COURSE INFORMATION

The mission of the Messiah College 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. Consider effective ways to navigate and reconcile potential tensions that exist between personal values (and/or values upheld by Messiah College) and those of the site’s workplace culture/values.
8. Boost maturity and self-confidence

COURSE REQUIREMENTS

Internship Class:
The Internship Class is concurrent with your experience and is a combination of in-person and on-line classes.
One required in-person class period: Orientation, January 31, 2017 from 5:30-7:30 p.m. in Frey 110
Two in-person appointments in the Career and Professional Development Center (CPDC) with IFA

Online Course:
Log into Canvas Course INTE 391 for complete detailed information about each assignment, rubrics, and resource information.
All work is to be submitted through Canvas unless stated otherwise.
Onsite Experience:
1 credit = 40 total hours
2 credits = 80 total hours
3 credits = 120 total hours

ACADEMIC REQUIREMENTS

Please see the Canvas Course for more detailed information, examples, and grading
Grading: INTE 39 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-.

REQUIREMENTS/ACTIVITIES

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GRADING SCALE

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

LEARNING OBJECTIVES

1. ROUGH DRAFT OF LEARNING OBJECTIVES (25 points)

Learning Objectives are your strategic plan for what you intend to learn during the internship experience. They form a written agreement negotiated between you, your Internship Faculty Advisor and your work site supervisor. You will submit your initial draft of your Objectives to your Internship Faculty Advisor (IFA) in CANVAS, who will make suggestions and return it to you for correction. You will write learning objectives for your internship, the form is found in the assignment in CANVAS.

Each outcome you formulate should have the following three components:

1. Learning Objectives: What is it that I want to learn?
2. Activities/Resources: How am I going to learn it?
3. Evaluation/Verification: How am I going to demonstrate what I learned?

**Further Guidelines, Learning Objectives Worksheet and Sample Learning Objectives can be found on CANVAS.**

2. FINAL COPY OF LEARNING OBJECTIVES (25 points)

1. Be sure to follow the format of the sample objectives in CANVAS.
2. Make sure to include link to either your Web portfolio or LinkedIn profile when you submit.
3. After a final review with your supervisor, both of you are to sign and date the learning objectives.
4. Upload a Word or pdf copy to CANVAS.

Review your learning objectives throughout the internship, and check your progress in each one. 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 and geographical location), site supervisor evaluation and portfolio submission.

Job Description (25 points)

You will need to submit a copy of your job description to your Internship Faculty Advisor (IFA) in CANVAS.

It is extremely important that you clearly understand what your sponsoring organization and supervisor expect from you.

1. What responsibilities and duties will you have?
2. What are you expected to accomplish by the end of the internship?
3. 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 desires, and ask your supervisor to review and approve it.

Americans with Disabilities Act

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.
3. Learning Objectives with Outcomes Included (25 points)
Submitted at the end of your internship Complete your outcomes portion of the your original learning objectives

INTERNQUBE QUIZ (75 points)
In CANVAS, you will take a quiz on the required book.

WORK/REFLECTION LOG (75 points)
See more information in Canvas INTE 391 – Assignments – Work/Reflection Log. This is to be downloaded and completed each day of your internship.

ONLINE ELI REFLECTION QUESTIONS (50 points)
In CANVAS, you will upload your answers to the ELI reflection questions

EMPLOYER EVALUATIONS OF WORK PERFORMANCE (75 points)
The Career and Professional Development Center will email notifications to both you and your site supervisor regarding completion of online evaluations at the end of your internship experience as described below:
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, and attendance) and your attitude, each of which can impact your grade. Again, a link will be directly sent to your supervisor.

STUDENT SELF - EVALUATIONS (50 points)
A final self-evaluation will be sent to you through CANVAS email to complete at the end of the semester.

Digital Device Policy
When meeting face-to-face, the Internship Class is a digital device-free zone. Cells phones and other digital devices, including computers, are to be turned off and stored out of sight. This policy is in place to keep you, your fellow students, and faculty from being distracted from the subject matter and class interaction. Failure to do so will result in a failing grade for that class. Requests for exceptions to this policy may be addressed privately with your Internship Faculty Advisor.
FINAL PROJECT- LinkedIn Profile, Resume, and Executive Summary (250 points)
see CANVAS Assignments for more details on each.

1. LinkedIn Profile – Updated reflecting the current internship, also linked to the Messiah College Professional Network
2. Resume - Updated reflecting the current internship
3. Executive summary - Prepare a three-page report summarizing your internship experience. It should include: information about the organization, the responsibilities and expectations you had when you first began the internship, work/projects you have accomplished, new skills or understandings you’ve acquired, future plans and how they have been influenced by the internship, 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 an internship like yours.

Site Supervisor’s Review of LinkedIn Profile, Executive Summary and Resume
You are to schedule an appointment with your site supervisor, during the last week of the internship, to present your LinkedIn Profile, Executive Summary and Resume with the Internship experience updated. Discuss your work and learning accomplishments. The Internship Faculty Advisor will ask your site supervisor to: a) verify the contents of the LinkedIn Profile, Executive Summary and Resume, b) check for confidentiality, and c) to offer professional feedback. This meeting should also provide an opportunity to debrief your internship experience and celebrate your accomplishments.
JANUARY
31
- Orientation, 5:30-7:00 p.m.; Fry 110
- Review Syllabus 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 Spring break (March 5-13)

FEBRUARY
7
- Due: Job Description – Upload into CANVAS
- Due: Rough draft of your Learning Outcomes – upload into CANVAS

14
- Due: Appointment with IFA

21
- Due: Read InternQube: Professional Skills for the Workplace, and take online quiz by 11:59 p.m. (Please give yourself plenty of time for this assignment)

28
- Due: Revised Learning Outcomes - signed and dated by both you and your site supervisor
- Add your LinkedIn profile web address to this document (if this is the option you choose)
- Must be signed by site supervisor
- Upload signed copy in CANVAS for your IFA

MARCH
7 - 14
- Spring Break

21
- Due: Appointment with IFA, bring rough draft of resume
- Due: Resume
APRIL

4
Work on Final Project – LinkedIn Profile and Organize layout, type up execute summary

11
Due: ELI Reflection Questions answered

18
Due: Upload link to LinkedIn Profile

24 - May 2
Present Final Project to your Site Supervisor – they will be asked on their final evaluation of you if they have seen it!

25
Due: Upload Executive Summary

MAY

2
Due: Final Evaluation – Both you and your site supervisor will complete online forms.
Due: Work/Reflection Log – upload it to Canvas, signed and dated by your site supervisor.
Due: Final Learning Objectives – needs to include your outcomes