# IST 373 Syllabus

**Internship - Exploring Career Choices**

**Location:** TBA  
**Days/Time:** TBA

## POLICIES:
IST 373 will meet twice weekly for 75 minutes per meeting, and students will complete a total of 90 contact hours at the internship site, for a total of 3 academic credit hours.

## Course Description

This course is designed for students participating in exploratory internships to clarify and/or advance their career goals. It provides a structured and guided learning environment to help students make the most of their internship experience. Course components facilitate students’ professional development, focusing on the transition from the role of a student to the role of a professional. **Students must arrange an internship placement prior to the start of the course and need to meet with the Career Center's Internship Coordinator, Tommasanne Davis, for internship site approval.** All majors and academic levels are welcome to enroll. Although the Career Center does not provide internship placements, we offer assistance and resources to assist you with that process.

## Office Hours

Call 232-5099 to schedule appointments with Tommasanne Davis, Internship Coordinator. You can also reach her by email at tdavis4@unca.edu.

The Career Center is open M-F, 8am-5pm.

## Student Learning Outcomes

**Students successfully completing this course will be able to...**

1. Clarify your career goals and effectively utilize your internship.
2. Identify skills to begin the transition from the role of a student to the role of a professional.
3. Create a portfolio (or e-portfolio) that will serve as a marketing tool during your job search process.
4. Synthesize information from a variety of resources to define and evaluate your career goals.
5. Understand the value and benefits of a liberal arts education in the world of work.

## Grading Scale

Points will be assigned for course components. Total possible points = 600

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>540-600 Points</td>
</tr>
<tr>
<td>B</td>
<td>480-539</td>
</tr>
<tr>
<td>C</td>
<td>420-479</td>
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<tr>
<td>D</td>
<td>360-419</td>
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<tr>
<td>F</td>
<td>360 or less</td>
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You are not eligible to receive an A in this course unless ALL assignments are completed.

All assignments (unless otherwise noted) must be typed and submitted at the beginning of class on designated dates. **Late submission of Work:** Assignments turned in late after the due date in class will result in the following grading consequences:

- ☐ After Class: Grading begins with 20% reduction in grade
- ☐ Grading begins with an additional 20% reduction in grade for each week assignment is late
Liability Insurance

As a participant in this course, you are eligible for general and professional liability insurance sponsored by the North Carolina Association of Insurance Agents. This is a special service available to our students on a cost per-semester basis. For health related internships, the cost is $19 a semester and all other internships are $15 per semester. Participation is strictly voluntary unless required by the employer. Specific information for students who are interested in this program can be obtained from: Andrea Jackson, Fixed Asset Accountant, Phillips Hall Room 212, 828-251-6560.

Course Requirements

Need help approaching an employer about an internship? View Tips for Approaching Employers.

Overview of what to do Before, During & After your internship.

Before Class starts complete the Agreement Form, have your site supervisor sign and return it.

* Please TYPE all assignments*

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<thead>
<tr>
<th>Points</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>50</td>
<td>Complete an Internship Proposal and Code of Conduct and Confidentiality. You may view a sample proposal here.</td>
</tr>
<tr>
<td>70</td>
<td>Attendance/Class Participation – Students will actively engage in all class discussions and activities. Attendance is required! Students will also submit brief weekly updates at each class meeting connecting classroom discussions/lecture information with internship activities.</td>
</tr>
<tr>
<td>100</td>
<td>Internship Attendance/Performance – Students are required to spend a minimum of 6 hours per week (15 weeks of internship work totals a minimum of 90 hours) at their internship site and will receive a mid-term and final evaluation by their site supervisor. The mid-term evaluation is worth 25 points and the final evaluation is worth 25 points. It will only work to your advantage to spend as much time at your internship site as possible. Remember, this is a learning experience! Students will complete at least 90 contact hours at the internship site. Complete a Time Log (worth 50 points) documenting the work performed and time spent at the internship site.</td>
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</tbody>
</table>
| 50     | Attend at least two events related to your career development (25 points each).  
1. One of the two events should be the fall Career & Graduate School Fair, or spring Job & Internship Fair (dates TBA) Be sure to sign in at the event as proof of your attendance.  
2. Your second event may be an on- or off-campus professional or networking event of your choosing. |
<p>| 25     | Complete Self-Assessments (ex:MBTI and STRONG) and/or other self-assessment tools. |
| 30     | Complete a mock interview in the Career Center with a Career Counselor. Call 828-251-6515 or stop by 259 Highsmith Union to schedule an appointment. Schedule early as counselor schedules fill up quickly! Review the Interviewing Skills Basics Guide, or Tutorial. |
| 150    | Portfolio - Students will learn how to develop and create their own portfolio or e-portfolio, including but not limited to materials from their internship experience. At least three examples of work from the internship should be included. |</p>
<table>
<thead>
<tr>
<th>Points</th>
<th>Activity Description</th>
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<tr>
<td>50</td>
<td>Internship Presentation – In lieu of meeting during the final exam scheduled time, students will present their semester internship/projects and represent your internship site at the Celebration of Service-Learning, Internships &amp; Service (dates TBA).</td>
</tr>
<tr>
<td>50</td>
<td>Informational Interview - Students will do an informational interview with a professional in their field of interest and submit notes from the interview.</td>
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<tr>
<td>25</td>
<td>Student Feedback of Employer - Your feedback is important to us in order to be able to better serve UNC Asheville students in the future.</td>
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**Academic Integrity**

Any act of plagiarism (quoting or paraphrasing the information and/or language of a source without naming the source) or cheating is academic dishonesty. A person who knowingly assists another in cheating is likewise guilty of cheating. The results of these unethical behaviors range in punishment from a failing grade or a grade of zero for the assignment or test, to a failing grade in the course.

**Attendance & Expectations**

This class will operate under a seminar format. YOU WILL BE REQUIRED TO ACTIVELY PARTICIPATE! The class may include class discussions, activities, outside assignments, guest speakers, readings and reflection.

Class participation is imperative! As this class is designed to be experiential in nature, you will only benefit if you are in attendance and actively participating. Participation will be graded according to attendance, preparation of reading or other assignments, and level of participation in class. Five points will be assigned for each class. Points will be deducted if you are late, unprepared or do not participate in class. If you are absent, you will not receive any points for that day. Participation Points = Maximum 75 points.

All assignments (unless otherwise noted) must be typed and submitted at the beginning of class on designated dates. **Late submission of Work:** Assignments turned in late after the due date in class will result in the following grading consequences:

- After Class: Grading begins with 20% reduction in grade
- Grading begins with a 20% reduction in grade for each week assignment is late

You must turn in all assignments to receive a final grade in this course (An “A” requires submission of every assignment).

**Athletes** are required to turn in a schedule at the beginning of the semester. If not turned in, you will be considered absent when you miss class.

This class requires meeting twice per week for a 75 minute class period based on the internship nature of the class. In order to justify the three credits awarded for this class, students are also responsible for documenting hours of work completed with the employer through the time log assignment.

**Special Accommodations**

Accommodations for Students with Disabilities: University of North Carolina at Asheville is committed to making courses, programs and activities accessible to persons with documented disabilities. Students requiring reasonable accommodations must register with the Disability Services Office by providing supporting documentation. All information provided will remain confidential. For more information please contact the Disability Services Office at (828)232-5050 or disabilityservices@unca.edu or visit them in the OneStop Student Services Center.

**University Mission**

The University of North Carolina at Asheville is distinctive within the public higher education system of North Carolina in its primary mission: to offer an undergraduate liberal arts education of superior quality for serious students. The ultimate aim of the university is to provide students the best possible opportunity to acquire the skills, knowledge and understanding necessary to pursue their goals, to find meaning in their lives, and to take their place as contributing citizens of a changing society.