Internships in Vermont (AS-19O A, B & C)
Fall 2019 (August 27-Dec. 14)

**Note:** You should have an internship secured by September 3 and no later than Sept. 10 (add/drop deadline). Sophia Trigg and I are available to help you but check the CAS Internship page for ideas ([https://www.uvm.edu/cas/internships](https://www.uvm.edu/cas/internships))

Fill out the form here on your internship [https://www.uvm.edu/cas/forms/190-internship-site-submission-form](https://www.uvm.edu/cas/forms/190-internship-site-submission-form)

**Instructor:** Richard Watts, 802-373-1131 rwatts@uvm.edu

**ASSIGNMENTS & CLASSES:**

- **CLASSES:** Meet five times per semester to discuss common issues as a cohort and hear and learn from each other.

- **Internship placement:** Reviewed by course instructor to ensure substantive and educational experience. Students write goals and workplan for the internship experience.

- Updated resume (twice, once at the beginning, once at the end with new experience) & semester goals/plans.

- Linked In site & social media review – Create & update Linked In, check self-social media presence. Connect with UVM Connect and other Linked In resources.

- Job/intern interview (informational or real) and/or meeting with a career counselor –

- Final Reflection paper – what you learned, what you did well, what you could do better.

- SITE LOGS –A weekly reflection to prompts on what is happening at the internship site each week. Prompts ask students to connect the experience with classes, future plans, other activities, core competencies, transferable skills and more….

- Hours Tracker: Each week students submit hours worked on site.

**GRADES:** This course is pass/fail. And will be based on your satisfactory completion of all class assignments and your sponsors’ evaluation. An evaluation form will be sent to your internship supervisor at the end of the semester.