



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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Course Assistant: Kristal Lee

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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 enrolled 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.

Advancing Students include those enrolling in the Professional Internships course for a second or third term. Attendance for sessions 2 and 3 are optional for advancing students, but they **must attend sessions 1, 4, and 5**. Advancing students are expected to continue promoting the skills and perspectives of professional development as outlined in previous terms. **Advancing students do not need to complete the developmental assessments in the course.**

ADVANCING STUDENT RESEARCH PROJECT (50% of Final Grade). Students must complete a 5-6 (2-units) or 8-10 (4-units) page research paper by choosing one of three options described in the "Final Projects" syllabus. Topics may include, but are not limited to: leadership in organizations, business ethics, organizational development, evaluation, or field-specific issues such as project management, marketing strategies and techniques, economic trends, and the like. Research papers should be completed in APA-format, and include a cover page and references. **Research projects must be submitted in the internship packet, explained below.**

ATTENDANCE (20% of Final Grade: Sessions 1, 3, and 5). All advancing students must attend these sessions to qualify for academic internship credit. Participation for a minimum of 50% of any given class session is required to qualify as attendance for that day.

INTERNSHIP PACKET (30% of Final Grade). Students must submit a packet to the instructor during the week after the last course session. The packet should include the following items submitted together in a report cover or similar presentation tool. A 3-ring binder is not recommended.

JOURNALS (60% of Packet 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.

DESCRIPTION OF DUTIES (20% of Packet 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 (20% of Packet 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.

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.

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
Research Project	50
Attendance	20
Professional Internship Packet	30
Packet Items:	% OF PORTFOLIO GRADE
Service Learning Plan/Contract	20
Description of duties	20
Journals	60
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
ASSIGNMENTS DUE: KEIRSEY SURVEY; DESCRIPTION OF DUTIES & CONTRACT; JOURNAL 1
- 3** **Professional Communication**
Skill Development and Communication
*****DEVELOPMENTAL ASSESSMENT #1*****
ASSIGNMENT DUE: JOURNAL 2
- 4** **Organizational Politics**
Professional Etiquette and Office Politics
ASSIGNMENT DUE: JOURNAL 3
- 5** **Understanding Persuasion and Negotiation**
In-Class activity and group discussion
*****DEVELOPMENTAL ASSESSMENT #2*****
ASSIGNMENT DUE: JOURNAL 4

DECEMBER 2ND ***PORTFOLIOS AND FINAL PACKETS DUE ON WEDNESDAY BY 2 PM IN THE SSARC (SBSG 1230)**