

**THOMAS UNIVERSITY UNIVERSITY – EAST FALLS CAMPUS
INTN-493F: 3-CREDIT (1ST COURSE) INTERNSHIP SYLLABUS**

Faculty Internship Advisor:	Professor Phone/Email: Office Location/Office Hours:
Career Services:	Career Services Center Kanbar 313 Office Hours: Monday – Friday, by appointment via Handshake Both In-Person and Remote (Phone/Zoom) appointments available.
Contact:	Career Services Phone: (215) 951-2930, Fax: 215-951-6884 Career Services Internship Email: TJU_EF_Intern@jefferson.edu

COURSE OBJECTIVES & LEARNING OUTCOMES:

Academic internships at Jefferson aid students in professional preparation through a work experience directly related to their major and career goals. This upper-level elective course is designed to facilitate and support a student's academic internship experience. While the primary emphasis of the course is on the internship work experience, course assignments are incorporated to prompt reflection on the internship. This reflection is an integral component of experiential learning and students' overall career and professional development and aligns with the following learning outcomes:

- Students will be able to evaluate potential career opportunities through experiential learning
- Students will be able to assess professional skills they need to develop or improve

ADMINISTRATION/FACULTY:

Career Services Center: Career Services assists the student in searching for an internship for credit, provides permission to enroll in an internship course, manages all student records for participation in the program, and provides all documentation and evaluation forms as necessary.

Faculty Internship Advisor: The designated faculty internship advisor works with the enrolled student on all items related to the course syllabus and expectations, as well as the evaluation and grading of all assignments. *Students are responsible for establishing and maintaining contact throughout the semester of participation with the Faculty Internship Advisor.*

I consider it part of my responsibility as instructor to address the learning needs of all of the students in this course. I will present materials that are respectful of diversity: race, color, ethnicity, gender, age, disability, religious beliefs, sexual orientation, gender identity, gender expression, citizenship, or national origin among other personal characteristics. I also believe that the diversity of student experiences and perspectives is essential to the deepening of knowledge in a course. All members of this class are expected to contribute to a respectful, welcoming and inclusive environment for every other member of the class. Any suggestions that you have about other ways to include the value of diversity in this course are welcome.

COURSE FORMAT:

Course Orientation: Preceding the start of the course, students will meet with their Faculty Internship Advisor to receive the syllabus and discuss the course; this is the only *required* meeting for this course. The remainder of the internship experience will be on-site or have remote arrangements made with a ***minimum of 144 hours during the semester, over at least a 12-week period required (both requirements must be met, not simply a total minimum of 144 hours).*** **Required internship hours may only be earned within the semester dates (first day of class – last day of finals).**

Faculty Internship Advisor Contact: It is the responsibility of the student to contact the Faculty Internship Advisor at the point of registration. During that meeting, students should determine the best way to contact their internship advisor for questions or concerns, as well as determine assignment deadlines to observe throughout the term.

Internship: The internship experience is intended to provide the student with a meaningful work opportunity related to their major and career goals. The hours spent at the workplace compose the majority of time required for this course. Each student will establish measurable learning objectives for the internship at the outset, as well as complete assignments. Credit for the internship course is granted for the completion of the academic assignments related to the experience, *not solely* for hours completed at the internship site. *The on-site requirements, as agreed to*

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from the student signature on the Internship Learning Agreement, are a minimum of 144 hours during the semester, over at least a 12 week period (both requirements are to be met). With this signature students also agree to abide by the Academic Internship Program Policies, reviewed prior to registering for an internship and available for reference in the Canvas internship course.

Contact/Visitation: In order to ensure the intent of the course is being fulfilled and the student is gaining appropriate experience in the internship, the Faculty Internship Advisor will contact the internship supervisor, typically at midterm, to discuss the student's progress with their supervisor. Under specific circumstance or where warranted, the Faculty Internship Advisor may choose to contact the employer in person in lieu of phone meeting.

COURSE POLICIES:

The student is responsible for reading and understanding all internship program policies agreed to when the Internship for Credit Application Statement and Policy Affirmation/Risk and Release form (within Handshake) were signed. Specific details can be referenced on the *Academic Internship Program Policies* handout and the student's account in Handshake. This includes maintaining contact with the Career Services Center and the Faculty Internship Advisor should there be any notable changes to the internship experience. Any student found to be in violation of any policy may be dropped from the course, receiving neither credit nor tuition refund, and may be subject to disciplinary actions by the University for serious breaches of employer trust.

CHANGES TO INTERNSHIP INFORMATION/EXPERIENCE:

Any and all notable changes to the student internship experience, position description and/or employer/supervisor information **MUST** be communicated immediately to the Career Services and Faculty Internship Advisor. *Failure to report changes is in violation of the agreed terms of the Internship for Credit Application Statement and Policies.*

TECHNOLOGY TOOL FOR ASSIGNMENT SUBMISSION: Canvas (<https://canvas.jefferson.edu/>)

All course assignments are to be submitted in PDF or Word format and reviewed by faculty via Canvas (not emailed to faculty). All course documents and resources are found in the Canvas internship course, accessible at <https://canvas.jefferson.edu/> (details for each assignment are below as applicable). Refer to the "Help" link on the menu on the left side of the screen for Canvas support and assistance.

WRITTEN ASSIGNMENTS: Please consult schedule at the end of the syllabus for due dates. All assignments are detailed in and to be submitted through Canvas in PDF or Word format for Faculty Internship Advisor review (<https://canvas.jefferson.edu/>). **DO NOT email assignments to faculty.** Students are strongly encouraged to meet with a writing tutor at the Academic Success Center prior to submitting major reports.

1. Signed Hours Log

All academic interns are required to maintain a weekly hours log (detailing completed hours), including a *required* supervisor signature **each week**. The log should be submitted via Canvas (scan and upload as PDF or image format) **at mid-term and semester end** (see below for exact weeks). If unable to scan/upload, the log can be faxed, mailed, or submitted in person to the Faculty Internship Advisor. Completed Hours Log forms are attached to this assignment. Submission of the signed hours log is required to receive a passing grade for all internship courses.

2. Professionalism & Communication

A portion of the intern's grade will be based upon the professionalism and communication they exhibit throughout the internship and the faculty internship advisor will take into account their own experience with the intern and also the feedback they receive from the intern's supervisor. During the time a student is working, they are considered an employee of the company for which they work. As such, students are subject to their employer's policies and procedures.

Satisfactory performance during internship employment will include:

- Attendance and punctuality during agreed upon hours of work
- Acceptable performance of the technical/skills based aspects of the job
- Conforming to an employer's dress codes
- Adhering to an employer's personnel policies

3. Learning Objectives

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During the first two weeks of the internship, the student will work with their site supervisor to develop at least five learning objectives/goals for the semester as they relate to specific professional skills. These skills and additional information are outlined and defined in the Learning Objectives Assignment form. These objectives are intended to create a network of communication and a learning plan for the duration of the internship assignment, and should be written in close consultation with and approved by the student's internship supervisor.

The Learning Objective form, template and resources are located in the "Assignments" tab in Canvas:

- Upon developing learning objectives, the employer is requested to sign the worksheet. The student should then also sign, make a copy for future reference, and *scan and submit the original worksheet to Canvas* for their Faculty Internship Advisor to review.
- For the related written assignment, students should follow instructions listed on the Learning Objectives Assignment form; students are required to **complete the Learning Objectives Template**, describing at least five skills that they seek to develop or improve during the internship, their rationale for selecting these skills, and tasks or responsibilities to be carried out in order to develop them (*Submit to Canvas*).
- Additionally, students are required to incorporate the progress made toward the accomplishment of these goals in both their **bi-weekly journal and final report** (detailed information is listed below).

4. Journal & Guided Reflections

The five journal entries are 1 page in length, double-spaced and submitted through Canvas in PDF or Word format (see template in Canvas). The journals provide brief details of daily student experience at the internship site, including any tasks assigned/accomplished, difficulties experienced, lessons learned, and any resources or assistance needed from the Faculty Internship Advisor or Career Services staff at that time. A total number of hours completed at the time of submission must also be included. Each journal assignment also contains a separate guided reflection question(s) to assist the student in reflecting on required readings in relation to their internship experience, as well as ongoing progression towards established **Learning Objectives**. *Guided reflection questions for each journal entry are detailed in the "Assignments" tab in Canvas.*

5. Informational Interview Report

The Informational Interview Report must be at least 4 pages in length, double-spaced, proofread for spelling and grammar, and submitted in PDF or Word format to Canvas. Students must complete *two informational interviews* with professional staff at the internship site; *one of which must be with their direct supervisor*. Only one report is to be written, including insight gained from both interviews (NOT a separate report for each interview). The Informational Interview Report is intended to enhance a student's understanding of their chosen profession/field, career goals and internship employer. Questions utilized for the interviews should focus on the interviewee's professional experience and relevant company information. *In order to best prepare, students must refer to the Informational Interview Resources and assignment details in the "Assignments" tab in Canvas, as well as review the internship employer's website.*

Each Informational Interview Report must include:

- A cover page, including the student's name, semester of participation, date of submission, and employer's name (this does not count towards minimum page requirement).
- Information learned/obtained during the interviews regarding interviewee professional background/career path and relevant company information.
- Responses to the Informational Interview Reflection Questions (**located in the Canvas "Assignments" tab**).
- Questions created for and utilized to conduct the interviews (appended to the full report).

5. Final Report (including Exit Interview)

The Final Report must be at least 4 pages in length, double-spaced, proofread for spelling and grammar and submitted in PDF or Word format to Canvas. The Final Report is intended to focus on the student's professional development throughout the internship experience with special attention given to self-evaluation through the reading assignments and the exit interview, as well as a thorough assessment of the *Learning Objectives* established in the beginning of the semester.

The Final Report must include/address the following points:

- A cover page, including the student's name, semester of participation, date of submission, and employer's name (this does not count towards minimum page requirement).

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- **Address the outcomes of established Learning Objectives** - How did you go about accomplishing your goals with regards to the key professional skills you set out to develop? To what extent have you achieved your goals? How have you clearly and tangibly demonstrated to your supervisor that you have developed these skills? If not, what is the reason for not reaching the set objectives and how do you intend to work towards these goals in the future? Using your experience over the past three months, why do you think this assignment was given, and how might this apply to your professional future?
- **Exit Interview/Self-Evaluation** – The exit interview is to be scheduled one month in advance and conducted with the intern supervisor towards the end of the internship experience. The interview will be discussed/reflected on as part of the student’s self-evaluation. The exit interview goals include obtaining as much information on your performance as possible, discussing the possibility of returning as a full-time employee or intern (if applicable and if you are interested), and leaving on a positive note. The assignment in Canvas provides guidance on the specific questions to ask in obtaining this information and in reflecting on the exit interview in the form of self-evaluation.
- **Reflection questions from assigned reading** as related to your internship experience. Detailed questions are posted to the “**Assignments**” tab of the Canvas internship course and must be reviewed for inclusion prior to writing the Final Report.

6. Employer Evaluation

All employer evaluations are included in the final grade and are administered by Career Services. Career Services will send the intern supervisor a secure website link to the employer’s evaluation form to be completed by the deadline established by Career Services. Students will be notified via email when the evaluation is sent and should speak to their supervisor at that time, to confirm the link was received and to schedule a time when they can share this important feedback IN PERSON before the internship ends. It is the intern’s responsibility to ensure that the evaluation is reviewed with the supervisor in order to understand how this affects the internship course grade.

7. Student Evaluation of the Internship

The student will also be sent a link to a confidential online evaluation by Career Services, focusing on the overall internship experience.

GRADING POLICY: This course is letter-graded according to the standard University grading policy

(A, A-, B+, B, B-, C+, C, C-, D+, D, and F); Late work may be reduced by one letter grade at the discretion of faculty.

Note: Submission of the signed hours log is required to receive a passing grade for all internship courses

Final grade for the 3-credit (1st semester) internship course will be based on:

10%	Professionalism & Communication (see Internship Program Policies)
10%	Learning Objectives – development of and analysis of progress towards
20%	Journals & Guided Reflections
20%	Informational Interview Report
20%	Final Report (including Exit Interview)
20%	Employer Evaluation

REFER TO COURSE SCHEDULE ON THE FOLLOWING PAGE

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Course Schedule: Confirm Assignment Due Dates with Your Faculty Internship Advisor

First Date of Semester	<u>Course Begins</u> – Ongoing communication with Faculty Internship Advisor is expected Hours log to be maintained through duration of semester – see above for details
Due within 1st 2 weeks of semester, or 1st 2 weeks of internship Due Date: _____	<u>Written Assignment:</u> Learning Objectives (post to Canvas)
Due Date: _____	<u>Written Assignment:</u> Journal & Reflection #1 (post to Canvas)
Due Date: _____	- Schedule Informational Interviews
Due Date: _____	<u>Written Assignment:</u> Journal & Reflection #2 (post to Canvas)
Mid-point of course Due Date: _____	<u>Written Assignment:</u> Informational Interview Report; Signed Hours Log (post to Canvas) - Faculty Internship Advisor Visit/Contact
Due Date: _____	<u>Written Assignment:</u> Journal & Reflection #3 (post to Canvas)
Due Date: _____	- Schedule “Exit Interview” with intern supervisor for week 10 or 11
Due Date: _____	<u>Written Assignment:</u> Journal & Reflection #4 (post to Canvas) - Employer evaluation distributed via email to intern supervisor by Career Services Center
Due Date: _____	<u>Written Assignment:</u> Journal & Reflection #5 (post to Canvas) - Conduct “Exit Interview” with intern supervisor by this week
All required hours MUST be earned by Last date of Semester! Due Date: _____	<u>Written Assignment:</u> Final Report; Signed Hours Log (post to Canvas) - Employers to complete online evaluations of students by the deadline provided by Career Services Center - Students to complete online evaluation of internship/program; details to be emailed by Career Services Center

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UNIVERSITY POLICIES:

This course will abide by all college and University policies. Students are responsible for knowing and adhering to University policies: jefferson.edu/academicpolicies

Academic Integrity:

Academic Integrity is the foundation of all Jefferson teaching, learning, and professional endeavors and is vital to advancing a culture of fairness, trust and respect.

The University's complete academic integrity policy is available here: <https://www.jefferson.edu/life-at-jefferson/handbooks/policies/undergraduate-policies/academic-integrity.html>

Advisory Statement RE: Course and Clinical Attendance from Fall 2021:

Students who have any symptoms that are associated with infectious diseases (e.g., cold, flu or viral infection) should not attend in-person classes, clinical experiences or other activities that put them in close contact with other students, faculty, staff or patients. These symptoms can include but are not limited to sneezing, coughing, fever, gastrointestinal pain, and diarrhea. Students with these types of symptoms should contact Student Health Services (East Falls campus) or Jefferson Occupational Health Network (JOHN) (Center City campus) if these symptoms are present, before participating in any classroom, clinical, lab, or studio sessions, or any activities in which other students, faculty, staff or patients are present. Students who have these symptoms are responsible for notifying their instructors, program or college using the usual mechanisms before missing any scheduled course/clinical education activity, for staying current with course/clinical requirements, and for complying with any other course/clinical attendance policies. Students may be asked to provide documentation that they are under the care of a medical provider (without disclosure of any medical condition).

Attendance

Attendance is expected in all classes for which a student is registered. The instructor, in conjunction with the academic program/department, determines attendance requirements for each course.

<https://www.jefferson.edu/life-at-jefferson/handbooks/policies/undergraduate-policies/attendance.html>

Chosen Name:

Some members of our community use a name, gender, and pronoun other than their legal identifiers. Students are free to elect to have their chosen first name, gender identity and chosen pronoun appear in Thomas Jefferson University's system.

<https://www.jefferson.edu/life-at-jefferson/handbooks/policies/undergraduate-policies/preferred-name.html>

Collection of Student Work for Assessment:

The University is committed to providing excellent and innovative educational opportunities to its students. To help us maintain quality academic offerings and to conform to institutional and professional accreditation requirements where relevant, the University and its programs regularly examine the effectiveness of the curricula, teaching, services, and programs the University provides. As the University sees appropriate, it may retain representative examples or copies of student work from all courses. This might include papers, exams, creative works, or portfolios developed and submitted in courses or to satisfy the requirements for degree programs as well as surveys, focus group information, and reflective exercises.

Course Enrollment Policy:

Students must be officially enrolled in this course to attend and are continuously enrolled until official drop/ withdraw from the course.

Credit Hour:

Last updated: 4/7/2022

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A credit hour is a measure of the amount of work represented in intended learning outcomes and verified by evidence of student achievement. A credit hour is an institutionally established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester hour of credit of the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work for other academic activities such as laboratory work, studio work, internships, or academic work leading to the award of credit hours. For studio and laboratory courses, the conventional suggestion is two hours of instruction and at least four hours of work outside of class each week for approximately 15 weeks represent one hour of credit.

Diversity & Inclusion:

Jefferson holds itself accountable, at every level of the organization, to nurture an environment of inclusion and respect, by valuing the uniqueness of every individual, celebrating and reflecting the rich diversity of its communities, and taking meaningful action to cultivate an environment of fairness, belonging, and opportunity.

All students are enrolled in the Diversity & Inclusion at TJU canvas course, which will provide access to resources and current events sponsored by the Office of Diversity, Inclusion, and Community Engagement. Students may also reach out to:

East Falls Contact : Holly Lightcap, Assistant Director of Diversity and Social Justice
Holly.Lightcap@jefferson.edu (215) 951-2856

Center City Contact: Nannette Fromm, Assistant Provost, Diversity and Inclusion
Nannette.fromm@jefferson.edu (215) 503-7941

Grades of A+/D- Policy:

- If College/Department uses Grades of A+ and/or D- it must be identified on syllabus
- Grade of A+ is used to show exemplary work; this grade DOES NOT carry additional weight/quality points beyond 4.0
- Grade of D- carries weight/quality points of .70; this grade is a passing grade unless otherwise noted in course catalog
- jefferson.edu/academicpolicies

Inclement Weather:

It is the policy of Thomas Jefferson University not to cancel classes. However, if on-campus sessions are not possible, students will receive a JeffALERT or can check the University website confirming on campus sessions have been cancelled.

<https://www.jefferson.edu/life-at-jefferson/handbooks/policies/undergraduate-policies/inclement-weather.html>

Religious Observance Policy:

The University understands that some students may wish to observe religious holidays that fall on scheduled class days.

<https://www.jefferson.edu/life-at-jefferson/handbooks/policies/undergraduate-policies/student-religious-observance-policy.html>

Serious Illness or Family Emergency:

Serious illness, family emergencies, or other crises mean that students should contact the Dean of Students Office as soon as possible (215-951-2740). Students are responsible for all work related to this class; however, faculty may (but are not required to) make some accommodation in terms of time of delivery and/or make-up exams for major tests. Please consult with your faculty and your academic advisor to determine whether you should withdraw from the course or request an incomplete grade in the case of serious illness or crises.

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Title IX & Sexual Misconduct Support Services Contact Information:

The University's Sex and Gender-Based Misconduct Policy sets forth Jefferson's commitment to foster an environment free of discrimination, including sexual harassment and sexual violence.

https://www.jefferson.edu/content/dam/tju/Academic_Affairs/files/Student%20Affairs/handbooks/sex-and-gender-based-misconduct-policy-2020-21.pdf

UNIVERSITY'S ACADEMIC SUPPORT SERVICES:

Academic Success Center

Maximize student performance: advising, Tutoring, Writing, Academic Skill Development & More

East Falls

215-951- 2799

Academic Success Center
Haggar Hall

<http://www.eastfalls.jefferson.edu/successcenter/>

The Academic Success Center provides one-on-one tutoring assistance for writing, study strategies, test taking, and specific University courses*. To make a tutoring appointment, students should log into Starfish and select My Courses or go to the Services page, or stop by the Academic Success Center in Haggar Hall or call (215) 951-2799. Academic resources, including information on citation and documentation, note taking, and study strategies are available on the Center's website.

Accessibility Services

Collaborating with community members to provide access to all educational opportunities, programs, and services.

Center City: Jennifer Fogerty Jennifer.Fogerty@jefferson.edu

East Falls: Zoe Gingold ZoeAnn.gingold@jefferson.edu

Counseling Center Contact Information:

Assistance in addressing personal challenges that interfere with academic progress and growth.

East Falls

215-951-2868

Kanbar Campus Center

<http://www.eastfalls.jefferson.edu/counseling/>

Gutman Library (<http://www.eastfalls.jefferson.edu/library/index.html>)

Gutman Library is a gateway to a variety of information resources. The homepage of the library provides 24/7 access to online databases of articles, e-journal collections, e-books, and specialized information to support your coursework. See a list of Research Guides for specific programs and courses at <http://libguides.philau.edu>. The library building is wireless, has 80 available workstations (PCs and Macs), printers, scanners, and copiers; as well as individual and group study spaces.

Technology Resources Service Contact Information

Analysts in Jefferson's Information Systems and Technologies (IS&T) team are available to answer your technology questions or issues.

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East Falls

215-951-4648

Search Hall, first floor

<http://eastfalls.jefferson.edu/OIR/TechnologyHelpDesk.html>