

**SYLLABUS – J-TERM AND SPRING
PROFESSIONAL DEVELOPMENT EXPERIENCE**

MESSIAH COLLEGE

FACULTY

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MISSION AND GOALS

The mission of the Messiah College Internship Center is to honor God by educating students in self-directed learning, self-assessment, career exploration, faith integration, and professional development and by serving as a contextual learning resource center for the communities we serve in the United States and abroad – students, faculty, site sponsors, and college/university internship professionals.

Professional Development Experiences (PDEs) represent a learning strategy that integrates practical work experience with an academic component to help you develop professional competencies. The workplace will be your primary textbook and laboratory to begin understanding the professional world; however, you will need to go beyond the common experiences of an employee. Critical thinking and reflection should supplement your work experience to help you develop new skills and knowledge.

INT291 - Professional Development Experience (1-3 credits)

This practical work experience will provide sophomore students with a means to gain initial exposure to career-related work settings under the professional supervision of Internship Center staff. This does not substitute for departmental practicum credit.

INT391 - Professional Development Experience (1-3 credits)

This practical work experience will provide juniors and seniors with a means to explore career options and to enhance their skill set under the professional supervision of Internship Center staff. This does not substitute for departmental practicum credit.

Requirements for PDEs:

- 1 credit - Executive Summary
- 2 credits - Executive Summary and Transferable Skills Assignment
- 3 credits - Executive Summary and a Masterwork Portfolio

Grading

All PDEs are graded on a Pass/Fail basis. According to college policy (p. 60 of the 2011-2012 college catalog), the cutoff for a "Pass" grade shall be C-. Each assignment will be graded with equal weight, including your attendance/participation in the Orientation Class and how well your employer evaluates you.

Employer Evaluations

The Internship Center will email a link to an evaluation form to you and to your site supervisor at the mid-point of the semester (J-Term – end of term). After completing the separate evaluations, you and your supervisor are to meet. During this time you are to compare/contrast and discuss them. If the evaluations are mailed, completed copies must be sent back to your PDE Faculty Advisor.

ASSIGNMENT CHECKLIST

*All assignments are to be emailed to your PDE Faculty Advisor, unless indicated otherwise.

J-TERM

4

- Orientation - Online
Read – PDE Orientation Reading
http://www.messiah.edu/external_programs/internship/student/seminar.html
Email your PDE Faculty Advisor – “I have read and understand the Orientation material.”
-

9

- Email Job Description (all PDE students)
 - Email rough draft of your Learning Objective (3 credit students)
-

13

- Revised Learning Objective (3 credit students) - signed and dated by both you and your site supervisor
 - o Keep the original
 - o Give one copy to your site supervisor
 - o Mail or email a scanned copy to your PDE Faculty Advisor
-

20

- Email three (3) Digital photos to InternCtr@messiah.edu (all PDE students)
-

23

- Email your Executive Summary (all PDE students)
-

23-25

- Present Masterwork Portfolio to your Site Supervisor (3 credit students)
-

25

- Email Transferrable Skills Assignment to the Internship Center by 5 p.m. (2 credit students)
- Turn in your Masterwork Portfolio to Internship Center by 5 p.m. (3 credit students)

SPRING SEMESTER

FEBRUARY

7

- Orientation - Online
Read – PDE Orientation Reading
http://www.messiah.edu/external_programs/internship/student/seminar.html
Email your PDE Faculty Advisor – “I have read and understand the Orientation material.”
-

14

- Email Job Description (all PDE students)
 - Email rough draft of your Learning Objective (3 credit students)
-

28

- Revised Learning Objective (3 credit students) - signed and dated by both you and your site supervisor
 - o Keep the original
 - o Give one copy to your site supervisor
 - o Mail or email a scanned copy to your PDE Faculty Advisor

MARCH

20

- Email three (3) Digital photos to InternCtr@messiah.edu (all PDE students)

APRIL

17

- Email your Executive Summary (all PDE students)
-

16-20

- Present Masterwork Portfolio to your Site Supervisor (3 credit students)
-

24

- Email Transferrable Skills Assignment to your PDE Faculty Advisor by 5 p.m. (2 credit students)
- Turn in your Masterwork Portfolio to Internship Center by 5 p.m. (3 credit students)

DIGITAL PHOTOS

Take three (3) photos of yourself at your internship site. They should include at least one shot with you, your supervisor and the organization logo, and then a couple others of you working. These photos have multiple uses. First, and foremost, they are documentation you can use in your Masterwork Portfolio. The college may also use them at some point for internal and/or external communications.

By submitting these digital photos, you agree to the following release:

"I hereby authorize representatives of Messiah College to use and publish my digital photos (including use and publication with my name or no name, use in the form taken or with intentional or unintentional alterations, and for purpose of public information, illustration, Internet use, and in the advertising of Messiah's services). I understand: I may ask questions about the photos and publications; the photos are the property of Messiah College and are not for sale; I may withdraw my consent in writing at any time."

TRANSFERABLE SKILLS PAPER – 2 CREDIT STUDENTS

In the years ahead it may not be the academic major you studied that secures you a job (and allows you to keep it); it will most likely be the transferable skills you possess. First, search the web and select three (3) websites to learn more about what transferable skills are. Then, take a brief survey at:

www.d.umn.edu/student/loon/car/self/career_transfer_survey.html

Prepare a three page typewritten paper which has each of the following as sub-headings in your paper: Descriptions of Websites – (including the URLs) - one must be from outside the U.S. – comparing differences in definitions and lists of skills; Results Of Personal Survey - an analysis of how you use those skills in your current Professional Development Experience; and finally - Plan To Develop Skills - what are you going to do to develop skills in your areas of weakness?

EXECUTIVE SUMMARY

An executive summary is a concise report of a project, a book, an article, an event, etc. Prepare a two-page report summarizing your experience. It should include: information about the organization, the responsibilities and expectations you had when you first began the PDE, work/projects you have accomplished, new skills or understandings you've acquired, future plans and how they have been influenced by the PDE, how well prepared you were for the experience, and what recommendations, if any, you would make to your academic department in order to better prepare future students for a PDE like yours. Submit it as an Adobe Acrobat pdf attachment to your PDE Faculty Advisor. See the following sample.

SAMPLE

EXECUTIVE SUMMARY

SAMPLE

PROFESSIONAL DEVELOPMENT EXPERIENCE

DANA SCULLEY

SPRING 2012

Introduction

Be sure to mention the following:

- the name and location of the site at which you completed the PDE.
- your supervisor's name and title?
- the learning objectives you developed

Work/Projects

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

Learning

Provide specific examples of what you learned.

Future Plans

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

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

SAMPLE LEARNING OBJECTIVES – 3 CREDIT STUDENTS

Objective:

To learn the stages involved in publishing a magazine – from development of a theme to final production

Activities/Resources:

1. Interview the publisher and managing editor
2. Read back issues of the magazines
3. Perform research for, and participate in, brainstorming sessions
4. Attend staff editorial meetings

Evaluation/Verification:

1. Include a narrative in my portfolio explaining key concepts I have learned
2. Include work samples (edited copy, story ideas, and/or articles) that demonstrate I understand how the magazine is developed and how I can effectively contribute

Objective:

To observe and better understand schizophrenia and the clinical treatment for this mental illness

Activities/Resources:

1. Observe & interview staff and doctors who are part of a schizophrenic patient's care team
2. Observe, firsthand and through charts, patients diagnosed with schizophrenic tendencies
3. Find/read three current articles on schizophrenia in academic journals

Evaluation/Verification:

1. Include a case study of a client in my portfolio
2. Summary of research, with annotated bibliography of resources
3. Reflective commentary on how my understanding has increased/changed

LEARNING OBJECTIVE IDEAS



Resources/Activities Options & Ideas:

What on-the-job training, experiences, projects and/or activities will directly support your learning objective(s)?

- ✦ Orientation
- ✦ Training sessions (internal & external)
- ✦ Work projects/activities
- ✦ Experiences in other departments within the organization
- ✦ Attend meetings within the organization (staff, team, department, board)
- ✦ Site visits to other organizations
- ✦ Attendance at meetings, conferences, professional organizations
- ✦ Shadow or observe other professionals

What kinds of reading can college faculty, Internship advisor(s), work site supervisor and/or colleagues recommend to you?

- ✦ Professional Journals; Literature; Articles
- ✦ Discipline-related Literature (Textbooks; periodicals; articles; etc.)
- ✦ Career-Development resources (library, software info)
- ✦ View of Work (current & future trends)
- ✦ Christian perspectives on work and/or profession

Other "activities/resources" ideas could include:

- ✦ Internet resources; literature searches; information
- ✦ Research
- ✦ Information interviews with professionals and/or co-workers
- ✦ Career Development inventories (personality, interests, values, etc.)
- ✦ Career Development workshops (resume, interviewing, job-hunting)
- ✦ View CDs, DVDs, Streaming Video or Videotapes
- ✦ Listen to audio instructional programs
- ✦ Journaling/Reflective Writing - react in writing to experiences/activities
- ✦ Critical Incident Analysis
- ✦ Contact professional associations
- ✦ Seek professional mentor; develop relationship
- ✦ Compare class concepts with workplace experiences
- ✦ Discussions with peers
- ✦ Discussions with faculty advisor
- ✦ Regular meetings with worksite supervisor
- ✦ Case study
- ✦ Biographies/Autobiography
- ✦ Comparative Studies
- ✦ Look for model/excellent work samples
- ✦ Maintain working portfolio
- ✦ Attend lectures/presentations



Evaluation/Verification Ideas

Artifacts or Work Samples:

Agendas Legislation

Audio – mp3 files
Brochures
Budgets
Case Notes
CDs / DVDs
Contracts
Cost analyses
Correspondence
Databases
Demonstrations
Designs/Artwork
Displays & Exhibits
Documentation
Financial Reports
Flyers
Lab Reports

Manuals (you have created)
Newsletters
Newspaper Clippings
Photographs
Podcasts
Posters
Press Release
Printouts
Program Outlines
Proposals
Software Presentations
Spreadsheets
Survey Reports
Video
Websites

Attestations:

Articles (about you)
Certificates
Citations & Awards
Commendations

Evaluations
Pictures (of You)
References
Thank You Notes/Emails (sent to you)

Academic and Misc. Samples/Items

Annotated Bibliography
Career Inventories
Case Study
Journaling (*summary* of sections – beginning, mid-point and end of experience)
Idea File/Listing
Information Interview
Notes (*summary* of them)
Presentation Notes
Reading Reviews/Reactions
Reflective Commentary/Essay
Research Paper
Resume

INTRODUCTION TO PORTFOLIO

A portfolio is "...a purposeful collection of a learner's work that (a) is assembled over time within authentic settings and (b) documents a learner's efforts, progress, and/or achievements in relation to a particular purpose or need. Portfolios can include both artifacts (products of the learner's work) and attestations (indirect evidence of successes and progress, as in letters of recommendation and awards). All materials are accompanied by descriptive explanations and commentaries in which the learner defines, describes, and reflects on the accomplishments represented in the portfolio." – Doug MacIsaac & Lewis Jackson, "Assessment Processes & Outcomes: Portfolio Construction," in Experiential Learning: A New Approach, 1994, p.64.

WORKING PORTFOLIO

Throughout your PDE, you will compile a working portfolio. A working portfolio is simply all work of a particular kind from your entire PDE experience. Neither you, nor your Internship Center advisor, screens the samples that are placed in the working portfolio. As long as you are at least temporarily finished with a piece, it is dated and placed in the portfolio. The chief characteristic of a working portfolio is its completeness and lack of selectivity.

Guidelines

- ✦ Maintain a working portfolio throughout your entire PDE experience.
- ✦ Use a standard 3-ring binder or other file folder system.
- ✦ Include every item associated with your PDE experience (academic assignments and work-related items).
- ✦ Use your learning objective as a table of contents, and organize your portfolio into sections for each of them.
- ✦ Use your learning objective as a "to-do list" and review them weekly.
- ✦ Maintain a log/journal to help you reflect upon and remember significant activities, thoughts, and feelings.
- ✦ Keep the portfolio with you at work.

MASTERWORK PORTFOLIO

From your working portfolio, you will select particular items to include in a final Masterwork Portfolio, which demonstrate that you have accomplished your learning objective. As the name implies, a Masterwork Portfolio is a sampling of your best work. It presents the most significant samples, chosen by you with guidance from your site supervisor and Internship Center advisor, of what you have achieved. The Masterwork Portfolio represents your ability to engage in the process of goal setting, selecting, comparing, self-evaluating and presenting your work.

Guidelines

As you enter the final month of your PDE, begin to select and assemble the items you wish to include in your Masterwork Portfolio. Remember, this is not a submission of everything already contained in your working portfolio. Select those items that best demonstrate, or verify, your progress and achievements in each of your learning objective. Prepare your Masterwork Portfolio in a manner that you would be proud to present in a future job or graduate school interview.

Samples

You may view excellent, select sample components of masterwork portfolios at:
http://www.messiah.edu/external_programs/internship/student/portfolio.html

You may also stop by the Internship Center to examine complete sample portfolios.

Format

- ✦ Title Page
- ✦ Table of Contents
- ✦ Executive Summary
- ✦ Job Description
- ✦ Signed Learning Objective
- ✦ Evaluation / Verification (reflective commentaries and samples)
- ✦ Updated Resume

[Note: The Masterwork Portfolio often takes the form of a three-ring binder, but you are not limited to that. You may wish to consider alternative media such as a website – e.g., weebly.com or yola.com. Feel free to discuss options with your PDE Faculty Advisor.]

Title Page

The title page should include the following information: Your name; Name of PDE site; Name/title of site supervisor; "Messiah College Internship Center"; Name of Internship Center Advisor; Semester & Year the PDE occurred.

Table of Contents

Prepare a separate page listing all primary items/sections in your portfolio. You may also want to include divider pages with tabs for each section in your portfolio, in accordance with your table of contents. There is no need to provide page numbers since portfolio contents may be added or deleted as necessary.

Executive Summary

Use the two-page assignment you already submitted for this section. Remember, this executive summary is a concise report of your complete PDE experience. It should include information about the organization, your responsibilities and the expectations you had when you first began the PDE, work you have accomplished, new skills or understandings you've acquired, how well prepared you were for the experience, and what recommendations, if any, you would make to your academic department in order to better prepare future students for a PDE like yours.

Job Description

Include a copy of the written job description or work objectives that your PDE site established for you.

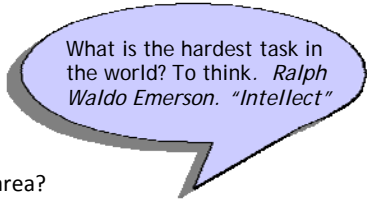
Learning Objective - Reflective Commentaries & Samples

This is the "heart" of your portfolio. You must provide at least one page of reflection for your learning objective - evidence of your accomplishments and/or progress for your learning objective. Portray any new knowledge/competencies that you have obtained. Discuss any areas for improvement that you identified and any new directions for continued growth. Include the items that you have selected to demonstrate what you have learned and accomplished.

1) Begin with a divider page presenting the learning objective.

2) **Samples** - If you are providing samples (brochures, spreadsheets, certificates, articles you have written, etc...), you must describe and define what the items are (taking care to explain any special symbols or jargon) and how they were accomplished. Some questions you may consider answering about each sample are:

- ✦ What have I learned as a result of this activity?
- ✦ What new knowledge or skills have I gained?
- ✦ How has it changed my beliefs, behavior and/or values?
- ✦ What are the implications for me?
- ✦ Did it have an impact upon anyone else? If so, how?
- ✦ What must I do now, or in the future, to continue learning in this area?



What is the hardest task in the world? To think. *Ralph Waldo Emerson. "Intellect"*

3) **Reflective Commentaries** - If your evaluation/verification takes the form of a reflective commentary, you should seek to answer the same questions as in #2 directly above.

Note: If you have interviewed several people, summarize what you learned; do not include the questions and answers provided by each person. If you want to include journal entries, only include summary portions; do not include page after page of your writing.

Resume

This should be an updated resume, which lists your PDE as the most recent work experience – i.e., listed first under a work experience category. The resume should document your achievements and/or skills utilized during the PDE. We recommend that you use the Career Center resources – workshops, print material, resume critiques and helps on their webpages.

MASTERWORK PORTFOLIO PRESENTATION AND EVALUATION

Site Supervisor's Review

You are to schedule an appointment with your site supervisor, during the week listed in the Assignment Timeline section, to present your portfolio. Discuss your work and learning accomplishments by verbally presenting items highlighted in your Masterwork Portfolio. The Internship Center will ask your site supervisor to verify the contents of the Masterwork Portfolio, to check for confidentiality, and to offer professional feedback. This meeting should also provide an opportunity to debrief your PDE experience and celebrate your accomplishments.

PDE Faculty Advisor

Submit your completed Masterwork Portfolio to your Internship Center advisor on the date indicated in the Assignment Timeline section. Your Internship Center advisor will evaluate your portfolio based upon the criteria in the following rubric, "Masterwork Portfolio Assessment," along with the report from your site supervisor. You will be notified by voice mail or email as to where and when you may pick up your graded portfolio.

Grading the portfolio

Your portfolio will be graded according to the following categories:

MASTERWORK PORTFOLIO ASSESSMENT

Student Intern: _____

Part A: PORTFOLIO MECHANICS**Format**

Follows prescribed format	1
Does not follow prescribed format	0

Organization

Well organized	4
Organized	3
Somewhat organized	2
Weak organization	1
Unsatisfactory	0

Spelling

No mistakes observed	2
Mistakes observed	0

Writing/Grammar

No grammatical errors observed	6
Few grammatical errors observed	4
Several grammatical errors observed	2
Unsatisfactory	0

Overall Quality of Presentation/Appearance/Creativity

Very impressive and well-crafted	8
Good quality	6
Average	4
Poor	2
Unsatisfactory	0

Part B: PORTFOLIO REFLECTION**Reflective Commentary**

Excellent	8
Good	6
Fair	4
Poor	2
Unsatisfactory or non-existent	0

Demonstrates Attainment of Learning Objectives and Provides Appropriate Descriptions of Samples

Provides strong evidence of accomplishment in learning objective through samples and specific descriptions	4
Provides strong evidence of accomplishment in learning objective through reflective commentaries (no samples)	4
Provides some evidence of progress or accomplishment in learning objective	2
Provides some evidence of accomplishment in learning objective through reflective commentaries (no samples)	2
Provides no evidence of accomplishment in learning objective	0

Evidence of Self-Directed Learning Competency

Demonstrates exceptional ability to set goals, pursue resources and reach outcomes	4
Demonstrates good ability to set goals, pursue resources and reach outcomes	3
Demonstrates fair ability to set goals, pursue resources and reach outcomes	2
Demonstrates little ability to set goals, pursue resources and reach outcomes	1

Resume' - must include information on current internship

No revisions needed	4
Few revisions recommended	3
Several revisions needed	2
Many revisions needed	1
Unsatisfactory or non-existent	0

General Comments:

Total Points Overall: _____

Grading Scale:

40-41	A	Superior
37-39	A-	
34-36	B+	
32-33	B	Good
29-31	B-	
26-28	C+	
24-25	C	Fair
21-23	C-	
18-20	D+	
16-17	D	Poor
13-15	D-	
0-12	F	Unacceptable

Evaluator: _____

Date: _____