

SYLLABUS

BA 453, Internship

Summer 2008

DETAILS:

- Credits: one, two or three (see below)
- Prerequisites: 3.0 GPA in all ACCT and BA courses, upper-division standing, and permission of instructor
- Offered autumn, spring, summer
- Professor: Susan Herman
- E-mail: ffsjh@uaf.edu
- Office Hours: This is an on-line course, and we will communicate weekly via e-mail

COURSE GOALS:

1. Sharing internship experiences, in order to learn from one another
2. Focusing on networking, making the most of the internship experience
3. Professional development, professional behavior and business etiquette
4. Applying theoretical learning in a hands on work project
5. Doing primary and secondary research (learning by studying, learning by doing)
6. Building a professional portfolio project
7. Building a resume
8. Developing interpersonal skills on the job
9. Supporting classmates in their learning

INSTRUCTIONAL METHODS:

One-on-one meetings with each intern every other week. In person if possible, on e-mail or phone if necessary. One meeting each semester with each job supervisor. Coaching of interns and supervisors to make the most of the learning opportunity an internship affords.

REQUIREMENTS for ALL INTERNSHIP STUDENTS:

- Have a job site at which you can develop an internship project
- Have a job supervisor willing to support your internship
- With the help of your job supervisor and instructor, develop a practicum project worthy of the appropriate number of credits
- Write a learning contract outlining what your practicum project, have it signed by your job supervisor, yourself and instructor. The learning contract should specify your specific learning goals, the method by which you will fulfill those learning goals, and the due dates by which you intend to complete each aspect of the practicum as determined by you, the instructor and your job supervisor.

REQUIREMENTS FOR THOSE ELECTING 3 CREDITS:

1. Work a minimum of 20 hours per week at the internship site
2. Write a major research paper on the topic of your practicum project.
3. Hand in a weekly learning journal of your time at work in which you record thoughts, feelings, observations that help you understand the professional challenges you're facing.
4. Fulfill your practicum contract by completing the written project.
5. Present the project orally at a public forum set up by SOM.
6. Write a final summary paper on what you learned from the practicum experience.

REQUIREMENTS FOR THOSE ELECTING 2 CREDITS:

1. Work a minimum of 15 hours per week at the internship site
2. Maintain a learning journal of key events and challenges, as the basis for your final reflection paper.

3. Items 4-6 above.

REQUIREMENTS FOR THOSE ELECTING 1 CREDIT:

1. Work a minimum of 10 hours per week at the internship site.
2. Fulfill items 4-6 above.

ROLE OF THE INSTRUCTOR:

- Meet with each internship student and his/her job supervisor either in person or on-line to negotiate an appropriate learning contract.
- Correspond with or meet in person once every fortnight with internship student to evaluate progress and troubleshoot (many internships take place away from Fairbanks, so the course is set up to run on Blackboard.)
- Evaluate student progress at mid-term
- Serve as a liaison with job supervisor to trouble-shoot any issues with the student.
- Set up presentation of internship projects and host these presentations.
- Evaluate students' written and oral work, and with input from the job supervisor, the student's on-the-job performance. Determine the student's grade.

ASSIGNMENT VALUES:

- Learning Contract 25 points (for all students)
- Internship project 200 points (for all students)
- Presentation of project 50 points (for all students)
- Reflection paper 50 points (for all students)
- Research Paper 75 points (for students earning 3 credits)
- Weekly Journals 100 points (for students earning 3 credits)
- Weekly Journals 50 points (for students earning 2 credits)

The project will be presented September 6, 2007 at 4:30 in the Dean's conference room. A grade (letter grade) for the course will be determined after the presentation of the internship project. Grades will be awarded on an absolute scale. Each student's approach to fulfilling his/her learning contract will form the basis for the grades for assignments as outlined above.

STUDENTS WITH SPECIAL NEEDS: Students with learning or other disabilities who may need classroom accommodations are encouraged to make an appointment with the Office of Disability Services (7043). Please meet with me during office hours so I can provide the appropriate accommodations and supports to assist you in meeting the goals of the course. I encourage you to working with the Writing Center (8th floor, Gruening, 474-5314) and/or Office of Student Support Services (508 Gruening, 474-6844), both of which provide excellent advice, tutoring and assistance.

COURSE SCHEDULE: Each student's schedule is individually set with the instructor.