UNIV 2001: Elective Internship | Spring 2017
February 6, 2017 to April 17, 2017

Instructor
Anne V. Scammon, M.A., Managing Director, Curricular and Strategic Initiatives
Center for Career Services, Marvin Center 505, gwintern@gwu.edu
Office Hours: By appointment, please email gwintern@gwu.edu to schedule

Course Description
An online course taken concurrently with a paid or unpaid internship in the U.S. or abroad, the 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
- Students will be able to:
  - Identify, assess, and articulate career skills, strengths, and values to determine 3 career goals and objectives related to future professional plans.
  - 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.
  - Identify and reflect on knowledge and skills obtained from the intern experience
  - Consider and draw conclusions about insights to define future action.

Eligibility
- GW undergraduates must have completed 30 hours of academic credit and be enrolled in a degree granting program full-time (12-17 credit hours).

Class Format
- The class will be conducted online for 10 weeks Monday, February 6, 2017 to Monday, April 17, 2017.
- 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 must be enrolled full-time in a GW undergraduate degree granting program
- Student obtains an internship.
- Student requests instructor approval to register for course.
- Student engages in the internship on site for a minimum of 80 hours and a minimum of 10 weeks
- Student completes required assignments and submits via Blackboard.
- Student completes GW UNIV 2001: Elective Internship post-course evaluation.

Class Assignments and Materials

- Student completes assigned course readings and views instructor/career videos.
- Student reflects, writes and submits Internship Reflections via Blackboard.
  - Weekly, 250-word, student written reflections in response to instructor questions.
  - Student completes career strengths, values and skills assessment and identifies 3 career goals and objectives
- Career Resources by Class on Blackboard (Worksheets, Readings, Student Videos)

Student Evaluation and Grades

- The student must complete all assignments during the course 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 or submit the Student Learning and Employer Agreement to gwintern@gwu.edu to the CCS office by Tuesday, January 31st, 2017.
  
  - Complete the student section of the Student Learning and Employer Agreement form, including the intern learning goals (in conjunction with the intern employer)
  
  - Request that the employer complete, sign, and initial the Employer Agreement.
  
  - Attach employer intern description on employer letterhead, and your current resume.
  
  - Instructor reviews Student Learning and Employer Agreement, intern description, and resume.
  
    - If accepted, the instructor will coordinate and confirm registration via email.
  
    - If you have questions, email gwintern@gwu.edu.

Cost

- During the academic year, a full-time undergraduate program is defined as 12-17 credits per semester. Undergraduates may elect to apply 1 credit hour of the 12-17 credit hours toward UNIV 2001.
- Undergraduates taking more than 17 credits per semester will be charged at the rate of 1 credit for each credit exceeding that limit.
- Please contact your Dean’s Office or Academic Advisor if you have any questions.

Credit

- Students who complete the course requirements will receive transcript notation for one elective credit. The elective credit will not count toward graduation.

Students with Disabilities

- Any student who may need an accommodation based on the potential impact of a disability should contact the Office of Disability Support Services, Rome Hall, Suite 102, 801 22nd St, NW, Washington, DC 20052 to establish eligibility and to coordinate reasonable accommodations. For additional information, please refer to: https://disabilitysupport.gwu.edu/

Employer Requirements
• Complete/sign UNIV 2001: Elective Internship Student Learning/ 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 internship 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 Monday, May 1, 2017 to gwintern@gwu.edu. (CCS will forward document for 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 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 the 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;
  
  • The employer/intern understand that the intern is not entitled to wages for 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.
COURSE ASSIGNMENTS

Assignments Due Dates
All self-assessments, readings, videos, reflection, and worksheets will be available on Blackboard

<table>
<thead>
<tr>
<th>Module #</th>
<th>Assignments Due on Blackboard</th>
<th>Assignments Returned</th>
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</thead>
<tbody>
<tr>
<td>Module 1: 2/6/17 - 2/10/17</td>
<td>2/13/17, 11:59pm (EST)</td>
<td>2/17/17, 11:59pm (EST)</td>
</tr>
<tr>
<td>Module 2: 2/13/17 - 2/17/17</td>
<td>2/21/17, 11:59pm (EST)**</td>
<td>2/24/16, 11:59pm (EST)</td>
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<tr>
<td>Module 3: 2/20/17 - 2/24/17</td>
<td>2/27/17, 11:59pm (EST)</td>
<td>3/3/17, 11:59pm (EST)</td>
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<tr>
<td>Module 5: 3/6/17 - 3/10/17</td>
<td>3/20/17, 11:59pm (EST)</td>
<td>3/24/17, 11:59pm (EST)</td>
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<tr>
<td>Off Week: 3/13/17 – 3/17/17</td>
<td>No assignment - Spring Break</td>
<td>No assignment – Spring Break</td>
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<tr>
<td>Module 7: 3/27/17 - 3/31/17</td>
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<td>4/7/17, 11:59pm (EST)</td>
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<tr>
<td>Module 8: 4/3/17-4/7/17</td>
<td>4/10/17, 11:59pm (EST)</td>
<td>4/14/17, 11:59pm (EST)</td>
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<tr>
<td>Final Week: 4/10/17-4/14/17</td>
<td>4/17/17, 11:59pm (EST)</td>
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** Please note, the reflection for Module 2 will be due on Tuesday, 2/21 NOT Monday 2/20 for President’s Day

Module #1: Week of February 6--February 10, 2017
Introducing Experiential Learning

- Learn about the power of experiential learning and how to make the most of your internship experience through reflection and related readings. Experiential learning is the process of learning through experience and involves learning by reflection on doing.

- Assignments
  - Readings
  - Online
    - Erich, Darin J. 2012, November. How to Reflect and Improve through Experiential Learning. [https://www.youtube.com/watch?v=eoroFvEz7I4](https://www.youtube.com/watch?v=eoroFvEz7I4) (online) 1.41 Kolb
    - Di Stefano, Gada; Gino, Francesca; Pisano, Gary; Staats, Bradley. 2014. Harvard Business Review (Executive Summary only) [http://hbswk.hbs.edu/item/learning-by-thinking-how-reflection-improves-performance](http://hbswk.hbs.edu/item/learning-by-thinking-how-reflection-improves-performance)

- Reflection Due to Instructor: February 13, 2017
  - Link your reflections and conclusions about the readings and online materials in your response to the three reflection questions below.
Submit in writing via Blackboard with a minimum of 250 words total, single spaced, 11-pt. font.

What were your expectations of the internship before you started?
What are your early observations of the internship?
What have you observed at the internship that surpassed/met/did not meet your internship expectations?

Module #2: Week of February 13-17, 2017
Career and Professional Development

- Effective career development starts with self-assessment of values, strengths, skills, interests, and goals and occupational exploration to link personal characteristics and careers options. Career and professional development is ongoing, dynamic, and lifelong.

- Assignments
  - Readings
  - Online
    - CareersTV. Careers in Action, https://www.youtube.com/watch?v=Oo-b3EO39xQ
  - Activities:
    - Complete StrengthsQuest (SQ), a career skills/strengths self-assessment
      - Use the SQ Access Code sent to you by Monday, January 30, 2017; create unique profile and complete assessment
      - Complete the Strengths section of the Career Profile (located in Blackboard Resource Folder, Class #2) and submit via Blackboard by February 21, 2017.
  - Reflection Due to Instructor: February 21, 2017
    - Link your reflections and conclusions to the readings and online materials in your response to the three reflection questions below.
    - Submit in writing via Blackboard with a minimum of 250 words total, single spaced, 11-pt. font.
      - How have you used your strengths this week?
      - How will you further practice and explore your strengths during the internship?
      - In what ways have you observed your strengths at your intern site already? Cite specific examples or situations where you utilized your strengths.

Module #3: Week of February 20-24, 2017
Working with Your Supervisor

- Learn about the roles of supervisor, manager and subordinate and effective communication strategies.
Identify how to manage critical feedback graciously and demonstrate your value in a constructive supervisor-supervisee relationship.

- **Assignments**
  - **Readings**

- **Online**

- **Reflection Due to Instructor: February 27, 2017**
  - Link your reflections and conclusions to the readings and online materials in your response to the three reflection questions below.
  - Submit in writing via Blackboard with a minimum of 250 words total, single spaced, 11-pt. font.
    - What were your early observations and impressions of your supervisor and what did you conclude about your supervisor?
    - What challenges are you facing with your supervisor and how did you successfully resolve the situation?
    - Based on what you learned in the readings and videos and your observations of your supervisor, what strategies could you take to create or maintain a good relationship with your supervisor?

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**Module #4: Week of February 27-- March 3, 2017**

**Joining the Team**
- Teams exist everywhere, from sports to your office, organization, or company. Teamwork is necessary because without it, organizations would be less efficient, creative, and inclusive. Learn how to be a valuable member of the team through effective communication with your fellow team members.

- **Assignments**
  - **Readings**
Online


Activities

- Complete the Career Work Values worksheet (located in Blackboard Resource Folder, Class #4) and add your 5-6 Values to the Career Profile (from Class #2) and submit via Blackboard by March 6, 2017.

Reflection Due to Instructor: March 6, 2017

- Link your reflections and conclusions to the readings and online materials in your response to the three reflection questions below.
- Submit in writing via Blackboard with a minimum of 250 words total, single spaced, 11-pt. font.
  
  - What communication and team practices have you observed that demonstrate the values of the organization?
  
  - Based on your skills, what role do you usually play when working in a team?
  
  - How have you used your skills when working in a team at your internship?

Module #5: Week of March 6-10, 2017

Leadership in the Workplace

- Define and examine characteristics of effective leaders in the workplace. Even as an intern, there will likely be an opportunity for you to display your leadership, develop your leadership skills, and perhaps identify your leadership style.

Assignments

- Readings

  - Kruse, Kevin, 2013, April 9, What is Leadership, Forbes, Inc.
http://www.forbes.com/sites/kevinkruse/2013/04/09/what-is-leadership/2/#44dcb2a3e825

- Massachusetts Institute of Technology, Leading and Managing Others
  http://hrweb.mit.edu/learning-development/learning-topics/leading

- Online

- Reflection Due to Instructor: March 20, 2017
  - Link your reflections and conclusions to the readings and online materials in your response to the three reflection questions below.
  - Submit in writing via Blackboard with a minimum of 250 words total, single spaced, 11-pt. font.
    - Based on what you learned in the readings and your strengths and values, how would you describe your leadership style?
    - How does self-knowledge affect how you lead?
    - What is the most important thing that you have learned about leadership from this internship?

Week of March 13-17, 2017: Spring Break -- No Assignment

Module #6: Week of March 20-24, 2017
Understanding Organizations

- Review the concepts of organizational culture and design to understand how organizations demonstrate their values as institutions, lead and manage their employees, and foster success.

Assignments
- Readings
- **Online**

- **Activities**
  - Complete the Skills section of the Career Profile (from Class #2) and submit via Blackboard by March, 27, 2017.

- **Reflection Due to Instructor: March 27, 2017**
  - Link your reflections and conclusions to the readings and online materials in your response to the three reflection questions below.
  - Submit in writing via Blackboard with a minimum of 250 words total, single spaced, 11-pt. font.

    - Please describe the organizational structure of your intern site. Consider your observations on things such as:
      - physical work space
      - how employees spend their time
      - how conflict is handled
      - the organization's processes and events
      - whether risk-taking and new ideas are encouraged or not
      - how employees are evaluated
      - how employee and organizational accomplishments are celebrated
      - anything else you think may be relevant.

    - What does that tell you about the values of the organization?
    - Identify the skills and strengths that support the organizational culture of your intern site?

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**Module #7: Week of March 27-31, 2017**

**Defining Professionalism**

- Clarify elements of professionalism to learn basic principles, practices, behaviors, and ethics of this important standard of the workplace.

**Assignments**

- **Readings**
Online


Reflection Due to Instructor: April 3, 2017

- Link your reflections and conclusions to the readings and online materials in your response to the three reflection questions below.
- Submit in writing via Blackboard with a minimum of 250 words total, single spaced, 11-pt. font.
  - In what ways did you see professional behavior demonstrated at your intern site? How was it not?
  - How has your definition of professionalism changed as a result of the assigned readings/videos as well as your internship?
  - What surprised you about the professional environment at your internship, and why?

Module #8: Week of April 3-7, 2017

Learning Forward

- Reflect on your experience and determine how you will integrate your learning from the internship into your career and professional planning. Identify core goals and objectives.

Assignments

Readings

- **Online**
  - Petriglieri, Gianpiero. No date. The Art of Career Development. [https://www.youtube.com/watch?v=d6yW9IsQ00A](https://www.youtube.com/watch?v=d6yW9IsQ00A).

- **Activities**
  - Complete the *Goals and Objectives* worksheet (located in Blackboard Resource Folder, Class #8) and submit via Blackboard by **April 10, 2017**.
  - Complete GW UNIV 2001: Elective Internship course evaluation.

- **Reflection Due to Instructor: April 10, 2017**
  - Link your reflections and conclusions to the readings and online materials in your response to the three reflection questions below.
  - Submit in writing via Blackboard with a minimum of 250 words total, single spaced, 11-pt. font.
    - What insights about yourself have you discovered as a result of this intern experience?
    - What new skills have you acquired and/or identified from your internship?
    - How have your career goals or plans for the future changed as a result of this course and your intern experience? Are those changes represented in your Career Action Profile?

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**Week of April 3-7, 2017 -- FINAL ASSIGNMENT**

- **Activities**
  - Complete GW UNIV 2001: Elective Internship course evaluation and submit via Blackboard by **April 17, 2017**.