IST 373 Syllabus
Internship – Exploring Career Choices
Location: Owen 302B
Tuesdays - 3:10-4:40

POLICIES:
IST 373 will meet once weekly for 90 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. Office is located in the Career Center.

The Career Center is open M-F, 8am-5pm, 259 Highsmith Union. Additional resources are available on the Career Center website: career.unca.edu

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>
</tr>
</thead>
<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>
</tr>
<tr>
<td>D</td>
<td>360-419</td>
</tr>
<tr>
<td>F</td>
<td>360 or less</td>
</tr>
</tbody>
</table>

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 $23 a semester and all other internships are $10 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**

*All assignments and related handouts/materials will be available on Moodle.*

**Before Class starts, complete the Internship Agreement Form, signed by student and site supervisor.**

50 Points  
Complete an Internship Proposal and Code of Conduct and Confidentiality. You may view a sample proposal on Moodle.

70 Points  
**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.

100 Points  
**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.

50 Points  
Attend at least two professional development events related to your career interests (25 points each).
   1. One of the two events should be the spring Job & Internship Fair. 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. Check the Career Center’s Calendar of Events, or programs in your department.

25 Points  
Complete Self-Assessments (ex: MBTI and STRONG) and/or other self-assessment tools from the Career Center’s website. See Moodle for details.

30 Points  
Complete a mock interview in the Career Center with a Career Counselor. Schedule your appointment online, or contact the Career Center. Schedule early, as counselor schedules fill up quickly!

75 Points  
**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.

75 Points  
**Journal** – Students will keep a personal journal to reflect on their internship experience, the required readings, and respond to open ended-prompts to help them integrate their experiences.
Internship Presentation – In lieu of the final exam, students will present their semester internship/projects and represent your internship site at the Celebration of Service-Learning, Internships & Service (tentative schedule: April 22, 2015).

Informational Interview - Students will do an informational interview with a professional in their field of interest and submit notes from the interview.

Student Feedback of Employer - Your feedback is important to us in order to be able to better serve UNC Asheville students in the future.

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 expected to actively participate! The class may include class discussions, activities, outside assignments, guest speakers, readings and reflection.

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. 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 70 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

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.

Inclement Weather – if UNC Asheville classes are cancelled due to weather issues, or inclement weather prevents safe travel to your internship location, you are advised to contact your internship site supervisor to notify him/her of your absence. In this case you may be allowed to work on projects remotely based on the needs of your site and with permission of your site supervisor. Ask your supervisor about additional weather policy of the organization.

Special Accommodations

Accommodations for Students with Disabilities: UNC Asheville is committed to making courses, programs and activities accessible to persons with documented disabilities. Students requiring reasonable accommodations must register with the Office of Academic Accessibility by providing supporting documentation. All information provided will remain confidential. For more information please contact the Office of Academic Accessibility at (828)232-5050 or academicaccess@unca.edu or visit oaa.unca.edu

Textbook

Text for this course and weekly reading assignments will be from “Getting From College to Career: 90 Things To Do Before You Join the Real World,” by Lindsey Pollak.

*Syllabus and class schedule of activities is subject to change; if changes are made, you will be notified in class and through weekly updates on Moodle site.