UNIV 2001: Elective Internship, Summer 2016  
June 6, 2016 to August 1, 2016  
3/1/16  

Instructor  
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Course Description  
Taken online concurrently with a paid or unpaid summer internship in the U.S. or abroad, this course facilitates structured observation, reflection, and synthesis of experiences during the internship so that students may learn what to expect from and how to succeed at the internship; explore and assess career skills and strengths; critically examine the values, structure, and leadership of the internship organization; and identify and practice professional behaviors in the workplace.  

Note: This course is for elective credit which will be noted on the student’s transcript but will not count toward graduation.  

Student Learning Outcomes  
Student will be able to:  
● Identify and articulate strengths, interests, values and goals related to future professional plans  
● Observe and analyze the internship site’s organizational culture, communication systems, and leadership; styles of teamwork, supervision, and professionalism; and career/occupational preferences in the workplace  
● Identify new knowledge and insights through critical examination and reflection of the intern experience  
● Consider and draw conclusions about new knowledge and skills related to career decisions  
● Create five short- and five long-term career goals  

Eligibility  
● GW undergraduates with 30 hours of academic credit or more are eligible to participate.  

Class Format  
● The class will be conducted online over eight weeks from Monday, June 6, 2016 through Monday, August 1, 2016.  
● With permission of the employer, student may start their internship prior to the course start date and may continue after the final course date.  

Course Requirements  
● Student independently obtains an internship  
● Student requests instructor approval to register for course. (See Student Registration)
• Student engages in the internship on site for a minimum of 160 hours and a minimum of eight weeks between Monday, June 6 and Monday, August 1, 2016
• Student completes are required assignments.
• Student completes/returns course evaluation to gwintern@gwu.edu by August 1, 2016.

Class Assignments and Materials
• Student completes weekly online course readings and views instructor and career videos
• Student reflects, writes and submits Internship Reflections via Blackboard
  ○ Weekly, 250-word response to instructor questions.
  ○ Minimum of four entries on the online course discussion board TBD
• Student completes three career assignments
  ○ Career self assessment
  ○ Values career assessment
  ○ Identify five short- and five long-term career goals
• Optional Career Resources on Blackboard
  ○ Articles, Readings, TED Talks, Student Intern Videos

Student Evaluation and Grades
• The student must complete the course and all assignments during the summer session schedule to receive a grade of “Pass.” A student who does not complete the course assignments will receive a grade of “No Pass.”

Student Registration
• To register, the student obtains instructor approval to participate in the course.
• To request instructor approval, scan and submit the Student Learning and Employer Agreement (http://careerservices.gwu.edu/elective-internship) no later than Monday, May 30, 2016 to gwintern@gwu.edu
  ○ Complete the student section of the Student/Learning Agreement, including the intern learning goals in conjunction with the intern employer.
  ○ Request that the employer complete, sign and initial the Employer Agreement
  ○ Attach an official intern description on employer letterhead.
  ○ Attach your current resume
  ○ The instructor reviews the Student Learning and Employer Agreement, intern description, and resume. If accepted, the instructor will coordinate and confirm student registration. If you have questions, email gwintern@gwu.edu.

Credit/Costs
• The student who completes the course requirements will receive transcript notation for one elective credit. The elective credit will not count toward graduation.
• There is no tuition fee; an administrative fee of $50 will be assessed at registration.
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 Disability Support Services.

Employer Requirements

- Complete, initial, and sign the GW UNIV 2001: Elective Internship Student Learning and Employer Agreement form.
- Review the student’s internship learning outcomes and initial your approval and willingness to facilitate those goals in the Learning Outcome section.
- Provide an official intern description on the employer letterhead.
- Return Student Learning and Employer Agreement and intern description to the student who will submit it to the University with his/her current resume for instructor approval.
- Complete the GW UNIV 2001: Intern Performance Evaluation & Evidence of Hours Worked form by August 1, 2016 to gwintern@gwu.edu (Center for Career Services will forward the employer document to you prior to deadline.)
- 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 employer facilities 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; a
  - The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Internship Definition and Guidelines for the Employer

- 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.
Reflection Assignments Due by Class/Week

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

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<thead>
<tr>
<th>Week # Class/Unit</th>
<th>Assignments Due on Blackboard (Mondays After)</th>
<th>Assignments Returned (Following Fridays)</th>
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</thead>
<tbody>
<tr>
<td>Week 1: 6/6-6/10/2016</td>
<td>6/13/16, 11:59pm (EST)</td>
<td>6/17/16, 12:00am (EST)</td>
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<tr>
<td>Week 2: 6/13-6/17/2016</td>
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<td>6/24/16, 12:00am</td>
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<tr>
<td>Week 3: 6/20-6/24/2016</td>
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<td>7/1/16, 12:00am</td>
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<td>Week 4: 6/27-7/1/2016</td>
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<td>7/8/16, 12:00am</td>
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<td>Week 5: 7/4-7/8/2016</td>
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<td>7/15/16, 12:00am</td>
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<td>Week 6: 7/11-7/15/2016</td>
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<td>Week 7: 7/18-7/22/2016</td>
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<td>7/29/16, 12:00am</td>
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<td>Week 8: 7/25-7/29/2016</td>
<td>8/1/16, 11:59pm</td>
<td>8/5/16, 12:00am</td>
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