

## INTERNSHIP 4940 SYLLABUS

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University of Missouri / College of Arts & Science / Office of Multidisciplinary Degrees

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**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 and 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 that 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
- earn, at a minimum, 75% of the available points to earn a course grade of Satisfactory
- submit the following assignments (additional information below):
  - a carefully-prepared factual report about the internship that addresses the questions outlined in the student's internship proposal
  - a resume that includes the student's internship experience and documents the tangible skills they attained while working
  - an interpretative essay in which students connect what they have learned from their internship experience to their academic work in their individualized major
  - a performance evaluation of the student's work (submitted by the internship supervisor)

**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. <http://owl.english.purdue.edu/owl/resource/560/01>.

**Incomplete Work or Work with Multiple Errors:** Your writing reflects your academic and professional ability, and you should take the assignments seriously. You are expected to proofread your assignments prior to submitting them. It is also a good idea to have a second set of eyes review your work; consider having a professor, classmate or MU Writing Center tutor read your work and give you feedback before you submit it. The instructor reserves the right to reject your assignment and ask that you complete it or proofread it and correct errors prior to resubmitting for grading. If your original assignment is submitted on time but is incomplete or has multiple errors or problems that warrant returning the assignment, keep in mind that if you resubmit the assignment for the second time, the late work policy (see below) may apply if your second submission is submitted after the scheduled due date.

**Late Work:** The instructor reserves the right to deduct points for work submitted after the assigned due date. A ten percent reduction of points will occur each 48-hour period. Therefore, if you submit a paper that is worth 20 points, but is late within a window of one minute to 48 hours, the maximum number of points you can earn is 18.

**Assignment One—FACTUAL REPORT (20 points):**

At the midpoint of your internship, write a factual report that 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 mistakes, how did you fix 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?

Points	Criteria
18-20	The paper displays excellent reflection and makes good use of organization/format/mechanics.
16-17	The paper displays adequate reflection and/or organization/format/mechanics with some minor problems.
14-15	The paper displays moderate problems with reflection and/or organization/format/mechanics.
12-13	The paper displays serious problems with reflection and/or organization/format/mechanics.
0-11	The paper doesn't meet standards of reflection and/or organization/format/mechanics.

**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.

- Locate and read the information under each tab (*Getting Started, Types of Resumes, Writing a Resume, Polish Your Resume and Sending Resumes Online*) available on the “Resumes and Interviews: Market Yourself to Employers” page of MU Career Center website. <http://career.missouri.edu/resumes-cover-letters>
- 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>
- View the Webshop entitled “Resumes” on the MU Career Center website. <http://career.missouri.edu/outreach-presentations>
- Create a resume that includes your internship experience and utilizes the information from your resume research.
- Schedule an in-person or phone appointment with a Career Specialist in the MU Career Center to review your resume. Submit your resume electronically to the Career Center prior to the appointment. *You may also or alternatively ask a mentor at your internship or a mature person with job experience to critique your resume.*
- Revise your resume based on feedback provided by the Career Specialist and/or other professional.
- Submit your revised resume to your Mizzou Online course site.

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

Points	Criteria
18-20	The resume displays excellent use of content as well as organization/format/mechanics.
16-17	The resume displays adequate use of content/organization/format/mechanics with some minor problems.
14-15	The resume displays moderate problems with content/organization/format/mechanics.
12-13	The resume displays serious problems with content/organization/format/mechanics.
0-11	The resume doesn't meet standards of content/organization/format/mechanics.

**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?

Points	Criteria
27-30	The paper displays excellent reflection and makes good use of organization/format/mechanics.
24-26	The paper displays adequate reflection and/or organization/format/mechanics with some minor problems.
21-23	The paper displays moderate problems with reflection and/or organization/format/mechanics.
18-20	The paper displays serious problems with reflection and/or organization/format/mechanics.
0-17	The paper doesn't meet standards of reflection and/or organization/format/mechanics.

**Supervisor’s Evaluation of the Student’s Performance— (30 points):**

Near the end of your internship, we will send your supervisor an evaluation. With this evaluation, your performance as an intern will be assessed using four criteria: skills, knowledge, professionalism, and performance. Additional information about these criteria is included in the tables below. Use the information about the evaluation to guide your conduct while you are interning. Developing these critical professional skills will benefit you immensely in the future. Students who earn a negative evaluation will not pass the internship course.

SKILLS	The intern:
Written communication	clearly expresses ideas in writing.
Oral communication	effectively expresses ideas to individuals and groups.
Critical thinking	integrates information and applies it successfully.
Computer knowledge	demonstrates technical knowledge needed for job.

KNOWLEDGE	The intern:
Educational knowledge	applies his/her education to the job.
General knowledge	understands established practices in the field.
Desire to learn	is proactive and interested in learning.
Ability to learn	understands and put into practice new information.

PROFESSIONALISM	The intern:
Reliability	meets deadlines and works with minimal supervision.
Resourcefulness	shows initiative to improve performance, correct mistakes, and solve problems.
Attitude	is cooperative and accepts constructive criticism in a positive manner.
Punctuality/Appearance	arrives to work on time and appropriately dressed.

PERFORMANCE	The intern’s completed work is:
Quality of Work	organized, neat, accurate, and relevant.
Quantity of Work	equal in amount to other interns or employees assigned the same tasks.

Points	Criteria
27-30	The supervisor indicated that the intern consistently met or exceeded most or all of the expectations.
24-26	The supervisor indicated that the intern usually met or exceeded most of the expectations.
21-23	The supervisor indicated that the intern occasionally failed to meet to meet some of the expectations.
18-20	The supervisor indicated that the student frequently failed to meet some or most of the expectations.
0-17	The supervisor indicated that the student frequently or always failed to meet expectations.

## **Code of Conduct**

As a University of Missouri intern, you are representing not just yourself, but also the university and your fellow current and prospective students. You are expected to adhere to your supervisor's employment policies, practices, procedures, dress code, and standards of conduct. It is strongly recommended that you obtain clarification from your supervisor regarding the above matters when you begin your internship. Conducting yourself in a professional manner includes, but is not limited to:

- reporting for the internship on time and maintaining your work schedule
- following all the rules and policies required by your supervisor
- maintaining confidentiality regarding information associated with the internship site
- using appropriate written and oral communication in all interactions with supervisors, employees, clients, and university staff
- demonstrating honesty, cooperation, integrity, courtesy, and a willingness to learn
- engaging in positive, ethical, and legal behavior
- accepting responsibility and accountability for decisions and actions taken while at the internship site
- treating all customers, clients, supervisors, employees, and university staff with dignity and respect

If you feel victimized by an internship-related incident (internship misrepresentation, unethical activities, sexual harassment, discrimination, etc.), contact the Office of Multidisciplinary Degrees immediately at (573) 882-6060.

## **Academic Dishonesty**

Academic integrity is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards breaches of the academic integrity rules as extremely serious matters. Sanctions for such a breach may include academic sanctions from the instructor, including failing the course for any violation, to disciplinary sanctions ranging from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, collaboration, or any other form of cheating, consult the course instructor.