



UNIVERSITY of CALIFORNIA · IRVINE

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School of Social Sciences

197/194 Professional and Community Internships

Class Time: Wednesdays, 1:00 – 2:50 pm Location: SSL 140

Instructors: Castellanos/Gonzales

Office: 1230 Social and Behavioral Sciences Gateway

Office Hours: By Appointment via EEE SignupSheet

Website: <http://www.socsci.uci.edu/ssarc/internship/>

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DESCRIPTION:

The Professional Internship course is an opportunity for students to develop the professional skills necessary for competitive placement within their chosen industry. Students gain new and field-specific skills outside the classroom environment while participating in a supervised internship for a total of 50 or 100 hours.

Through an internship, students have the opportunity to gain an understanding of the relationship between classroom theory and its practical application; to test career objectives; to determine if there is a proper fit between career requirements and the students' objectives; to develop professional work habits; to improve interpersonal skills; to begin networking with professional contacts; and to prepare for a smooth transition into full-time employment.

Students should approach an internship with the goal of gaining as much professional experience as possible in a variety of areas, always functioning as a professional and applying his or her academic training to the internship. The intern is expected to conform to the normal employee policies of the cooperating organization, complete assigned tasks, and actively support the mission of the intern agency. Rules of confidentiality for the business should be strictly maintained, and time off, whether emergency or otherwise, should be requested from, and approved by, the cooperating organization and reported to the Instructor.

OBJECTIVES:

1. To provide students with a better understanding of his/her field of study or career aspirations.
2. To provide an opportunity to go into the workforce as an intern and gain professional skills.
3. To expose students to the working environment, cultural management and other dynamics in the workforce.

GENERAL INFORMATION ABOUT INTERNSHIPS:

1. No salary, wages, monetary compensation may be received for work if course credit is requested. In addition, students cannot receive credit for two courses by completing only one internship unless otherwise specified by the instructor.
2. Sites may include government agencies, non-profit organizations, school districts, or privately owned businesses or corporations. Sites must be selected from a pre-approved list (found at the SSARC) or must be approved by the Instructor prior to earning credit. Students in SocSci 194 must intern at a non-profit, 501(c) institution.
3. Sites should be appropriate to the student's field of interest.

FAIRNESS POLICY:

Students are expected to adhere to the guidelines and requirements of the course, including assignment deadlines and class participation. While approval of absences may be given, students must discover methods to submit their documents on time. Minor point deductions will be made if assignments cannot be submitted within the required time. This resembles "real world" business as all decisions, actions, and circumstances remain subject to practical consequences, often under the discretion of the employer or client.

STUDENT EXPECTATIONS:

Students will dedicate a minimum of 50 hours (2 units) or 100 hours (4 units) of service to the site during the 10-week academic term. Internship schedules and duties should result from a mutual agreement between the supervising officer and the student intern. The Professional Internship course is necessary for all non-paid internship positions as per the Fair Labor Standards Act. As such, students must fulfill all course requirements and complete the course to satisfy the legal obligations regarding compensation, thereby protecting their internship agency from potential legal action. Employers may reserve the right to excuse a student intern at any time, at their site supervisor's discretion.

Students are expected to not only attend each class session, but also actively participate in course discussions. Forms, handouts, worksheets, and/or reading materials should be printed out from the course website or via instructor emails by the student prior to class. All reading and writing assignments must be completed prior to the start of class, and each student is accountable for knowing the material on all forms and documents required before each class session.

ATTENDANCE (30% of Final Grade). All students will be expected to attend all class sessions, offered every other week to help accommodate the interns scheduling needs. This is an opportunity for the student to discuss his/her experience as an intern at the site. To receive credit for the course, a student may miss no more than **two** sessions over the term of enrollment. If absences exceed the minimum allowed, an automatic NP will given and the internship agency will be notified of the intern's credit status. In addition, students must attend a minimum of 50% of any given session to count as attendance for that day. Students are responsible for making sure their attendance is recorded prior to the end of the class session. Failure to do so will result in a recorded absence. In addition, we reserve the right to discount attendance if a student does not remain in class for at least half of the lecture.

DEVELOPMENTAL ASSESSMENTS (20% of Final Grade). Students will complete 2 developmental assessments during the term. Each assessment will include questions from the selected readings and lectures. All developmental assessment times will be determined during class.

PROFESSIONAL INTERNSHIP PORTFOLIO (50% of Final Grade). Students are to keep documentation of fieldwork. Hence, you will actively collect field materials such as pamphlets, flyers, news articles, photographs, emails, or other related internship documents. Furthermore, you will organize all these documents and materials by keeping them, along with class assignments, in a three ring binder. (Accordion folders are not acceptable.) The portfolio should be kept in a coherent manner and should include a divider for each week or topic section. Furthermore, you must include a coherent and reliable table of contents. Unorganized binders with no documentation of the internship experience will not be accepted. You may retrieve your portfolio from the SSARC no later than the 3rd week of the following quarter (including Summer Sessions). Unclaimed portfolios may be subject to removal, and or recycled, after that time.

Portfolio items include, but are not limited to, the following:

DESCRIPTION OF DUTIES (15% of Portfolio Grade). A detailed document describing the student's responsibilities and duties is required. This should be done with your internship supervisor. This document should include an exhaustive list of all internship tasks and be signed by both the internship coordinator and the student intern. Company letterhead is preferred, but not necessary.

SERVICE LEARNING CONTRACTS (15% of Portfolio Grade).. The university internship contract can be downloaded from the course website. It highlights all the main components of an internship and requires the student and agency representative's signature. The hardcopy of the contract must be included in the portfolio, and the student must also complete the internship information section of the precourse assessment to receive credit for this assignment. If a service contract is not submitted, the student will receive an incomplete in the course.

TIMESHEET (REQUIRED). The official program timesheet can be downloaded from the course website. It identifies the hours the student worked at the internship throughout the quarter. It is to be signed by the supervisor at the end of the quarter to verify completed hours of internship work. A timesheet that is short the minimum required hours and/or is missing a supervisor's authorized signature will result in an automatically incomplete. An incomplete of this nature may be resolved at the instructor's discretion. If a timesheet is not submitted, the student will receive an incomplete in the course.

JOURNALS (50% of Portfolio Grade). Each student will need to write journal entries describing all internship activities during each two-week period between sessions. Successful journals include personal and professional impressions, as well as observational analysis and developmental interpretations. You are to reflect on how the experience related to your academic training and pose theoretically based questions from the practical encounters in the field. One journal entry is required every week; a total of 5 journal entries are required, with the fifth journal written as a summary of experience both in the class and at the internship. The entry is to be a minimum of 1 page single spaced, demonstrating insight and personal reflection.

LEADERSHIP ASSESSMENT AND ANALYSIS (10% of Portfolio Grade). Students are to complete the **Keirsey Temperament Sorter**, which can be downloaded from the course website and must be completed at home. The Keirsey will require approximately 20 minutes to complete. You are to write a short summary of your results and a specific plan on how to enhance the specific skills you have not yet mastered.

ASSESSMENTS (REQUIRED). The student and agency supervisor must complete an evaluation which will be available online via the university’s EEE survey system. Students will receive more information regarding this assignment during sessions 4 and 5. The agency supervisor is to assess the student’s work, attitude, productivity, and service. The student is responsible for examining their experience and rating their satisfaction. Please note that the evaluation form is to be completed by the supervisor. Missing agency assessments will result in an incomplete in the course.

NETWORKING ASSIGNMENT (5% of Portfolio Grade). The student will create a list of the professionals with whom they have networked as a result of the internship. The purpose of this assignment is to reinforce the necessity of building professional relationships and professional contacts in the workplace. The student should begin collecting information via business cards as soon as possible. The student is also encouraged to create their own business cards to exchange with professionals. A minimum of 4 professional contacts is necessary for full credit. A complete list of contacts - including name, title, institution, and contact information – should be submitted in the final portfolio in word processor format. Each intern should maintain a digital database of networks throughout their professional career. Pasted or copied images of business cards will not be accepted.

INTERNSHIP DOCUMENTS AND EMAILS (5% of Portfolio Grade). Interns should obtain and retain all documentation and evidence of their internship experience. Acceptable documents include, but are not limited to, email correspondences, spreadsheets, marketing materials, employee manuals, other handouts. The purposes is for each student to exemplify the skills they gained through their portfolio. Due to the certain confidentiality policies of different organizations, students should use discretion when providing examples of their work. In cases when clientele information cannot be shared, interns are recommended to provide blank or re-created documents similar to the originals. Pseudonyms are acceptable but not required.

EXTRA CREDIT (10%points/2 each). Students who provide pictures of themselves at their internships will be eligible to receive extra credit.

GRADING BREAKDOWN/COURSE EVALUATION		% OF FINAL GRADE
Attendance		30
Developmental Assessments		20
Professional Internship Portfolio		50
Portfolio Items:	% OF PORTFOLIO GRADE	
Service Learning Plan/Contract	15	
Description of duties	15	
Journals	50	
Kiersey Leadership Assessment	10	
Network Assignment	05	
Internship Documents	05	
Extra Credit		10
TOTAL		100 (not including extra credit)

Pass (P) or No Pass (NP) will be the assigned grades. Students must receive at least a 75% overall grade in the class to obtain full credit for the course. Students with scores less than 75% will receive either a NP or an Incomplete, at the instructor’s discretion.

Assignments should be completed by the beginning of class on the day noted. No late assignments will be accepted without prior permission from the instructor. Students must obtain all submitted assignments from the TAs at the end of each class period, and include each assignment in the final portfolio to receive full credit.

Group assignments, developmental assessments, and in-class activities cannot be made up. ASSIGNMENTS THAT ARE LATE WILL RECEIVE REDUCED CREDIT, ACCORDING TO THE GUIDELINES BELOW. EXCUSED ABSENCES WILL RESULT IN MINOR POINT DEDUCTIONS ON ASSIGNMENTS AS PER THE FAIRNESS POLICY STATED ABOVE.

PORTFOLIO PICKUP

Students who wish to obtain their completed portfolio after the grading period must do so by the third week of the subsequent academic term. All portfolios remaining after this time are subject to removal and may no longer be available for the student to pick-up. All documents will be removed and the portfolios recycled.

CHEATING

You are responsible for understanding all aspects of University regulations regarding academic honesty. Acts of academic dishonesty, including but not limited to cheating (e.g., copying another person's work or submitting another person's binder) and **plagiarism** (i.e., using another person's words or ideas without acknowledgement, cutting and pasting from the internet, or submitting all or a portion of an assignment as multiple assignments) will be issued an **AUTOMATIC NO PASS** for the course; additional sanctions may be imposed by the University administration.

For each day late (including weekends) points will be deducted as follows:

- 1 POINT DEDUCTION FOR 1-5 POINT ASSIGNMENTS
- 2 POINT DEDUCTION FOR 10-20 POINT ASSIGNMENTS
- 3 POINT DEDUCTION FOR 40 POINT ASSIGNMENT

This syllabus may be changed at the instructor's discretion at anytime. Information regarding any changes made will be provided to students via email and class discussion.

Session**TOPICS / DISCUSSION / ASSIGNMENTS**

1	Overview of Course and Internship Expectations Professional Development/Professionalism Internship Overview and Syllabus Portfolio Discussion
2	Organizational Leadership and Decision Making Leadership and Knowledge Management <u>ASSIGNMENTS DUE: KEIRSEY SURVEY; DESCRIPTION OF DUTIES & CONTRACT; JOURNAL 1</u>
3	Professional Communication Skill Development and Communication ***DEVELOPMENTAL ASSESSMENT #1*** <u>ASSIGNMENT DUE: JOURNAL 2</u>
4	Organizational Politics Professional Etiquette and Office Politics <u>ASSIGNMENT DUE: JOURNAL 3</u>
5	Understanding Persuasion and Negotiation In-Class activity and group discussion ***DEVELOPMENTAL ASSESSMENT #2*** <u>ASSIGNMENT DUE: JOURNAL 4</u>
DECEMBER 2ND	<u>*PORTFOLIOS AND FINAL PAPERS DUE ON WEDNESDAY BY 2 PM IN THE SSARC (SBSG 1230)</u>

REQUIRED READINGS BY WEEK**SESSION 2**

Avolio, B., Walumbwa, F. & Weber, T. (2009). Leadership: Current Theories, Research, and Future Directions. *Annual Review of Psychology*, 60, 421-429.

Callanan, G., Benzing, C. (2004). Assessing the Role of Internships in the Career-Oriented Employment of Graduating College Students. *Education and Training*, 46(2), 82089.

SESSION 3

Byro, K. (2008). Carrying to Heavy of a Load? The Communication and Miscommunication of Emotion by Email. *Academy of Management Review*, 33(2), 309-327.

SESSION 4

Scott, B., Judge, T. (2009). The Popularity Contest at Work: Who Wins, Why, and What Do They Receive? *Journal of Applied Psychology*, 94(1), 20-33.

SESSION 5

Conger, J. (1998). The Necessary Art of Persuasion. *Harvard Business Review*, 76(3), 84-96.