Internships in Vermont (AS-190)  
Spring 2019 (Jan-May)

Note: You should have an internship secured by the first week of classes.

CAS Internship Coordinator Sophia Trigg (strigg@uvm.edu) and I are available to help you land something good. Register for the class and contact us.

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

Office Hours: Tuesday afternoons Lafayette 507 (Annex)

COURSE OBJECTIVES:
This course is designed to explore real life work experiences in a field that interests you and connect that with your academic learning. Students are required to put in a total of 40 hours per credit, or 120 hours for a three credit internship. (For three credits this works out to 8 hours per week during a 15-week semester). In addition, students meet with the other interns and the instructor five times, once each month (dates to be determined).

Students are expected to spend 120 hours at the internship site on a schedule worked out with the internship supervisor. Students will also write weekly journal entries reflecting on their internship experience, a final reflection paper, prepare a revised CV and Linked-In site, meet with a career counselor, have a job interview and attend a career fair.

SELECTION of INTERNSHIP SITE:
Think about what YOU want to get from the internship experience. Large or small? Office or work from home? You may want to work in a field where you already feel confident so you can determine whether it is a good fit for the future, or you may want to stretch and experiment with something entirely new. Both experiences are valuable. Don’t be discouraged if your dream site falls through. Students often discover their future path when they intern somewhere they hadn’t originally considered.

To start, research possibilities in categories that speak to your interests and hopes for the future. If you can’t land an internship in your preferred field, be open to what other possibilities hold. Check the UVM Career Center “Handshake” site and the VBSR internship site and the CAS internship page http://www.uvm.edu/cas/internships.

Sophia Trigg and I are available to help you land that internship. Contact us for help.

The instructor MUST APPROVE the internship site before you can move ahead with credit. Submit your internship information to for consideration and follow up here.

You should have an internship secured the first week of classes. The process often involves contacting the site, submitting a cover letter and resume, and attending an interview.
Meet with your internship supervisor to settle on a schedule and discuss expectations that fit within the parameters of the course and when you will work your 120 hours.

**ATTENDANCE:** You are expected to attend every class session. If unable to attend contact Richard either by phone or email in advance of the class and ask permission. Absences from the internship must be arranged with your supervisor and must be made-up at another time during the semester. Missing attendance will affect your grade.

**Guidelines for Written Work:** All written work should be submitted to BB. Use your own words, avoid lengthy quotes and do not cut and paste from websites! You are expected to turn in all work on-time or talk to the instructor well in advance.

**Cell Phones:** Using cell phones during class will result in grade point reductions. And at your internship site, put away your cell phone and personal websites/email.

**DRESS CODE:** This is a professional experience. Always dress a notch above what you think is expected. That courtesy will say much about the respect you have for the workplace and your colleagues. Some workplaces are more formal in dress than others, but being clean, neat and professional is always appropriate.

Don’t show up in shorts, flip-flops, tank tops, cut-offs, jeans with rips, grungy sneakers, wrinkled shirts, bare-midriff shirts or tops or t-shirts with slogans. If you have a body piercing or tattoo, consider whether you should be discreet about showing them in the workplace. Every workplace has its own code of dress. Scope it out before the first day.

**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. Review this form carefully at the beginning of the semester so that you are aware of what aspects of your performance will be evaluated.

**ASSIGNMENTS:** Four short assignments, due monthly, on the Sunday before class.
1. Updated resume (twice, once at the beginning, once at the end with new experience) & semester goals/plans -
2. LinkedIn site & social media review –
3. Attending and talking to people at a career fair & writing a follow-up letter or letter for a summer job or internship –
4. Job interview (informational or real) and/or meeting a career counselor –
5. **SITE LOGS:** Your site log is an important part of your internship. Use the BB site log tab to journal a record of the time you spend at your site. The logs should be written while your impressions are strong and current and each week’s hours must be finished and logged by Sunday. Be sure to include the number of hours for the week, as well as the cumulative total hours. [See Internship Site Log Example](#) for a guide.
6. **FINAL Reflection paper:** In this paper (1000 words minimum) discuss what went well, what you could have done better, what you learned, how that relates to your
academic training, advice to the next person in this office and reference and include as an appendix any materials that you produced or contributed to. And put in total hours in the internship.

7. Total **HOURS/Attendance:** 120 hours at the work site and attendance in class. These hours can be worked anytime, some weeks more, some less, depending on your supervisor but you should be finished by the end of the semester.