UNIV 2001: Elective Internship | Summer 2019
June 3, 2019 to July 26, 2019 (8 weeks)

Registration Information
To register for UNIV 2001, complete the Student Learning and Employer Agreement at http://go.gwu.edu/internshipcredit and submit to gwintern@gwu.edu no later than May 24, 2019.

Instructor
Anne V. Scammon, M.A., Managing Director, Curricular & Strategic Initiatives
GW Center for Career Services, Marvin Center 505
Office Hours: By appointment: ascammon@gwu.edu

Course Description
UNIV 2001: Elective Internship is an online course taken concurrently with a paid or unpaid internship in the U.S. or abroad that facilitates structured observation, reflection, and active learning during the internship experience. The course is designed for students to assess and explore career strengths and interests, to examine the values, structure, and leadership of the organization, and to identify and practice professionalism in the workplace.

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

Student Learning Outcomes
- Student will be able to:
  - Assess, identify and articulate career skills, strengths, and values to determine three career goals and objectives related to future professional plans.
  - Reflect on the internship experience to identify learning about workplace and organizational culture, e.g., supervision, teamwork, leadership, communication, professionalism, etc.
  - Identify and reflect on knowledge and skills obtained from the intern experience related to professionalism.
  - Consider and draw conclusions about your insights and identify future actions.

Eligibility
- GW undergraduates must be enrolled as full-time (12-17 credit hours) GW student during the academic year and have completed 30 hours of academic credit at GW.
• Student must obtain an internship.

Course Format
• The course will be conducted online Monday, June 3, to Friday, July 26, 2019.
• Students must complete a minimum of 160 hours over 8 weeks, or 20 hours weekly, at their internship site, Monday, June 3, to Friday, July 26, 2019.
• With permission of the employer, a student may start the internship prior to June 3, 2019 and end the internship after July 26, 2019.

Course Requirements
• Student must complete the Student Learning and Employer Agreement to apply to participate in UNIV 2001.
• Student must engage in the internship for a minimum of 160 hours over 8 weeks, or 20 hours weekly, at their internship site, Monday, June 3, 2019 to Friday, July 26, 2019.
• Student must complete and submit required assignments via Blackboard.
• Student must complete GW UNIV 2001: Elective Internship pre- and post-evaluations.

Course Assignments
• Student are expected to complete:
  o A weekly, written description of their observations, reflections, and actions weekly. Link their observation-reflection-actions about the internship experience and the assigned readings and videos. Submit the weekly written reflection (minimum 250-words, single-spaced, 11pt font), via Blackboard.
  o The CliftonStrengths assessment, and related readings and videos, including the GW student intern interviews and the instructor lecture videos.
  o Student defines professional competencies that employers seek.

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

Student Registration
• Student must obtain instructor approval to be registered in the course. To request instructor approval:
  o Complete the Student Learning & Employer Agreement, including learning goals.
  o Ask employer to complete, sign, initial the Employer Agreement and goals
  o Obtain the internship description from the employer, on employer letterhead.
  o Submit completed Agreement, intern description, and current resume to gwintern@gwu.edu.
• If accepted, the instructor will coordinate the student’s registration for UNIV
2001: Elective Internship with the GW Registrar’s Office.

Cost
- The Registrar’s Office will bill the student an administrative fee of $50.00, in lieu of tuition.

Student Evaluation and Grades
- The student must complete all course assignments to receive a grade of “Pass.”
- Students who do not complete assignments will receive a grade of “No Pass.”

Employer Requirements
- Review and complete the UNIV 2001: Elective Internship Student Learning and Employer Agreement.
- Review the student’s learning goals and initial approval and willingness to facilitate the student’s learning in the Learning Outcomes section.
- Provide the student with an official internship description on employer letterhead.
- Sign the Student Learning and Employer Agreement. Copy for your records.
- The student will submit the completed, signed Student Learning and Employer Agreement, the official internship description on employer letterhead, and his/her current resume as application to the UNIV 2001 course.
- Employers are expected to complete the GW UNIV 2001: Intern Performance Evaluation & Evidence of Hours form (sent in early August) and provide any feedback about the GW UNIV Intern Program and return it to gwintern@gwu.edu before August 12, 2019.

- **Note to Employers:** 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 is supervised by 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 internship wages.

- **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.

<table>
<thead>
<tr>
<th>Module #</th>
<th>Assignments Due</th>
<th>Assignments Returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1: 6/3/19 - 6/7/19</td>
<td>6/10/19, 11:59pm (EST)</td>
<td>6/17/19, 11:59pm (EST)</td>
</tr>
<tr>
<td>Module 2: 6/10/19 - 6/14/19</td>
<td>6/17/19, 11:59pm (EST)</td>
<td>6/24/19, 11:59pm (EST)</td>
</tr>
<tr>
<td>Module 3: 6/17/19 - 6/21/19</td>
<td>6/24/19, 11:59pm (EST)</td>
<td>7/1/19, 11:59pm (EST)</td>
</tr>
<tr>
<td>Module 4: 6/24/19 - 6/28/19</td>
<td>7/1/19, 11:59pm (EST)</td>
<td>7/8/19, 11:59pm (EST)</td>
</tr>
<tr>
<td>Module 5: 7/1/19 - 7/5/19</td>
<td>7/8/19, 11:59pm (EST)</td>
<td>7/15/19, 11:59pm (EST)</td>
</tr>
<tr>
<td>Module 6: 7/8/19 - 7/12/19</td>
<td>7/15/19, 11:59pm (EST)</td>
<td>7/22/19, 11:59pm (EST)</td>
</tr>
<tr>
<td>Module 7: 7/15/19 - 7/19/19</td>
<td>7/22/19, 11:59pm (EST)</td>
<td>7/29/19, 11:59pm (EST)</td>
</tr>
<tr>
<td>Module 8: 7/22/19 - 7/26/198</td>
<td>7/29/19, 11:59pm (EST)</td>
<td>8/2/19, 11:59pm (EST)</td>
</tr>
</tbody>
</table>

**Weekly Assignments, Readings, Reflection Questions**

**Module #1: June 3-7, 2019**

**What is Experiential Learning?**

- Experiential Learning is the process of learning through experience, observation, reflection and action. Internships are one type of experiential learning that requires active engagement in the learning process.

**Assignments, Readings and Reflections**

Due June 10, 2019 via Blackboard

**Assignments**

- Register for [Handshake](#) to learn about internships and career planning, workshops, assessment and exploration services, online resources, alumni connections, employer information sessions and career coaching.

- Complete the *Experience Learning (EL) Worksheet* (TBD) to practice observation, reflection, conclusion and action skills. Submit with first week reflection.
Readings

Reflections
• Link your internship reflections to your readings and assignments, and respond to the questions below. Submit reflections to Blackboard: 250-word min., 11 pt. single-spaced.
  o What are your expectations of the internship?
  o What are your initial observations about the organization and your supervisor?
  o What goals have you set for the internship?

Module #2: June 10-14, 2019
My Professional Development: Self-Assessment

Assignments, Readings and Reflections
Due June 17, 2019 via Blackboard

Assignments
• Complete the CliftonStrengths career assessment
  o Go to CliftonStrengths Registration Page; click on “New Account”
  o Create a user name with your “gwu.edu” email address and password
  o Click the link in the email login to confirm registration
  o Go to “My Strengths: Home” to complete the assessment.
• If you HAVE completed the CliftonStrengths for Students, go to CliftonStrengths Registration, click on “Link Existing Gallup Account” to retrieve you results.

Readings
• CliftonStrengths Readings
• Career Exploration and Assessment, GW Center for Career Services https://careerservices.gwu.edu/career-exploration-assessment
• Maximize Your Internship Experience, YouTube Videos https://www.youtube.com/watch?v=6oBXDRumLy8
• Internships: Student/Resources/Workplace, The First Few Days, Internship.com www.internships.com/student/resources/workplace/the-first-few-days

Reflections
• Link your internship reflections to your readings and assignments, and respond to the questions below. Submit reflections to Blackboard: 250-word min., 11 pt. single-spaced.
  o What did you learn about yourself from the CliftonStrengths Inventory?
  o What did you learn about others?
  o What actions will you take to make the most of the internship experience?

Module #3: June 17-21, 2019
My Professional Development: Exploration and Research
Explore industries, occupations and employers that link to your self-assessment results. Clarify
career preferences through research and meet career coach to discuss professional options.

**Assignments, Readings and Reflections**  
*Due June 24, 2019 via Blackboard*

**Assignments** N/A  
**Readings**  
- *Career Options Sheets*, [https://careerservices.gwu.edu/career-options-sheets](https://careerservices.gwu.edu/career-options-sheets)  
- *Explore Career and Industries*, [https://careerservices.gwu.edu/explore-careers-industries](https://careerservices.gwu.edu/explore-careers-industries)  
- *Why Everyone’s Talking about T-shaped Professionals*, Education Advisory Board  
- *GW Professional Competencies*, [https://gwu.joinhandshake.com/articles/4820](https://gwu.joinhandshake.com/articles/4820)  

**Optional:**  

**Reflections**  
- Link your internship reflections to your readings and assignments, and respond to the questions below. Submit reflections to Blackboard: 250-word min., 11 pt. single-spaced.  
  - How will you further research career options and/or industries that interest you?  
  - Reflect on the *T-shaped Professional* and *GW Competencies* articles.  
  - What surprises you about the internship?

**Module #4: June 24-28, 2019**  
**Working with My Supervisor**  
Build an effective working relationship with your supervisor by observing communication and leadership styles. Identify successful strategies used by co-workers to effectively communicate.

**Assignments, Readings and Reflections**  
*Due July 1, 2019 via Blackboard*

**Assignments** N/A  
**Readings**  
- Berger, Lauren. 2014.12 Ways to Build the Best Relationship with A Boss, Fast Company  
- Virginia Tech. Maximizing Your Internship. Office of Career/Prof. Development  
  [https://career.vt.edu/experience/Internships/maximize.html](https://career.vt.edu/experience/Internships/maximize.html)  

**Reflections**  
- Link your internship reflections to your readings and assignments, and respond to the
questions below. Submit reflections to Blackboard: 250-word min., 11 pt. single-spaced
  o  How will you enhance your relationship with your supervisor?
  o  What have you done to make your supervisor’s life easier?
  o  How would you want your supervisor to remember you?

Module #5: July 1-5, 2019
Joining the Team
Organizations perform better when individuals work effectively as a team where the combined
effect of the team is greater than the sum of individual efforts.

Assignments, Readings and Reflections
Due July 8, 2019 via Blackboard

Assignments N/A
Readings
  • Bavaro, Jackie. 2019. Seven Things I Learned about Joining a New Team.
    https://medium.com/@jackiebo/joining-a-new-team-20271206a62d
  • Time Doctor. No Date. 15 Qualities of a Great Team Member
    https://biz30.timedocto.com/team-member-qualities/
  • Digital Tech. No Date. Millennials vs. Gen Z: How Do They Achieve Workplace Success?
    https://www.digitalhrtech.com/millennials-vs-gen-z/

Reflections
  • Link your internship reflections to your readings and assignments, and respond to the
    questions below. Submit reflections to Blackboard: 250-word min., 11 pt. single-spaced
    o  What team practices have you observed in your workplace?
    o  What team skills or strengths have you developed from this experience?
    o  What is your biggest success at the internship?

Module #6: July 8-12, 2019
Leadership and Organizational Culture
Examine the characteristics of effective leaders as a reflection of the organization’s values and
culture. Identify skills to enhance leadership skills and understanding of organizational culture.

Assignments, Readings and Reflections
Due July 15, 2019 via Blackboard

Assignments N/A
Readings
  • Nelson, Alexandria, 2018. The Impact of Leaders on Organizational Culture, Interact
    https://www.interact-intranet.com/blog/the-impact-of-leaders-on-organizational-culture/
  • Koehn, Nancy, 2017. The Ingredients of Great Leadership, Harvard Business School
    https://www.youtube.com/watch?v=F86dZlJTrnp8
  • Coleman, John, 2013. Six Components of a Great Corporate Culture, Harvard Business
    Review. https://hbr.org/2013/05/six-components-of-culture/

Reflection
• Link your internship reflections to your readings and assignments, and respond to the questions below. *Submit reflections to Blackboard: 250-word min., 11 pt. single-spaced*
  o How does self-knowledge affect your leadership style?
  o What have you learned about leadership and organizations from the internship?
  o Describe the organizational culture at your internship.

Module #7: July 15-19, 2019
Professionalism
Review elements of professionalism to understand the principles, practices, behaviors, and ethics of this important workplace standard.

Assignments, Readings and Reflections
Due July 22, 2019 via Blackboard

Assignments N/A
Readings
• Lee, Shannon. 2014. New Office Etiquette: Rules for Today’s Workplace  
• Mindtools, Inc. 2016. Professionalism: Developing This Vital Characteristic  
  https://www.mindtools.com/pages/article/professionalism.html

Reflections
• Link your internship reflections to your readings and assignments, and respond to the questions below. *Submit reflections to Blackboard: 250-word min., 11 pt. single-spaced*
  o How did you demonstrate professional behavior at the internship site?
  o What is your understanding of professionalism?
  o How has your perception of the organization changed since you started?

Module #8: July 22-26, 2019
What’s Next?

Assignments, Readings, Reflections
Due July 29, 2019 via Blackboard

Assignments N/A
Readings
• Petriglieri, Gianpiero. 2012. The Art of Career Development  
  https://www.youtube.com/watch?v=d6yW9lsQ00A.
• Kanter, Rosabeth Moss. 2018. The Only 3 Career Steps that Matter. TEDXBeaconStreet  
  https://www.youtube.com/watch?v=ekX3Ciz-Yec
• Glassdoor. No date. Guide to Getting Your First Job  
• GW Center for Career Services, Resources Review
Reflections

- Link your internship reflections to your readings and assignments, and respond to the questions below. *Submit reflections to Blackboard: 250-word min., 11 pt. single-spaced*
  - Examine how your professional identify affects your plans for the future.
  - How will you integrate learning from your internship into a professional plan?
  - What goals have you achieved during the internship?
  - *Optional*: What’s next? How can the Center assist your career efforts?