SYLLABUS – INTE 391
MESSIAH COLLEGE INTERNSHIP PROGRAM
Summer 2015

INTERNSHIP FACULTY ADVISORS

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INTERNSHIP PROGRAM MISSION AND GOALS

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 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.

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 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. Study, critical thinking, reflection, theoretical and/or conceptual exploration must supplement your work experience to help you develop new skills and knowledge.

A primary and fundamental goal of the Internship Program is to introduce you to, and to help you develop, the competency of self-directed learning. This will likely be a very different learning experience than what you have encountered thus far in your educational career. At times, it will be very difficult, but we believe it will be a rewarding and beneficial educational experience in preparing for your career. We are committed to helping and supporting you in this new learning endeavor. The other goals of the internship program are for you to develop in the areas of professional development, self-assessment, career exploration, and faith integration.

INTERNSHIP REQUIREMENTS & GRADING

Please refer to the Canvas Course INTE 391 for complete detailed information about each assignment, rubrics, and resource information to assist you in making the most of your academic internship through this online course.


- Your Internship Faculty Advisor will be referred to in the syllabus as your “IFA”.
- All work is to be submitted through Canvas unless stated otherwise.

Minimum Hours at Site:
- 1 credit = 40 hours
- 2 credits = 80 hours
- 3 credits = 120 hours

Academic Requirements – Please see the Canvas Course for more information on the following:
Orientation Class, Job Description, Insights from InternQube, Learning Objective, Executive Summary, Work / Reflection Log Spreadsheet, Self-Evaluation, Employer Evaluation, and Portfolio Website

Grading
INTE 391 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-.
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<thead>
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<tr>
<td>Orientation and Participation</td>
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<tr>
<td>Job Description</td>
<td>2.5</td>
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<td>Rough Draft Learning Objective</td>
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<td>Signed Learning Objective</td>
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<tr>
<td>Reflective Paper 1 &amp; 2 (15% each)</td>
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<td>Employer Evaluation of Work Performance</td>
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<tr>
<td>Web Portfolio</td>
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<td>Work Reflection Log</td>
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<td>Self-Evaluation</td>
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<td><strong>Total</strong></td>
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Assignments
All assignments should be no greater than 1.5 line spacing and will be graded on spelling accuracy and grammar, as well as the other items mentioned in their respective descriptions later in the syllabus. **Assignments will drop one full letter grade for each day they are late.**

**ASSIGNMENT DUE DATES** – See Canvas for more information regarding each assignment

**May 2015**
6
- Orientation Class, 1:30-3:30 PM, Boyer 131
- Download Work / Reflection Log Spreadsheet from Canvas and Read All Materials under Files – Orientation

20
- Job Description & Rough Draft of Learning Objective
- Speak with your site supervisor about scheduled summer vacation time off
- Go to InternQube.com > Related To Book > Personal Branding and Portfolios. Choose one of the web providers and create a free website for your online portfolio. Your website address is to be indicated on next week’s Final Copy of Learning Objective
- Read the complete book, InternQube: Professional Skills for the Workplace

27
- Reflective Paper #1 – Insights From InternQube (book and website)

**June 2015**
3
- Final Copy of Learning Objective – signed by you and your site supervisor
  - Add your website to this document
  - Upload into Canvas the final signed copy
  - Keep one copy to upload to your Web Portfolio
  - Give one copy to your site supervisor

**July 2015**
15
- Email three (3) digital photos to internship@messiah.edu
- Mid-term Evaluation From Employer Due
- Mid-term Self Evaluation Due
- Scheduled Meeting to Go Over Evaluations with Site Supervisor

**August 2015**
12
- Reflective Paper #2 - Executive Summary

19
- Upload your Web Portfolio with your Learning Objective Outcome
- Final Self-Evaluation Due
- Employer Final Evaluation Due
- Upload your Work / Reflection Log to Canvas signed and dated by your supervisor (or drop it off to the Career & Professional Development Center)
ASSIGNMENTS
(listed Chronologically by Due Date – see Canvas)

ORIENTATION & PARTICIPATION (10 POINTS)
See more information in Canvas 391 – Assignments – Orientation/Participation

WORK/REFLECTION LOG (10 POINTS)
See more information in Canvas 391 – Assignments – Work/Reflection Log.
This is to be downloaded at the beginning of your internship and completed each day as you work.

JOB DESCRIPTION (2.5 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 desires, and ask your supervisor to review and approve it.

LEARNING OBJECTIVE (ROUGH DRAFT 2.5 POINTS/SIGNED LEARNING OBJECTIVE 5 POINTS)
(Refer to Canvas – Files – Learning Objective for more information and examples)

Introduction - Learning Objective
Your learning objective is the strategic plan for what you intend to learn during the internship experience. This form is a written agreement negotiated between you, your Internship Faculty Advisor and your work site supervisor. It helps you direct, manage and reflect upon the learning process for your internship. The learning objective you formulate should have the following three components:
A.) Learning Objective: What is it that I want to learn?
B.) Activities/Resources: How am I going to learn it?
C.) Evaluation/Verification: How am I going to demonstrate what I learned?

Guidelines for Writing a Learning Objective
Begin with a perspective that you are making a contract with yourself. You are identifying what knowledge, behavior, competencies, attitudes and values YOU wish to develop. The learning objective is YOUR plan (not your site supervisor’s, nor your Internship Faculty Advisor’s, nor your parent’s) that outlines how you will attempt to reach your goals and when you will know that you have reached them.

Work to identify a learning objective that is most relevant for you.
- Reflect upon your prior educational and life experiences.
- Consider your future aspirations.

Begin by brainstorming responses to the following general questions:
- “What do I most want to explore, understand or learn during my internship?”
- “How would I like to change or be different by the end of my internship?”
- “What will make me more marketable to an employer or graduate school?”
- Review and prioritize the list you create.

Think of activities and resources to reach your objective. What work activities and assignments will help you reach your objective? Consult with your Internship Faculty Advisor, work site supervisor, co-workers, and the “Learning Objective Tip Sheet” for ideas. Attempt to quantify where possible (e.g. – Read 2-3 journal articles).

Indicate specific ways you will demonstrate progress or accomplishment for the learning objective. What other tangible items would verify your progress? How will you demonstrate that learning has occurred? How will someone outside of your major/profession understand your verifications? Consult the “Evaluation/Verification Ideas Sheet” for ideas.

First Draft of Learning Objective
For the first draft of your learning objective, consult with your work site supervisor. Elicit his/her feedback on the feasibility of your objective. Also, ask for advice on resources and ways to demonstrate accomplishments (use the “Learning Objective Tip Sheet” for ideas). Be sure to follow the format of the following sample objective.

Final Signed Copy of Learning Objective
1) Be sure to follow the format of the sample learning objective below.
2) After a final review with your supervisor, both of you are to sign and date the learning objective.
3) Keep the original to scan and upload to your online Web Portfolio.
4) Submit two paper copies – one to your site supervisor and one to your Internship Faculty Advisor.
5) Upload a Word or pdf copy to Canvas.

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 Web Portfolio presentation.

Your learning objective is dynamic, not static. If you realize your objective needs to be modified, or changed completely, talk with your Internship Faculty Advisor.

SAMPLE LEARNING OBJECTIVES

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 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

Objective:
To understand the role of exercise specialists within corporate and community wellness settings

Activities/Resources:
1. Conduct an interview with the corporate wellness coordinator
2. Participate in health fairs
3. Participate in hospital and community wellness programs
4. Write an article for a hospital newsletter
5. Create a flier for a wellness program
Evaluation/Verification:
1. Summary / reflective commentary on interview and experiences
2. Samples of articles written and fliers created

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

REFLECTIVE PAPER #1 – INSIGHTS FROM INTERNQUBE (15 POINTS)
You are required to read the field guide, InternQube: Professional Skills for the Workplace. Identify at least five insights from the book which you found helpful for your internship. Also, familiarize yourself with the companion website InternQube.com. At that website, go to the Video section and select two videos to watch. Write a three-page paper discussing how you see the written and video material affecting your internship workplace behavior. Each of the five insights from the book and the two from the website (seven total) should have their own sub-heading.

MID-TERM & FINAL EVALUATIONS (see Canvas files for a copy of how you will be evaluated)

FINAL EMPLOYER EVALUATION OF WORK PERFORMANCE (15 POINTS)

STUDENT SELF-EVALUATION (5 POINTS)
The Career & Professional Development Center will email notification to both you and your site supervisor regarding completion of online evaluations at the mid-point and at the end of your internship experience as described below:

Mid-Term Evaluations
Both you and your site supervisor will fill out online forms. 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 scanned or mailed, completed copies must be sent back to your internship faculty advisor.

Final Employer Evaluation of Work Performance
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.

Student Self-Evaluations
A final self-evaluation will be sent to you through email to complete at the end of the semester.

DIGITAL PHOTOS (PARTICIPATION POINTS)
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, especially for three credit students. The college may also use them at some point for internal and/or external communications. If you are absolutely not permitted to take photos, please contact your IFA.

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.”

REFLECTIVE PAPER #2 – EXECUTIVE SUMMARY (15 POINTS)
An executive summary is a concise report of a project, a book, an article, an event, etc. 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, how you applied your seven insights from Reflective Paper #1 at your internship site, 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. Follow the sample below, including sub-headings. Think of it as a condensed version of your portfolio. This assignment will also serve as the Executive Summary component for the Portfolio. It will not be graded twice, however. (see sample in Canvas – Assignments – Executive Summary)

WEB PORTFOLIO (20 POINTS)
(See Canvas – Files – Web Portfolio for more detailed information)
The primary assessment tool for your internship experience will be a 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.”1

You will select items from your Working Web Portfolio, which demonstrates your learning objective, and build your website as the Web Portfolio. As the name implies, a Web Portfolio is a sampling of your best work. It presents the most significant samples of your achievements. The Web Portfolio represents your ability to engage in the process of goal setting, selecting, comparing, self-evaluating and presenting your work. Your professional career brand is represented in the portfolio.

WEB PORTFOLIO PRESENTATION AND EVALUATION

Site Supervisor’s Review
You are to schedule an appointment with your site supervisor, during the last week of the internship, to present your Web Portfolio. Discuss your work and learning accomplishments by verbally presenting items highlighted in your Web Portfolio. The Career & Professional Development Center will ask your site supervisor to verify the contents of the Web Portfolio, check for confidentiality, and to offer professional feedback. This meeting should also provide an opportunity to debrief your internship experience and celebrate your accomplishments.

Internship Faculty Advisor
Submit the link for your completed Web Portfolio to your Internship Faculty Advisor on the date indicated under the Assignment Due Date. They will evaluate your portfolio based upon the criteria in the following rubric, “Web Portfolio Assessment,” along with the report from your site supervisor.

INTERNSHIP CLASS
The Internship Class is concurrent with your experience and is a combination of in-person and on-line 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 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.

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.

Grading Scale

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<tr>
<td>A</td>
<td>94-100</td>
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<tr>
<td>A-</td>
<td>90-93</td>
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<tr>
<td>B+</td>
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<td>C+</td>
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<tr>
<td>C</td>
<td>73-76</td>
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<tr>
<td>D</td>
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If people knew how hard I have to work to gain my mastery, it wouldn’t seem so wonderful.

Michelangelo

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