

**SYLLABUS**  
**PRE 575/LA&S 490: Internship Exploration**  
Spring 2015

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**Office hours:**  
by appointment only

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**Course Description**

This course will provide credit for supervised practical experiences in an occupational area of interest. In addition to the work-related activity, students will complete reflective and career development assignments, as well as create a web portfolio of internship accomplishments. Credit hours will be assigned a letter grade A-F (+/-). Hours of credit recorded (1-5) are based on number of hours at your internship site and agreement of instructor. Prerequisites: consent of instructor, secured internship

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**Internship Purpose**

Internships represent a learning strategy that integrates practical work experience with a directed, reflective academic component to help develop personal and academic competencies. Reflection and/or conceptual exploration supplement the work experience to help develop new skills and knowledge. A primary and fundamental objective of the internship course is to help students develop the competency of self-directed learning. Self-directed learning requires self-motivation and interest. Multiple support systems have been developed to assist students in this learning endeavor.

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**Requirements:**

Students must work a **minimum of 8 hours** per week as an intern (8-14 hours per week: 1-3 credits / 15+ hours per week: 1-5 credits).

**In addition:**

- If applicable, receive permission to enroll in 4-5 credits, and **you MUST select the number of credits in which you are enrolling when you enroll in Enroll & Pay, as it will default to 1 credit.**
  - The last two pages of the syllabus, completed and signed, need to be received by January 22nd.
  - You must have access to reliable internet, email, and a webcam throughout the semester to complete the coursework. If you do not feel you will have these resources, you will need to drop the course.
  - **Assignments:** learning objectives, weekly reflections, mid-term and final evaluations by you and your supervisor, an internship spotlight, and demonstrated achievements from your internship.
  - Since this class is taught online, communication relies on email. If your KU email account is not your main account, make sure your non-KU account is connected to your KU account.
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**Americans with Disabilities Act:** The KU office of Disability Resources coordinates accommodations and services for all students who are eligible. If you have a disability for which you wish to request accommodations and have not contacted DR, please do so as soon as possible. Their office is located in 22 Strong Hall; their phone number is 785-864-2620 (V/TTY). Information about their services can be found at <http://disability.ku.edu>. Please also contact me privately in regard to your needs in this course.

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**The following is Article II, Section 6 of the Rules and Regulations of the University Senate, revised as of August 2006.**

2.6.1 Academic misconduct by a student shall include, but not be limited to, disruption of classes; threatening an instructor or fellow student in an academic setting; giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments; **knowingly misrepresenting the source of any academic work**; unauthorized changing of grades; unauthorized use of University approvals or forging of signatures; falsification of research results; **plagiarizing of another's work**; violation of regulations or ethical codes for the treatment of human and animal subjects; or otherwise acting dishonestly in research.

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## **Schedule of assignments and due dates for course (Late work will NOT be accepted!)**

You will receive an email every Monday; it is required that you read these emails, as they contain important information regarding assignments and the class. All assignment details and submission information can be found in Blackboard.

### **Week 1 assignment due 1/22**

- Turn in signed internship paperwork with signatures via Blackboard, email, mail, or fax (5 points)

### **Week 2 assignment due 1/29**

- Reflection 1: introduction (10 points)

### **Week 3 assignment due 2/5**

- Learning objectives assignment (15 points)

### **Week 4 assignment due 2/12**

- Reflection 2 (10 points)

### **Week 5 assignments due 2/19**

- Demonstrated achievement 1 (10 points)
- Revised learning objectives assignment (10 points)

### **Week 6 assignment due 2/26**

- Reflection 3 (10 points)

### **Week 7 assignment due 3/5**

- Demonstrated achievement 2 (10 points)

### **Week 8 assignments due 3/12**

- Reflection 4 (10 points)
- Mid-term evaluations due via links in Blackboard (student evaluation and employer evaluation) (15 points each)

### **Week 9**

- Spring Break!

### **Week 10 assignment due 3/26**

- Demonstrated achievement 3 (10 points)

### **Week 11 assignment due 4/2**

- Reflection 5 (10 points)

### **Week 12 assignment due 4/9**

- Demonstrated achievement 4 (10 points)

### **Week 13 assignment due 4/16**

- Reflection 6 (10 points)

### **Week 14 assignment due 4/23**

- Demonstrated achievement 5 (10 points)

### **Week 15 assignments due 4/30**

- Reflection 7 (10 points)
- Spotlight assignment (10 points)

### **Week 16 assignments due 5/7**

- Final evaluations due via links in Blackboard (student evaluation and employer evaluation) (15 points each)
- Learning objectives reflections (10 points)

### **Week 17 assignment due 5/17**

- Portfolio assembly

## **Blackboard**

**Course assignments, announcements, and grades will be posted in Blackboard.** Your username and password are the same as those used for your KU exchange account. If you do not use a KU exchange account, go to the Blackboard login page for instructions on how to register your username and password. Also, if the University does not have a record of the e-mail account that you use, you should register your e-mail account on the Blackboard main page under “Personal Information.” If you do not do this, e-mails sent to you will be returned to sender, and you will be deleted as a user of Blackboard. To access the site, go to <<http://courseware.ku.edu/>>.

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## **The Nature of an Online Course**

All assignment descriptions, materials, and examples are described or listed in Blackboard. Please reference these materials **before** completing the assignments. Please call or email me with additional questions, or you are welcome to meet with me in Burge Union, Room 110 by appointment or set up a meeting via phone or Lync.

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## **Internship Course Grading**

All assignments will be graded on critical thinking, spelling accuracy and grammar, as well as the other items mentioned in their respective descriptions on the website. Since you are aware of all assignments and due dates from day one of the semester, late work **WILL NOT** be accepted. If you have a technological issue or other emergency, you need to contact me **IMMEDIATELY**—issues relayed after the due date will not be considered. Call your instructor and leave a message if necessary or send an email. Also, be sure to **CHECK YOUR GRADES REGULARLY** to ensure that I have received all of your assignments. If there is a discrepancy, please contact me within **1 WEEK OF THE DUE DATE OF THE ASSIGNMENT**.

It is expected that your assignments will be written using proper grammar and punctuation, as the work for this class should reflect the professionalism you should exude in your internship.

Here is the technical grading scale:

1-2 errors: minus 1 point

3-4 errors: minus 2 points

5-6 errors: minus 3 points

7+ errors: no credit will be given for the assignment

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## **Tips for Success in PRE 575/LA&S 490**

1. Technology can fail, so always save a document in your records.
2. Make sure you read and follow the syllabus and refer to the “Assignments” tab in Blackboard each week before completing your assignments or asking questions.
3. Read the weekly emails for updates and due dates. Know that all assignments are due on a Thursday.
4. Read assignment descriptions and examples on the course website within the “Assignments” tab in Blackboard. You can access past assignment descriptions and examples by clicking on the corresponding week in the “Assignments” tab.
5. Turn assignments in on time. Late work will not be accepted! If you have an emergency that you anticipate will interfere with an assignment, contact me immediately before the assignment due date to make arrangements.
6. Check grades often in Blackboard, and notify me if you find a discrepancy immediately (within one week of the posting date).
7. Please refer to the syllabus, course Blackboard site, and course emails before contacting me with a question, as most questions can be answered through these documents. I will be happy to help you; however, my schedule is extremely hectic, and I may not always be available right away.
8. Proofread ALL assignments before submitting, as points will be taken off for grammatical and punctuation errors. Refer to the grammar and punctuation tips in Blackboard, if needed.
9. Read all instructional materials prior to completing the corresponding assignments.
10. If you are having any issues with assignments or your internship, make an appointment to speak with me. We can talk via phone or Lync if you are not in the local area.

INTERNSHIP COURSE-LEARNING AGREEMENT  
THE UNIVERSITY OF KANSAS  
University Career Center  
110 Burge Union Lawrence, KS 66045

The following parties agree to assume these responsibilities during the student's experience:

**I, the student, agree to:**

1. Perform to the best of my ability those tasks assigned by my supervisor, which are related to my learning objectives and the responsibilities of this position.
2. Comply with the rules, regulations, and normal requirements of the employer's organization, KU, and the PRE 575/LA&S 490 course.
3. Notify UCC of any changes I need to make in this agreement or of any problems that may develop during the experience.
4. File all internship forms (this page and the last page of the syllabus) with the UCC in a timely manner—within the first week of the semester.

**I, the internship supervisor, agree to:**

1. Provide the necessary orientation, training, and precautionary safety instruction in the performance of the position duties and responsibilities described in this learning agreement on the previous page.
2. Provide professional work experience.
3. If required by state law, provide all employees, part-time or full-time, worker's compensation insurance and, if required, liability insurance in accordance with state law.
4. Provide regular supervision according to federal, state, and local employment laws.
5. Complete a final evaluation of the student's performance during the experience via forms on the course website, go over the evaluations with the student, and submit them to UCC.
6. Notify UCC at KU of the employer's intent to terminate a student's employment prior to the end of the semester (as far in advance as possible).
7. Assist student in writing measurable learning objectives when appropriate.

**I, the University Career Center representative/course instructor, agree to:**

1. Maintain communication with the student and the internship organization to determine conditions of maximum learning on the part of the student and employer satisfaction.
2. Assist student, internship supervisor, and faculty liaison in resolving any difficulties that may arise.
3. Help with writing measurable learning objectives when appropriate.
4. Evaluate the student's experience and assess the supervisor's satisfaction with the learning experience.

Your signature means you have read and agreed to all pages of this document. This agreement may be terminated by the student or the employer upon receipt of two weeks notice by either party.

1. Student: \_\_\_\_\_ Date: \_\_\_\_\_

2. Internship Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

3. PRE 575/LA&S 490 Instructor: *Erin Wolfman* Date: 1/15/15

INTERNSHIP PROGRAM  
THE UNIVERSITY OF KANSAS  
University Career Center  
110 Burge Union  
Lawrence, KS 66045

Type or print all information

**POSITION DESCRIPTION:** Please describe your position along with duties, responsibilities, projects, and level of work you will perform. Please be specific:

**PERSONAL:**

Name: \_\_\_\_\_ KU ID No: \_\_\_\_\_  
(Last) (First) (Middle)

Local Phone Number: \_\_\_\_\_

Major: \_\_\_\_\_ E-mail: \_\_\_\_\_  FR  SO  JR  SR

**EMPLOYMENT/INTERNSHIP INFORMATION:**

Organization/Employer: \_\_\_\_\_

Type of Internship (i.e. sales, marketing, event planning): \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Number & Street)

\_\_\_\_\_  
(City) (State) (Zip Code) E-mail: \_\_\_\_\_

**SCHEDULE:**

Fall  Spring  Summer Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

**PAYMENT: (if applicable)**

Salary/Wage: Amount per hour: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Other (please specify) \_\_\_\_\_

How many credits are you earning (1-5)? \_\_\_\_\_

Internship employer agrees to provide worker's compensation benefits for the student.  YES  NO

*The University of Kansas does not assume any responsibility for actions taken by a student as an employee or volunteer while on an internship assignment. Participants must be enrolled, degree seeking students who are making reasonable academic progress.*