Center for Career Services

UNIV 2001: Elective Internship
Summer 2015: June 1-July 31, 2015

DRAFT SYLLABUS (3/24/15)

Course Description
This course will enhance student career learning and development during an internship experience by facilitating structured observation, reflection, and synthesis of their workplace internship experiences. 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 top 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 as it relates 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

• Students independently obtain an internship.
  o Visit the Center for Career Services webpage for information about services to assist with the internship search or to schedule an appointment with a career coach.
• Students obtain instructor approval to register for the class by submitting a completed Student Learning and Employer Agreement to gwintern@gwu.edu by May 15
• 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’s readings and assignments.
• Weekly Class Assignments (for each class/unit) via Blackboard
  o Weekly Readings
    ▪ 5-10 pages
  o Weekly Videos (approximately 15 minutes)
    ▪ Instructor Introduction
- GW Student Intern Experience and Advice
- Selected TED Talks on Topic
  - Weekly Reflection
    - Student reflects on three questions posed by instructor and writes one page, single-spaced responses, and submits to the instructor for feedback (Weeks 1-4 and Week 8.
    - Student participates in Blog discussion (Weeks 5-7)
- Career Assignments
  - Complete *Strengths Quest* career exploration assessment
  - Complete an informational interview
  - Optional: Submit resume to instructor with

**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.
  - 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
  - Learning Agreement and Employer Agreement
    - 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 or Student Registration TBD

**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 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:
  - Employer & Student Learning Agreement (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 Employer Agreement 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 Services.
CLASS ASSIGNMENTS (Review updated syllabus May 1, 2015)

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

Class #1: June 1-7, 2015

Internships, Experiential Learning and Reflection

- Instructor
  - Welcome
  - Introduction to Internships
  - Active Reflection
- GW Students: Intern Experiences and Success
- TED Talks: TBD
- Readings: TBD
  - *StrengthsQuest interpretation*
  - King, Mary A., and H. Frederick Sweitzer. 2014, Stages of an Internship, The Successful Internship, pp. 31-42, The Successful Internship, Sweitzer/King
  - Internship Etiquette
- Assignments
  - Complete StrengthsQuest, a career self-assessment to determine your strengths
    - Access StrengthsQuest ([www.strengthsquest.com](http://www.strengthsquest.com)). Enter your individualized access code provided in the Course Instructor Approval Email sent previously.
    - If you have not received an approval email, please contact gwintern@gwu.edu
- Fast Topics/Reflection Questions and Worksheet
  - Reflection Worksheet
- Reflection Questions
  - Respond in writing (10-12 pt. font, single spaced) to three reflection questions on Reflection Worksheet (BB), and submit to instructor via BB
  - **Reflection due to instructor: Friday, June 5, 2015**

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
- TED Talks: TBD (Sample only below)
  - Career Development in Action
    - [http://ed.ted.com/videos/?search=Career%20development&video=Oob3EO39xQ](http://ed.ted.com/videos/?search=Career%20development&video=Oob3EO39xQ) ; career decision will be ongoing and lifelong; more experiences with success
- Readings
  - Life Beyond “Do What You Love”
What to do with my life now?

- Assignments
  - N/A
- Fast Topics/Reflection Questions and Worksheet
  - Assessment Grid
  - Occupational Information ONET
  - Reflection Worksheet
- Reflection
  - Respond in writing (10-12 pt. font, single spaced) to three reflection questions on Reflection Worksheet (BB), and submit to instructor via BB
  - Reflection due to instructor: June 12, 2015

Class #3: June 15-21, 2015

Working with Your Supervisor

- Instructor
  - Engagement and respect 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
- GW Student Interns
- TED Talks: TBD
- Readings: TBD (Sample only below)
  - Tips for Improving Your Relationship with Your Boss

- Assignments
  - N/A
- Fast Topics/Reflection Questions and Worksheet
  - Reflection Worksheet
- Reflection
  - Respond in writing (10-12 pt. font, single spaced) to three reflection questions on Reflection Worksheet (BB), and submit to instructor via BB
  - Reflection due to instructor: June 19, 2015

Class #4: June 22-28, 2015

On the Team: Communication, Collaboration and Conflict

- Instructor
  - Collaboration and Conflict
  - Emotional Intelligence
  - Time Management/Project Management
  - Understanding Yourself, Understanding Others
- GW Students: Intern Experiences and Success
• TED Talks: TBD
• Readings: TBD (Samples only below)
  o Why Does Great Collaboration Require Conflict, HBR
    ▪ http://www.conflictdynamics.org/blog/2013/03/why-does-great-collaboration-require-good-conflict/
  o The Hard Business of Teamwork, HBR
    ▪ https://hbr.org/2012/03/the-new-science-of-building-gr

• Assignments
  o N/A
• Fast Topics/Reflection Questions and Worksheet
  o Reflection Worksheet
• Reflection
  o Respond in writing (10-12 pt. font, single spaced) to three reflection questions on Reflection Worksheet (BB), and submit to instructor via BB
  o Reflection due to instructor: June 26, 2015

Class #5: July 6 -12, 2015
Understanding Organizations

  • Instructor
    o Structure: Vision, mission, goals and objectives
    o Culture, Formal and Informal Norms
    o Organizational Learning
    o Industries and Sectors
  • GW Students: Intern Experiences and Success
• Readings: TBD (Samples only below)
  o What is organizational culture?
    ▪ https://hbr.org/2013/05/what-is-organizational-culture/
  o Six Components of a Great Corporate Culture
    ▪ https://hbr.org/2013/05/six-components-of-
  o 12 Habits of Highly Collaborative Organizations, Forbes
    ▪ http://www.forbes.com/sites/jacobmorgan/2013/07/30/the-12-habits-of-highly-collaborative-organizations/2/

• TED Talk: TBD
• Assignments: Complete Informational Interview with leader at internship site
• Fast Topics/Reflection Questions and Worksheet
  o How to Informational Interview
  o Reflection Questions
• Reflection
  o Blog TBD
  o Reflection due to instructor: July 10, 2015

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

  • Instructor
    o Manage/Lead Yourself
    o Types of Leaders
    o Management vs. Leadership
Traits/Characteristics of a Leader
- Courage

GW Students: Intern Experiences and Success

Assignments
- Complete an Informational Interview at Your Intern Site

Readings: TBD (Note sample selections noted below)
- *The Dawn of System Leadership*, Peter Senge, et al
  - [http://www.ssireview.org/articles/entry/the_dawn_of_system_leadership](http://www.ssireview.org/articles/entry/the_dawn_of_system_leadership)
- Zen of Self Leadership

TED Talks: TBD

Fast Topics/Reflection Questions and Worksheet
- Reflection Worksheet

Reflection
- TBD Blog
- **Reflection due to instructor: July 17, 2015**

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

- Instructor
  - Principles
  - Standards and Expectations
  - Etiquette vs. Professionalism
  - Practical Behavior Suggestions
  - Integrity

GW Students: Intern Experiences and Success

Assignments: N/A

Readings
- Workplace Issues: Office Etiquette

TED Talks: TBD

Fast Topics/Reflection Questions and Worksheet
- Reflection Worksheet

Reflection
- TBD Blog
- **Reflection due to instructor: July 24, 2015**

### Class #8: July 27-July 31, 2015

**Careers Ahead**

- Instructor
  - Review Learning Objectives, Outcomes, Topics
  - Next career step
  - Close
• GW Students: Intern Experiences and Success
• Assignments: Submit resume for critique to instructor (optional)
• Readings: TBD
• TED Talks: TBD (Samples only below)
  o Life Beyond “Do What You Love”
    ▪ http://opinionator.blogs.nytimes.com/2014/05/17/a-life-beyond-do-what-you-love/?r=0
  o What to do with my life now?
    ▪ http://www.fastcompany.com/1208995/what-should-i-do-my-life-now
  o The Art of Career Development (is like the work of an artist: you need: expertise, meaning, courage, and community; career decision will be ongoing and lifelong; more experiences with success
    ▪ http://ed.ted.com/videos/?search=Career%20development&video=d6yW9lsQ00A 3 mins
• Fast Topics/Reflection Questions and Worksheet
  o Reflection Worksheet
• Reflection
  o Respond in writing (10-12 pt. font, single spaced) to three reflection questions on Reflection Worksheet (BB), and submit to instructor via BB.
  o **Reflection due to instructor: July 31, 2015**

<table>
<thead>
<tr>
<th>Week # Class/Unit</th>
<th>Reflection Questions Posted on Blackboard</th>
<th>Assignments Due on Blackboard</th>
<th>Assignment Returned</th>
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<tbody>
<tr>
<td><strong>Week 1:</strong> 6/1-6/7/2015</td>
<td>5/29/15, 5:00pm (EST)</td>
<td>6/5/15, 11:59pm (EST)</td>
<td>6/9/15, 12:00am (EST)</td>
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<td><strong>Week 2:</strong> 6/8-14/2015</td>
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<td>6/16/15, 12:00am</td>
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<td><strong>Week 3:</strong> 6/15-21/2015</td>
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<td>6/19/15, 11:59pm</td>
<td>6/23/15, 12:00am</td>
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<td><strong>Week 4:</strong> 6/22-28/2015</td>
<td>6/19/15, 5:00pm</td>
<td>6/26/15, 11:59pm</td>
<td>6/30/15, 12:00am</td>
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<td><strong>No Class:</strong> 6/29-7/5/2015</td>
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<td><strong>Week 5:</strong> 7/6-12/15</td>
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<td>7/10/15, 11:59pm</td>
<td>7/14/15, 12:00am</td>
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<td><strong>Week 6:</strong> 7/13-19/15</td>
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<td>7/17/15, 11:59pm</td>
<td>7/21/15, 12:00am</td>
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<td><strong>Week 7:</strong> 7/20-26/2015</td>
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<td>7/24/15, 11:59pm</td>
<td>7/28/15, 12:00am</td>
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<td><strong>Week 8:</strong> 7/27-31/2015</td>
<td>7/24/15, 5:00pm</td>
<td>7/31/15, 11:59pm</td>
<td>8/4/15, 12:00am</td>
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