**Internship**

**Course Syllabus**

SEMESTER DATE

Instructor Name

Email / phone

Office Hours

**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.

**Credit:** Students are required to put in a total of 40 hours of work at their internship per credit they enroll for. (For three credits this works out to 8 hours per week during a 15-week semester for a total of 120 hours).

**INTERNSHIP:**

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.

**Your internship must be secured by the end of Add/Drop (end of the 2nd week of classes).** If you are still looking for an internship by the first day of the semester, please check out the CAS Internship website (<https://www.uvm.edu/cas/internships>) and [meet with the Career Center](https://www.uvm.edu/career/drop-ins#:~:text=Drop%2Din%20Monday%2DThursday%2C%2011am%20%2D%202pm.) for help.

*You must fill out the CAS Internship Information Form within the first week of the semester.* ***This is required by UVM.*** *The form will send an email to your internship supervisor with the UVM Internship MOU and related details. Your site will need to sign off on the MOU before you can earn credit for your internship.*

*CAS Internship Information Form:* [*https://go.uvm.edu/interninfo*](https://go.uvm.edu/interninfo)

*Questions about the form or MOU?**Contact Sophia at* [*strigg@uvm.edu*](mailto:strigg@uvm.edu)

**To start your internship:** Meet with your supervisor to settle on a schedule and discuss expectations that fit within the parameters of the course and when you will work your hours.

**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.

**COURSE EXPECTATIONS:**

**Attendance:** You are expected to attend every class session. **Absences from the internship** must be arranged with your supervisor and must be made-up at another time during the semester. See below for information regarding COVID.

**Guidelines for Written Work:** All written work should be submitted to Blackboard. Use your own words, avoid lengthy quotes and do not cut and paste from websites!

**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.

**Hours tracking**: You are expected to enter your hours worked at your internship on Blackboard. Each of you will have a different total hours goal depending on how many credits you enroll in.

**GRADES: This course is pass/fail and will be based on your satisfactory completion of all class assignments and your supervisors’ evaluation. You should r**eview the Supervisor Evaluation carefully at the *beginning* of the semester so that you are aware of what aspects of your performance will be evaluated—find it linked below.

**Required Assignments:**

*Details and due dates in course schedule below*

1. **CAS Internship Credit Information Form**: <https://go.uvm.edu/interninfo>
2. **Internship Learning Goals**
3. **Weekly Site Logs**
4. **Hours Tracker**
5. **Linked In Site & Social Media Review**
6. **Mid-point Self Reflection**
7. **Informational Interview**
8. **Updated resume**
9. **Final Self**-**Reflection**: <https://go.uvm.edu/internselfeval>
10. **Portfolio**
11. **Supervisor Evaluation**: <https://go.uvm.edu/internsupervisoreval>

**INTERNSHIPS & COVID:**

It is essential for us, as ambassadors of UVM and guests in community spaces, to help keep our colleagues and community safe.

Remember that you are a representative of UVM while you are at your internship site. As such, you are required to follow all UVM COVID-19 guidelines—this includes remaining masked indoors, and following other [current policies.](https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/Safety%20Officer%20Meeting/covid_guidelines.pdf) Please note that your internship site may ask for a copy of your vaccination card and may require additional COVID guidelines to be followed—if you have questions or concerns about this, please let me know.

**If you experience symptoms,** please contact Student Health Services at (802) 656-3350; they will schedule an appointment for you for testing in one of their offices. ([*More detail here*](https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/Safety%20Officer%20Meeting/covid_guidelines.pdf)). While you wait for results, please remain masked and follow the safety guidelines at your internship site.

However, we recognize that the testing landscape has changed and evolved over time due to in the prevalence of home tests and alternative testing sites. So…

**If you test positive for COVID** (either through a UVM/SHS test, at at-home test, or another testing site), you are responsible for…

* Notifying Student Health Services
* Notifying your internship site supervisor. Please note that **your internship site may have specific instructions or requirements for notifying them of a positive test.**
* Isolating for at least 5 days and following UVM isolation guidelines ([*More detail here*](https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/Safety%20Officer%20Meeting/covid_guidelines.pdf)). Do not return to your internship site until all UVM isolation instructions have been completed. **Your program or internship site may have additional requirements that must be met before returning to their location.** Please work with your internship supervisor to obtain clearance for your return.
* Working with your course instructor to make up any missed coursework.
* Informing [close contacts](https://www.healthvermont.gov/covid-19/symptoms-sickness/what-do-if-you-are-close-contact)

*These policies are essential. Many of the community members you will be working with may be in high-risk categories. Thank you for your help keeping our Vermont community safe!*

**COURSE SCHEDULE:**

**WEEKLY 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 should be finished and logged by Sunday. (You should do 12 of the 14 assigned).

**HOURS TRACKER:**

Fill out your hours worked on the “Hours Tracker” tab in Bb each week.

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| **Date Due:** | **Assignment Detail:** |
| January 18, 2022 | **Internship Information Form:** <https://go.uvm.edu/interninfo>  *Please note that you will need to log in with your UVM NetID in order to fill out the form. If you have trouble accessing, please try another browser or an Incognito window or clear your cookies/cache to prompt the form to ask you to log in.*  **Internship Learning Goals:**  Post 2 to 4 goals that you have for this internship experience. What do you plan to get from this experience? |
| February 13, 2022 | **Social Media Review:**  Google yourself! What did you find? Write a paragraph about your experience with this task.  **LinkedIn Site:**  Start building (or adding to) your LinkedIn page and post a link to it for your classmates to take a look at.  You should be adding connections to your LinkedIn and should test out the job search feature. Note it is the largest PROFESSIONAL networking site in the world and **now is when you should be building your networks -- !**  Here is a handy resource about LinkedIn from UVM's Career Center:   * [Using LinkedIn 2018\_1\_.pdf](https://bb.uvm.edu/bbcswebdav/pid-4131564-dt-content-rid-43217550_1/xid-43217550_1)   As a UVM student you have access to over 73,000 alums using LinkedIn's Alumni Tool.  As well, you can join [UVMConnect](https://www.uvm.edu/career/uvm-connect" \t "_blank), a “LinkedIn” exclusively for the UVM Community - there you'll find nearly 60,000 alums who have already expressed a willingness to help mentor students like you! |
| March 6, 2022 | **Mid-Point Self-Reflection:**  <https://go.uvm.edu/internmideval> |
| March 20, 2022 | **Informational Interview:**  Find someone who has a job you would like. Please take the time to find and choose someone that is a bit of a stretch for you, that is, aim high, people do like to be helpful to students! An in-person conversation is best, but not required. Use your best judgement.  Finding a person to interview:   * Take a look within the organization you are interning with or look farther afield. * Use UVM Connect or any network you have. Find someone interesting, talk to them -- in person is the best -- but not required and then   Summarize the conversation in 400 to 500 words.   * Be reflective. Discuss what interested you and what it makes you think about going forward.  Are there any things you may do differently going forward? What did you learn? * Please include the name of the person, their title and a little bit about why and how you chose them. * What did you take away from the conversation.   (Note: Thank You emails/notes afterwards are highly recommended!) |
| May 1, 2022 | **Updated Resume:**  Please update your resume to include the work you have done this semester. Upload the finished version to Bb.  Don’t have a resume, or want to make a new one? Check out the Career Center’s Bb module to draft one up:  **Portfolio:**  Create a Bb post that showcases the work you completed this semester at your internship that you are particularly proud of. You can do this via attachment or via embedded links.  Explain in a few sentences what it is and why you chose this piece.  Be creative in this assignment as each of you have very different types of internships! The point is to have something that you accomplished that you can use and point to in future job and internship application processes.  **Final Self-Reflection:** <https://go.uvm.edu/internselfeval>  Please fill out this online self-reflection form by May 1. |
| May 8, 2022 | **Supervisor Evaluation:**  Use the evaluation as an opportunity to sit down with your supervisor and discuss what went well and what could have gone better. A good chance to just learn how to keep improving your skills and approach.  Please sit down with your supervisor to discuss your experience and have them complete this evaluation form by May 8: <https://go.uvm.edu/internsupervisoreval>  Please email any thoughts that you have about your final meeting with your supervisor to your professor. |

**WEEKLY SITE LOG PROMPTS:**

**Week 1:**

Describe your internship. What are you doing? Who do you work with? What was your first week like? Get into the details, talk about the week. (If your internship has not started yet, that is fine, post your thoughts and status here regardless).

**Week 2:**

Tell us about the internship. What did you work on this week? What went well? What could have gone better?

**Week 3:**

How is it going? Please write about what you have been doing this past week and how and what you are continuing to learn. Include details. Reflect on your role, upcoming events and projects, and more. (350-400 words)

**Week 4:**

How is it going? Please write about what you have been doing this past week and how and what you are continuing to learn. Include details.

Also, reflect on how you might build your networks, and write about anything related to networking you've been able to do in this current internship, in classes, in your previous jobs, or with family etc. This is the place to throw out some ideas… perhaps reading some classmates’ posts will help to demystify the concept.

(350-400 words)

**Week 5:**

Point to something you have done that you are proud of and tell us about it! Also, remember that learning is also about making mistakes. Is there a mistake you’ve made, and then something you did to correct it? Give us some details.

**Week 6:**

Initiative: The world you are going into is going to require you to think on your feet, be flexible and figure out what needs to be done *before* your supervisors. This week, I'd like you to write about how you are using your critical thinking skills and initiative to think about and do your internship work. Can you give a specific example of how you used your initiative to do something before you were asked to do it? How did you figure out what needed to be done? What were the results of you jumping in before being asked? Be specific! Give us an actual story. Dive into the details.

**Week 7:**

Employers have identified three skills they would like in their employees. I list those below... Can you think of any specific examples from your internship when you used one or two of these? Tell us the story. Elaborate—400 words.  Focusing in on one of them is fine BUT please provide a specific example.

1. **Critical Thinking/Problem Solving**: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.  [More on **Problem Solving**](https://www.candidcareer.com/video-problem+solving,d2167a2fb3a7e7ec979b,UVM)***(4min video).***[More on **Critical Thinking**](https://www.candidcareer.com/video-critical+thinking,615af6aaad7497a75de5,UVM)***(3.5min video).***
2. **Oral/Written Communications:**  Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.
3. **Teamwork/Collaboration**: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict. [More on **Teamwork**](https://www.candidcareer.com/video-teamwork,df77f954d60a373a3c32,UVM)***(1min video).***

**Week 8:**

Tell us about the week—about something you did well and something you could have done better.

Also, revisit your goals for the semester (from Week 1). Look at what you posted and add/edit or add a comment underneath if/how you might change those going forward based on what you have learned so far.

**Week 9:**

Give us an update on the internship. How is it going? What did you do this past week? What are you looking forward to this week? And I'm curious about how you found and chose the person you interviewed. What was the process? Did you use LinkedIn? Personal networks?

**Week 10:**

Tell us how it is going? Anything new....?

Is there any class or other experience at UVM that helped prepare you for this? Are there skills you learned previously that have been particularly useful in this experience? Or perhaps there are skills you wish you had learned, or a class you wish you had taken before this internship?

**Week 11:**

Details on the week? What is one thing that connects this internship to the next thing you are going/want to do? (Either a class in the future, an internship or a job that relates or not.) How did this internship help (or not) you think about or land what you are doing next.

**Week 12:**

Can you tell us one story, one accomplishment, or one thing that went well or not, and what you did next from your internship. Internships are meant to be learning experiences, dive into the details.

Also, read through you fellow students post and write at least one comment, make one connection, with someone else in the cohort, *that you do not already know!*

**Week 13:**

What happened this past week? I'm guessing things are really clicking now as you reach the final weeks in your internship? Tell us some details.

**Week 14:**

Since you final portfolio is due today (just some examples of your best work) tell us what you chose and why and something about it, even providing a link here if that makes sense. Why did you choose this piece? How do you see it being useful to you now and in the future?

**Important Links for the Instructor to have!**

Important CAS Internship webpages:

* Getting the most out of your internship (self-reflection, tutorials, and stress management for students): <https://www.uvm.edu/node/258268>
* Navigating Anti-Blackness in the job hunt: <https://www.uvm.edu/career/navigating-anti-blackness-job-search>
* Summer Internship Scholarship Program: <https://www.uvm.edu/node/233746>
* Summer internship housing: <https://www.uvm.edu/eventservices/intern-housing>
* Why should you do an internship? <https://www.uvm.edu/node/264600>

LAUNCH – CAS Experiential Learning tools: <https://www.uvm.edu/cas/launch>

Employer Tools:

* Hosting a student: <https://www.uvm.edu/career/hosting-internships>
* Posting internship opportunities: <https://www.uvm.edu/career/handshake-employers>
* COVID-19 Information: <https://www.uvm.edu/career/internship-guidelines-during-covid-19>

Faculty Tools: <https://www.uvm.edu/node/254395>