
    - Gorman, China. 2013, October. The Three Steps to Career Success. Retrieved from:
      - [https://www.youtube.com/watch?v=xRc0KtO52Sk](https://www.youtube.com/watch?v=xRc0KtO52Sk)
    - Petriglieri, Gianpiero. No date. The Art of Career Development. Retrieved from:
      - [https://www.youtube.com/watch?v=d6yW9IsQ00A](https://www.youtube.com/watch?v=d6yW9IsQ00A)
  - Readings
Elective Internship: Experience & Reflection
Course Syllabus | Summer 2015: June 1-July 31, 2015

- Center for Career Services, My Career Success Plan, George Washington University. Retrieved from:
  - careerservices.gwu.edu/career-preparation
- Reflection Questions
- Reflections due to instructor: July 31, 2015
  - Respond in writing (10-12 pt. font, single spaced) to three reflection questions, and submit to instructor via BB.
  - (Optional) Submit resume for critique to instructor via gwintern@gwu.edu
    - How have you changed as a result of your internship experience? How did the internship experience affect your world view?
    - What new skills have you acquired from your internship? How will you plan to apply those in the future and/or highlight in your resume?
    - How have your career and/or goals evolved? What is your next step?