### IST 373 Syllabus
**Internship - Exploring Career Choices**  
**Location:** TBA  
**Days/Time:** TBA

**SCHEDULE:** (each week includes group discussion/reflection on current internship, in addition to special topic)

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<th>Week</th>
<th>Activity</th>
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| Week 1 | **Introductions, Review Syllabus and Assignments**  
Any outstanding Internship Agreement Forms due  
(Last day to drop/add is ____) |
| Week 2 | **Introduction to Self Assessment & Career Planning**                   |
| Week 3 | **Self Assessment - Skills, and about Informational Interviews**  
Code of Conduct due |
| Week 4 | **Self-Assessment: Work Values**  
Internship Proposals Due |
| Week 5 | **Resumes and Cover Letters Presentation**                              |
| Week 6 | **About Portfolios; Resume & Cover Letter Critique**  
– will meet in _____ (computer lab)  
Mahara & e-portfolio workshop with Laurie Miles  
Resume & Cover Letter drafts due  
(Last day to withdraw from courses is ______.) |
| Week 7 | **Self-Assessment Debrief & Career Development Activity**  
Assessments due (Interests, Personality) |
| Week 8 | **Interviewing Skills**                                                  |
| Week 9 | **– No Class – SPRING BREAK!**                                           |
| Week 10| **Job Fair Prep, Networking, & Professional Dress**  
Informational Interviews due  
Mid Term Evaluations by supervisor due  
Mid Term Time Logs due |
| Week 11| **Attend Job Fair - no class meeting today**  
**Job & Internship Fair**  
Tuesday, ____________, drop by between 11:00am-2:00pm  
Wilma M. Sherrill Center - Kimmel Arena Concourse Area |
| Week 12| **Job Search Strategies, & Online Image/LinkedIn**  
Mock Interview Feedback Forms Due (interviews took place in Career Center.) |
| Week 13| **Graduate School Prep and about the GRE**                               |
| Week 14| **Share Portfolios & Presentation Prep**  
– Will present semester internship/projects and represent internship site at the Celebration of Service-Learning, Internships & Service on ______.  
Portfolios due |
| Week 15| **Final Class Meeting – Closing Activity & Final Paperwork Due by Reading Day ____:**  
Final Time Log, signed; Final Evaluation by employer; Student Evaluation of internship site;  
Revised Internship Proposals; 2nd career-related event reflection. |