Purpose: The purpose of the internship course is to give students a comprehensive, practical experience in a real-world setting. It also enables students to apply their academic knowledge and critical thinking skills in work environments, while enhancing personal professional development.

Learning objectives: After completing this course, students will be able to:

- Evaluate and analyze overall workplace culture
- Reflect analytically on their contributions to an organization
- Apply theory and practice in a real world environment
- Expand on their ability to work independently or in a team environment
- Integrate work experience and professional development to inform future career choices

Assignments: Students will be required to complete three assignments which are assigned point values. To pass the course, students must:

- Check their MU email account daily during the work week and respond to emails in a timely manner
- Complete all the required assignments
- Submit all the assignments by the scheduled due date
- At minimum, students must earn 75% of the available points to earn a Satisfactory grade in the course
- During the Internship period, students must submit the following assignments (additional information below):
  1. a carefully-prepared factual report about the internship which addresses the questions outlined in the student’s internship proposal
  2. a resume which includes the student’s internship experience and documents the tangible skills they attained while working
  3. an interpretative essay in which students connect what they have learned from their internship experience with their academic work in their individualized major
- Internship supervisors must also submit a performance evaluation of the student’s work

Format Requirements

Papers should be formal and include a proper introduction, body, and conclusion. Papers should have 1-inch formatting, 12 point Times New Roman font, page numbers, and double-spacing. If sources need to be cited, the bibliography should be in APA format. Instructions on the APA format can be found on the Purdue Online Writing Lab website.

Assignment One—FACTUAL REPORT (20 POINTS)

At the midpoint of your internship, write a factual report which answers questions such as the ones listed below. Include specific and objective details about the company or organization, the type of work you are performing, and your particular contributions. (Length: 500-900 words)
• What is the history of your company or organization?
• What is the mission statement and organizational structure of the company or organization for which you are interning?
• What are the duties and responsibilities of your internship?
• What have you done well so far? How have your accomplishments been recognized?
• If you have made a mistake/s, how did you fix it/them? What kind of guidance were you given for making improvements?
• How do you organize your time at your internship?
• How do you interact with your supervisor and other employees?
• Do you spend most of your time working alone or in a group? Explain.
• Do you believe the internship is a good fit for you? Why or why not?
• Are you interested in working for this company or organization full time?
• How do you feel you are doing in your internship so far?
• How will this internship specifically connect to one or more of the components in your individualized major?
• Explain why you think this is a worthwhile experience. How are you benefitting from this experience? How is the company or organization benefitting from your work?

Assignment Two—Resume (20 POINTS)

For this assignment, you will research what makes an effective resume and then create a resume that includes your internship experience.

1. Locate and read the information under each tab (Resume Types, Resume Samples, Content and Writing) available on the “Resumes and Interviews: Market Yourself to Employers” page of MU Career Center website. http://career.missouri.edu/index.php/resumes-interviews/resume-writing/resume-types
2. Locate and read the links under the five headings about resumes featured on the “Resume and Cover Letter” page available on HireMizzouTigers.com. http://www.hiremizzoutigers.com/students/resumes.php
4. Create a resume that includes your internship experience and utilizes the information from your resume research.
5. Schedule an in-person or phone appointment with a Career Specialist in the MU Career Center to review your resume. Submit your resume electronically prior to the appointment. Revise your resume based on feedback provided by the Career Specialist. You may also ask a mentor at your internship or a mature person with job experience to critique your resume.

• MU Career Center
  Lower Level, Student Success Center
  9am-5pm, Monday-Friday (check the website for summer hours)
  http://career.missouri.edu/
  (573)882-6801

Assignment Three—Interpretative Essay (30 POINTS)

At the end of your internship, craft an interpretative essay in which you connect what you have learned from your internship experience with your academic work in your individualized major. Delve into the deeper aspects of your experience by reflecting on the questions below. Feel free to analyze your experience from multiple perspectives (cultural, economic, scientific, social, political, etc.) in order to create an engaging and meaningful essay. (Length: 750-1,500 words)
• How has your coursework prepared you for this internship? Be specific.
• What coursework could you take in the future to be better prepared to work in the field?
• What have you learned about yourself from this internship?
• How has this internship changed you?
• Has the internship helped you make decisions regarding possible career paths? Explain.
• Would you like to work in this field full time? Why or why not?
• Why are you, or why aren’t you, well suited for this field?
• What are the most important skills, information, and connections gained from your internship experience?
• What future plans or goals have you made based on your internship experience?

Supervisor’s Evaluation of the Student’s Performance— (30 POINTS)