



## INTE 394

All of this information is from the CANVAS class (LMS)

**Internship Program, x6016**

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### INTERNSHIP PROGRAM MISSION AND GOALS

The mission of the Messiah University Internship Program is to honor God by educating students in self-directed learning, reflection, professional development, self-assessment, career exploration and faith integration.

Internships represent a learning strategy that integrates practical work experience with a directed, reflective, academic component to help you develop personal, professional and academic competencies.

The primary goals of the Internship Program are for a student to gain:

1. Competency as a self-directed learner
2. Professionalism
3. Self-assessment and reflection skills
4. Career exploration network
5. Faith integration opportunities

Results/outcomes:

1. Integrate classroom theory with real-life experiences
2. Explore a potential career field
3. Develop career-related skills and abilities
4. Observe professional people and behavior
5. Build a network of professional contacts, potentially developing mentoring relationships
6. Gain a competitive edge for employment or graduate school admission
7. Boost maturity and self-confidence

## **INTERNSHIP REQUIREMENTS & GRADING**

INTE 394 is letter-graded unless you choose to set it as Pass/Fail during registration. A letter-grade is required for the internship to count towards any major, concentration or minor. Each assignment will be graded, including your attendance and participation in class and how well your employer evaluates you. According to policy, as indicated in the college catalog, the cutoff for a “Pass” grade is C-. Assignments will drop one full letter grade for each day they are late. All work is to be submitted through Canvas unless stated otherwise.

### **Grading Scale**

94-100	A	83-86	B	73-76	C	63-66	D
90-93	A-	80-82	B-	70-72	C-	60-62	D-
87-89	B+	77-79	C+	67-69	D+	<60	F

## **INTERNSHIP CLASS**

The Internship Class is concurrent with your experience and is a combination of in-person and online class, designed to bring you together with interns from various disciplines to process and reflect upon what you are learning and experiencing at your internships. Attendance and participation are mandatory and will be considered as part of the overall grade for the internship.

## **AMERICANS WITH DISABILITIES**

Any student whose disability falls within ADA guidelines should inform the instructors at the beginning of the semester of any special accommodations or equipment needs necessary to complete the requirements for this course. Students must register documentation with the Office of Disability Services.

## **ACCOMODATIONS**

If a student needs to have accommodations, including those specifically related to the COVID-19 pandemic, please visit the [Office of Academic Accessibility \(Links to an external site.\)](#).

## **FERPA**

This course may be recorded and shared with students registered for this course. Classes may be conducted using technology selected by your instructor which may use your computer’s webcam or other technologies to communicate, monitor, and/or record classes, class activities, and assessments. Recordings, if posted, will only be posted on a secure, limited access site. Students should treat these recordings with care and not re-share or post beyond this course.

## **POTENTIAL COURSE MODIFICATIONS**

This syllabus represents diligent planning based on knowledge at the beginning of the spring semester. Further adaptations may be required. In the event it is necessary to update academic policies, students will be provided with as much notice as possible regarding any subsequent course changes.

## **COURSE SCHEDULE – Either Spring/Fall/Summer**

### ***January or August or May***

- Attend Orientation Class
- Review Schedule and become familiar with CANVAS course
- Download the Work/Reflection Log spreadsheet from CANVAS and begin keeping the log
- Speak with site supervisor this week about work schedule

**Due:** Read and Sign Policies

### ***February or September or June***

- Schedule an appointment with Internship Faculty Advisor (IFA) via Zoom/In person
- Sign up for CPDC event

**Due:** Job Description – Upload into CANVAS

**Due:** Rough draft of your Learning Objectives/Goals – upload into CANVAS

**Due:** Appointment with IFA

**Due:** Revised Learning Objectives/Goals - signed and dated by both you and your site supervisor

**Due:** Have your resume checked by Career and Professional Development Center

### ***March or October or July***

- Schedule 2<sup>nd</sup> IFA appointment
- SkillSurvey Mid-point Evaluation
- Meet with site supervisor to discuss any midterm feedback

**Due:** Professional Communication in the Workplace

**Due:** Resume

**Due:** Mid-point evaluation – submitted by Site supervisor

**Due:** Written summaries for three Information Interviews

**Due:** Appointment with IFA

### ***April or November or July***

**Due:** LinkedIn Profile

**Due:** Reflection Questions

**Due:** Written summaries for two CPDC Events

**Due:** Executive Summary – upload in to CANVAS and email to major advisor

**Due:** Work/Reflection Log – upload it to Canvas, **MUST** be hand signed and dated by supervisor

**Due:** Write a thank you note to your supervisor.

## **MANDATORY ORIENTATION FOR STUDENT INTERNS (50 POINTS)**

This is a one-time orientation, the only time the internship course meets altogether. Attend the orientation and answer the questions at the conclusion to receive credit for the assignment.

## **READ AND SIGNED POLICIES (10 POINTS)**

There are documents that all NEED TO BE VERY CAREFULLY READ. You are legally responsible for all of the information in each of these documents so please do not take this lightly. Please read, sign the bottom of each and upload these forms.

- Messiah University Student Intern Values Policy
- Messiah College Harassment Policy

## **JOB DESCRIPTION (25 POINTS)**

It is extremely important that you clearly understand what your sponsoring organization and supervisor expect from you. What responsibilities and duties will you have? What are you expected to accomplish by the end of the internship? How will your work performance be evaluated?

Meet with your site supervisor and clarify your job description in writing. In many cases, the sponsoring organization may already have a written job description to review with you. If not, take the initiative to put into writing what you understand your supervisor's requirements, and ask your supervisor to review and approve it.

## **WORK/REFLECTION LOG (75 POINTS)**

This is a log of all of your hours, internship activities, and learning. You will submit the log one time at the end of the semester, but you need to keep the log every day, starting the first day of your internship.

## **CHECK-IN APPOINTMENT WITH INTERNSHIP FACULTY ADVISOR (50 POINTS)**

Meet with your IFA in the Career and Professional Development Center to discuss your internship and review the **rough draft of your Learning Objectives**.

## **SECOND APPOINTMENT WITH INTERNSHIP FACULTY ADVISOR (50 POINTS)**

Meet with your IFA in the Career and Professional Development Center to discuss your internship and review **your Resume** and LinkedIn Profile.

## **ATTEND TWO (2) CAREER EVENTS AND WRITE SUMMARY (35 POINTS)**

The CPDC is offering several events which you can attend. Attend two events and write up a 2-3 paragraph summary of what you learned from it. Go on the CPDC website to see what events are happening.

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### **LEARNING OBJECTIVES – ROUGH DRAFT (25 POINTS)**

#### **Directions for Learning Objectives:**

1. Please read below regarding how to design and format each Learning Objective
2. Use the [Learning Objective Template](#) and [Instructions and Samples](#) to format your objectives
3. Submit a Rough Draft in Canvas and include your LinkedIn profile URL (the profile doesn't need to be complete, just started). The Rough Draft is what you will submit for this assignment
4. You will meet with your Internship Faculty Advisor to receive feedback in order to make revisions.
5. Before the assignment due date, show the revised objectives to your supervisor and have them sign the document
6. Submit the signed Learning Objectives
7. At the end of the semester you will articulate the outcomes portion on your Executive Summary.

### **SIGNED AND DATED COPY OF LEARNING OBJECTIVES (25 POINTS)**

1. During your IFA appointment you will go over your rough draft. Make the corrections suggested.
2. Be sure to follow the format on the template and make sure your LinkedIn address is on the top.

3. After reviewing with your supervisor, both of you are to sign and date the learning objectives.  
Upload a Word or pdf copy to Canvas for your IFA to grade. Or a picture.
4. At the end of the semester you will discuss the outcomes of your learning objectives on your Executive Summary.

Review your learning objective throughout the internship, and monitor your progress. If questions arise, consult with your Internship Faculty Advisor. Your progress and achievement will be both monitored and evaluated through the internship class, site visitation (where feasible according to college budget, time, and geographical location), site supervisor evaluation and Final Project presentation.

### **PROFESSIONAL COMMUNICATION – EMAIL ETIQUETTE (50 POINTS)**

Employers universally value good communication skills. Often, an employer's first interaction with a candidate is through written communication, specifically email. Clear, concise, and professional communication is key in making a good first impression.

For this assignment:

1. Find an internship or job opportunity that sounds interesting to you. You can search for opportunities through Handshake or one of the job search sites listed on [the CPDC website](#)
2. Read *How to Write a Proper Email*: <https://www.grammarly.com/blog/email-writing-tips/>
3. Following the advice in the article above, write an email to the HR manager of the position you're interested in, introducing yourself and stating your interest in the position.
  - Use this email as an opportunity to articulate your elevator pitch in writing. Who are you? What skills and experiences do you bring to this position? Why are you interested in it?
  - **Important:** You do not need to email the actual HR manager. You can give the HR manager a fictitious name for the purposes of this assignment. You will submit this email to your IFA through Canvas.
  - You will be evaluated on all aspects of the email, including subject line, greeting, body of the email, and closing.

### **RESUME (35 POINTS)**

You will upload a copy of your resume which **includes your current internship**. Please follow the Resume guidelines in Career and Professional Development Center (CPDC) ([https://www.messiah.edu/info/21086/undergraduate\\_students/1786/handouts\\_and\\_guides](https://www.messiah.edu/info/21086/undergraduate_students/1786/handouts_and_guides)) You also need to have the resume available in order to discuss it during your IFA appointment.

Prior to submitting, please bring your resume to drop in hours in the CPDC to have it reviewed and make the suggested changes.

### **LINKEDIN PROFILE (50 POINTS)**

Your profile will be graded on

- The completeness of your profile - there should be an engaging summary, there should be bullet points under each of your experiences - this should look similar to your resume
- How your current internship is listed - it also looks really good if you can include your company logo next to the internship listing
- The "title" or line under your name is the searchable line. This should not say "Student at Messiah College". This should be the type of work you are preparing for (It is how recruiters search). For example Marketing Intern or History Archivist or something that represents the type of work you are looking to do
- Under each of your experiences/internships/jobs you should have bullet points just like on your resume
- Membership in two relevant groups
- Membership in Messiah University professional network
- Have at least 10 connections, including your Internship Faculty Advisor.
- The professional look of your profile.

Points will be deducted if the quality is poor (unprofessional picture, typos, poor headline or industry in the header, and lack of membership in groups)

### **MID-POINT EMPLOYER EVALUATION OF WORK PERFORMANCE**

You should receive an email from SkillSurvey about the mid-point evaluation your supervisor needs to complete. The mid-point evaluation is comprehensive and will be completed by the site supervisor. We ask your supervisor to use the evaluation as a basis for offering feedback to you. This evaluation addresses the essential aspects of your work performance. These aspects include meeting the time commitments of the internship (duration, punctuality, attendance) and your attitude.

### **THREE (3) INFORMATION INTERVIEW (35 POINTS)**

An Information Interview provides you with the opportunity to speak with someone working in a job, field or industry you are considering for your career. For this assignment you are to conduct an interview with someone you think would be great to connect with. See the [Informational Interviews Handout](#)  that explains why, how to start, and potential questions to ask. You will turn in a page write up summarizing what you learned for each interview.

### **REFLECTION QUESTIONS (50 POINTS)**

Type out your **thoughtful** responses to the following questions. Please include the question with your answer.

1. What knowledge and skills were you able to hone or gain in this ELI experience that you could apply within a professional context? Describe and give examples from your ELI experience of at least two transferable skills you gained/honed from the experience. For example, communication (speaking, listening, interpersonal), adaptability, creativity, team work, leadership, problem solving, critical thinking, conflict resolution, decision making, and time management are all valuable, transferable professional skills. Describe how or why those skills might benefit you in a professional setting in the future.
2. What did “community” look like in your particular experience, and how did your engagement in this experience further shape your understanding of community? As you reflect on your experience, what is one specific way you foresee your future self-engaging in and contributing to community? Your answer could relate to areas such as: purposeful influence in church and society; the work of reconciling individuals with God, each other, and/or creation; or demonstrating the love of God in service to others.
3. Discuss a significant moment during this experience that left a lasting impact on you. What made this moment significant for you?
4. How did this experience influence the way you think about your professional goals and/or your view of yourself as a future professional?
5. Describe a problem that you faced or observed during your experience. Describe the problem, and articulate an approach you did or would take toward a solution to the problem.
6. Provide one example of something that you learned inside or outside the classroom at Messiah (e.g. a theory, concept, strategy, etc.) that you were able to apply during your experience.

### **EXECUTIVE SUMMARY VIDEO (100 POINTS)**

You will be creating an Adobe Spark video summarizing your internship experience.

You will share your video to Canvas and also email the link to your Major Department Chair and Major Faculty Advisors.

Link for directions on how to use [Adobe Spark \(Links to an external site.\)](#)

Video should include:

#### **Title slide**

#### **Introduction**

Provide the name and location of the site at which you completed the internship, as well as your supervisor’s name and title. Also tell what kind of work the company does.

#### **Work/Projects**

What type of work did you do? What projects did you work on?

#### **Learning**

What were your learning objectives (from the Learning Objectives assignment)? Provide specific examples of what you learned. Also provide the outcomes of your Learning Objectives. Did you achieve your objectives? How did you achieve them - be specific? And if you didn't achieve the Objectives, why were you unable to do so? Also look back at your work/reflection log to share what you learned.

**Future Plans**

Explain how this experience has impacted your future plans for study and work.

**Professional Networking**

What opportunities did you have to network and who did you speak with that had an impact on you?

**Preparation/Recommendations**

In what ways did your major-specific classes assist you in this experience?

What recommendations, if any, would you make to your academic department?

**ONLY FOR REPEATING INTERNS**

Because you have already completed the assignments for the course before, some of the assignments are not required for you.

**INTE 394 Required:**

- Work/Reflection Log
- Two IFA appointments
- Supervisor Email
- Learning Objectives – final signed
- Reflection Questions
- Executive Summary
- Midterm Employer Evaluation
- Final Employer acknowledgement of hours
- Three Information Interviews
- Attend two events offered by the Career and Professional Development Center

