

SYLLABUS - SUMMER
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 One Supplemental Assignment

3 credits - Executive Summary and a Masterwork Portfolio demonstrating accomplishment of One Learning Objective

Grading

All PDEs are graded on a Pass/Fail basis. According to college policy (p. 54 of the 2007-2008 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.

Executive Summaries and digital photos are to be emailed to your Internship Center advisor.

Employer Evaluations

The Internship Center will email or mail one or more evaluation forms to your site supervisor. If your experience is three weeks or less, a final evaluation will be sent. If your experience extends beyond three weeks, a mid-term evaluation may be sent in addition to the final evaluation.

Mid-Term Evaluation

Forms will be emailed or mailed to you and your site supervisor. After completing them, you and your supervisor are to meet. During this time you are to compare/contrast and discuss the evaluations. If the evaluations are mailed, completed copies must be sent back to your internship advisor.

Final Evaluation

The final evaluation is more comprehensive than the mid-term and will be completed only by the site supervisor. We ask your supervisor to use the final evaluation as a basis for offering feedback to you. This evaluation addresses essential aspects of your work performance. These aspects include meeting the time commitments of the internship (duration, punctuality, attendance) and your attitude, each of which can impact your grade.

ASSIGNMENT TIME LINE

May 7	COMBINED ORIENTATION CLASS - (PDE students and Interns)
June 2	Due: Job Description - All students Due: Brief description of Supplemental Assignment - 2 credit students Due: Rough Draft of Learning Objective - 3 credit students
June 23	Due: <u>Signed</u> Learning Objective - 3 credit students
July 14	Due: Digital photos - All students (3 photos including at least one with you, your supervisor and the organization logo, and one or two of you working)
August 18	Due: Executive Summary - All students Due: Supplemental Assignment - 2 credit students
September 1	Due: Portfolio - 3 credit students

Digital Photos

Take three (3) photos of yourself at your PDE 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. You may use your own camera or borrow one from a friend. If neither of those are viable options, you may sign out one from Media Services, which is located on the ground floor of the Library. If that does not work out, please speak with your Internship Center advisor.

Executive Summary

An executive summary is a concise report of a project, a book, an article, an event, etc. Prepare a two page typewritten report, which summarizes your PDE. 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. A copy of this will be emailed to your academic advisor and department chair. See the following sample and grading rubric.

SAMPLE

EXECUTIVE SUMMARY
PROFESSIONAL DEVELOPMENT EXPERIENCE
DANA SCULLEY
FAMILY STUDIES

SAMPLE

Introduction

During the Spring of 2007 I participated in a Professional Development Experience at Pinnacle Health Systems as a Child Life Assistant. Pinnacle Health employs over 1,000 employees in four locations within the greater Harrisburg area. My supervisor was Ms. Lisa Taylor.

I developed one learning objective, along with appropriate resources for accomplishing them and several means to verify my completion of them. The objective was to learn how children deal with the stress of pre and post-surgery ...

Work/Projects

Most of the work I completed revolved around three major projects - development of an interactive stress-reduction program for children awaiting surgery, a class for parents...

Learning

I began this PDE with more than a little trepidation, but as I approach the end of my twelve weeks, my self-confidence has grown tremendously. Several new skills and abilities have been acquired over this time. Not only did I learn how to develop effective programs, but I also learned that children...

Future Plans

As a result of this PDE, I have decided to take a couple classes not planned for previously. They will help prepare me for the Child Life profession. I'm also planning on working this next year with a hospital or other related agency...

Preparation/Recommendations

My studies have proven to be very useful to me. I was able to see and better understand a number of issues discussed in classes. Of particular use were portions of Dynamics of Family Interaction, especially the module on...

If I could make a recommendation to my academic department, it would be...

MESSIAH COLLEGE INTERNSHIP CENTER

Grade Sheet: Executive Summary

Introduction Provided information on the organization and on the intern's responsibilities	0	1	2	3	4
Work/Projects Identified and adequately discussed work/projects accomplished	0	1	2	3	4
Learning Discussed new skills and understandings acquired	0	1	2	3	4
Future Plans Wrote about their future plans and how they have been influenced by the PDE	0	1	2	3	4
Preparation/Recommendations Discussed how well prepared they were for the PDE and offered recommendations to their department	0	1	2	3	4
Spelling Accuracy Words are spelled correctly	0	1	2	3	4
Writing Mechanics Followed proper rules regarding grammar, punctuation, and other writing mechanics	0	1	2	3	4

TOTAL _____

COMMENTS:

Grading Scale:

27-28	A
25-26	A-
22-24	B+
20-21	B
18-19	B-
15-17	C+
13-14	C
11-12	C-
8-10	D+
6-7	D
0-5	F

SAMPLE SUPPLEMENTAL ASSIGNMENTS FOR TWO (2) CREDIT OPTION

- ✦ Annotated bibliographies
- ✦ Case studies
- ✦ Journals
- ✦ Reflective commentaries or essays
- ✦ Research papers
- ✦ Abridged portfolios
- ✦ Audio or video presentations
- ✦ Design and creation of web resources
- ✦ Assisting faculty with research projects
- ✦ Documenting projects (e.g., special events/conferences you plan)

SAMPLE LEARNING OBJECTIVES FOR THREE (3) CREDIT OPTION

Objective:

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

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 develop skill in the administration, scoring, and interpretation of neuropsychological tests

Activities/Resources:

1. Read manuals of test given to patients
2. Observe the administration of tests in neurology rehabilitation
3. Administer neuropsychological tests under supervision and, ultimately, on my own
Score and interpret tests

Evaluation/Verification:

1. Include citations of manuals read
2. Include samples of tests, and scores given and collected
3. Include a reflective commentary on the impact of this data on the client's life

Objective:

To learn how legislation is researched and written

Resources/Activities:

1. Ask co-workers to describe the process
2. Examine previous research and final written legislation
3. Participate in background research for a potential bill

Evaluation/Verification:

1. Reflective summary of research and writing process
2. Chart of factors involved in writing legislation
3. Section of legislation where I, or previous students, have contributed

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



Documentation/Verification Ideas

Artifacts or Work Samples:

Agendas Legislation

Audiotapes
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
Videotapes
Webpage Designs

Attestations:

Articles (about you)
Certificates
Citations & Awards
Commendations

Evaluations
Pictures (of You)
References
Thank You Notes (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 (Work Objectives)
- ✦ Signed Learning Objective with 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 web pages or CDs. Feel free to discuss options with your Internship Center 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.

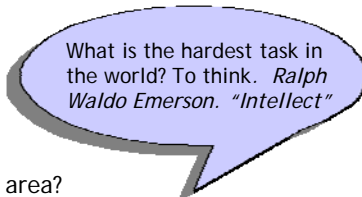
Learning Objective - Reflective Commentaries & Samples

This is the "heart" of your portfolio. Provide 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 need to describe and define what the items are (taking care to explain any special symbols or jargon) and how they were accomplished. Some questions you should seek to answer 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?



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.

Internship Center 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:

Part A: PORTFOLIO MECHANICS

Format		
	Follows prescribed format	1
	Does not follow prescribed format	0
<hr/>		
Organization		
	Well organized - easy to quickly locate all items	4
	Organized - a few items difficult to quickly locate	3
	Somewhat Organized - several items difficult to quickly locate	2
	Weak organization	1
	Unsatisfactory	0
<hr/>		
Spelling		
	No mistakes observed	4
	Few mistakes observed	3
	Several mistakes observed	2
	Many mistakes observed	1
	Unsatisfactory	0
<hr/>		
Writing/Grammar		
	No grammatical errors observed	4
	Few grammatical errors observed	3
	Several grammatical errors observed	2
	Many grammatical errors observed	1
	Unsatisfactory	0
<hr/>		
Overall Quality of Presentation/Appearance/Creativity		
	Very impressive and well-crafted	4
	Good quality	3
	Average	2
	Poor	1
	Unsatisfactory	0

Part B: PORTFOLIO REFLECTION

Descriptions of Items and Samples		
Excellent		4
Good		3
Fair		2
Poor		1
Unsatisfactory or non-existent		0
Reflective Commentary		
Excellent		4
Good		3
Fair		2
Poor		1
Unsatisfactory or non-existent		0
Understanding of Implications		
Demonstrates a very perceptive understanding of present and future implications		4
Demonstrates sufficient understanding of present and future implications		3
Demonstrates average understanding of present and future implications		2
Demonstrates little understanding of present and future implications		1
Demonstrates no understanding of your present and future implications		0
Progress Toward or Attainment of Learning Objective		
Provides clear and specific evidence of progress or accomplishment in the learning objective		4
Provides good evidence of progress or accomplishment in the learning objective		3
Provides some evidence of progress or accomplishment in the learning objective		2
Provides little evidence of progress or accomplishment in the learning objective		1
Provides no evidence of progress or accomplishment in the 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
Demonstrates no ability to set goals, pursue resources and reach outcomes		0
Resume		
No revisions needed - ready to use for job search		4
Few revisions recommended		3
Several revisions needed		2
Many revisions needed		1
Unsatisfactory or non-existent		0

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

