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

**SCHEDULE:** (each week includes group discussion & reflection on internship, select readings from text, “Getting From College to Career,” by Lindsay Pollak, in addition to special topics/activities listed below.)

**Week 1 (1/13) Introductions, Review Syllabus and Assignments**
- All outstanding Internship Agreement Forms due
  (Last day to drop/add is Weds. Jan. 14.)
- Read Introduction of “Getting from College to Career”

**Week 2 (1/20) Introduction to Self-Assessment & Career Planning**
- Read Chapter 1 “Get Started,” & Chapter 2 “Stop Being a Student and Start Being a Professional”
- Journal Entry- Start Your “Really Big List” (pg. 50)

**Week 3 (1/27) Self-Assessment - Skills, and about Informational Interviews**
- Code of Conduct due
- Discuss Chapter 1-2 & “Really Big List”
- Read Chapter 3 “Figure Out What You Want…. And What You Don’t”
- & Chapter 4 p. 98-113 (about Informational Interviews)

**Week 4 (2/3) Self-Assessment: Work Values**
- Internship Proposals Due
- Discuss Chapter 3 & share internship goals
- Read remaining part of Chapter 4 “Talk. Listen. Repeat. (i.e., Network)”
- Journal Entry- What are your initial reactions to your first internship weeks? What are you looking forward to? Is there anything you are disappointed about? What is going to be your biggest challenge in this internship?

**Week 5 (2/10) Resumes and Cover Letters Presentation**
- Discuss Chapter 4, Read Chapter 7 “Market Yourself on Paper and Online”

**Week 6 (2/17) About Portfolios; Resume & Cover Letter Critique**
- Resume & Cover Letter drafts due; resume critiques
- Discuss Chapter 7, Read Chapter 5 “Gain Real World Experience”
- Journal Entry- How has your perception of the internship/organization changed since you started the internship? What is surprising you about this internship?

**Week 7 (2/24) Self-Assessment Debrief & Career Development Activity**
- Self-Assessments due
- Discuss Chapter 5, Read Chapter 6 “Give Yourself an Edge”
  (Last day to withdraw from course is Jan. 28th)

**Week 8 (3/3) Interviewing Skills**
- Discuss Chapter 6, Read Chapter 9 “Overprepare for Interviews”
- Journal Entry- What do you think are your strongest attributes as an intern? In what ways do you feel like you can improve your performance?

**Week 9 (3/10) No Class – SPRING BREAK**

**Week 10 (3/17) Job Search Strategies, & Online Image/LinkedIn**
- Informational Interviews due
- Mid Term Evaluations by Supervisor due
- Mid Term Time Logs due
Sample Journal Entry due (submit one of 4 assigned)

**Week 11 (3/24) Job Fair Prep, Networking, & Professional Dress**
Discuss Chapter 9, Read Chapter 8 “Find Opportunities”
Mock Interview Feedback Forms Due (interviews took place in Career Center.)

***Also Attend Job & Internship Fair, Thursday, March 26, 2015***
drop by between 11:00am-2:00pm
Wilma M. Sherrill Center - Kimmel Arena Concourse Area

**Week 12 (3/31) Graduate School Prep and the GRE**
Read Chapter 10 “Before You Head Off into the Real World…”
Journal Entry- What was your biggest success in this internship? What changes would you make if you had the chance to do this over again?

**Week 13 (4/7) Activity TBA (Topic by class request, or guest speaker by request)**
Discuss Chapter 10

**Week 14 (4/14) Share Portfolios & Presentation Prep** – Portfolios due; Students will present semester internship/projects and represent internship site at the **Celebration of Service-Learning, Internships & Service** (tentatively scheduled for Weds. April 22, 2015, 3-5pm.)
Final Journal Entry- What did you learn about yourself through this experience? How are you different than you were when you started this experience? What was your biggest success or contribution to your organization? What did you learn from your challenges in this experience?

**Week 15 (4/21) Final Class Meeting – Closing Activity & Final Paperwork Due by Reading Day - Tuesday, 4/28:**
Final Time Log, signed; Final Evaluation by employer; Student Evaluation of internship site; Revised Internship Proposals; 2nd career-related event reflection write-up; final journal entry due.