

## **Advanced Internship Practicum in ARHU ARHU 489 (3-6 credits)**

### INTERNSHIP COORDINATOR

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This course is intended to be a third (or fourth) internship experience for the student. Students must have completed ARHU 486 before they are eligible to enroll. Students may take on a new internship experience, or substantially deepen a current or former internship experience at a site where they have previously interned. In consultation with the faculty supervisor, some remote/online internships may also be eligible.

### COURSE OBJECTIVES

Students will:

- Gain valuable career related or other workplace experience under professional guidance and supervision;
- Have extended opportunities to utilize some of the ideas, theories, and techniques learned in college courses;
- Acquire interpersonal skills which will allow for effective interactions and cultural understandings of the needs and expectations of different audiences;
- Enhance their reflective and professional writing skills.

### REQUIREMENTS

This course has eight components:

- (a) Your actual internship
- (b) Bi-weekly time and activity logs
- (c) A final reflection paper
- (d) A midterm meeting with Dr. Nadler
- (e) A professional writing sample in the form of a brief, review, proposal, etc.
- (f) Development of a cover letter and resume for multiple audiences
- (g) A professional electronic portfolio based on your internship experiences
- (h) A midterm evaluation from your site supervisor

Your grade for this class will be determined by your performance in all eight areas, as well as your ability to meet deadlines, follow assignment guidelines, and your site supervisor's midterm and final evaluations.

This internship course requires that students:

- (1) Comply with all rules, regulations, and policies of the internship site/organization.\*
- (2) Perform to the best of their ability the tasks assigned by both the faculty and site supervisors
- (3) Complete course assignments and internship duties according to the due dates.

*\*Please note that student interns cannot work more than 8.5 hours per day, except in unusual circumstances.*

## STUDENTS WITH DISABILITIES

I will make every effort to accommodate students who are registered with the Disability Support Services (DSS) Office and who provide me with a University of Maryland DSS Accommodation form which has been updated for the current semester. This form must be presented prior to the beginning of your internship.

## ACADEMIC INTEGRITY

The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. This includes hours worked at your internship and job/professional responsibilities. For more information on the Code of Academic Integrity or the Student Honor Council, please visit <http://www.shc.umd.edu>.

### Professional responsibilities

This course provides an invaluable opportunity to develop your professionalism. In addition to completing and submitting all assignments on time, please remember to engage in professional communication. This means that you should use a formal style in your emails and voice messages for class and for your internship obligations. This would include using an appropriate subject heading, greeting, complete sentences in the body of your message, and an appropriate sign-off. Please review email etiquette from any credible source such as [Microsoft Office Online](#).

Please note that late assignments will be marked down 10% per day (including weekends), unless prior notification has been made. It is the student intern's responsibility to ensure that all paperwork is submitted and received on time.

### Assignment Guidelines

The assignments in this course are designed to contribute to your overall development as a para-professional through a variety of activities, each building upon the other. This is a course where your academic work will reflect itself in the professional environment where you are interning and vice versa. You should be aware that this is not a "credit for work" experience, and you should be prepared for the rigors of an academic course while participating in the professional internship environment.

### Assignment Guidelines:

**All written assignments must:**

- be typed and submitted via hard copy or MS Word attachment on or before the due date;**
- use white paper and black ink;**
- use 1-1.25" margins;**
- use 12 point type and Times New Roman font;**
- be double spaced.**

Assignments not following these criteria will lose one letter grade. Cite sources, if used, using MLA or APA style. These are graded college writing assignments; spelling, grammar, and organization count.

***Please make sure to carefully proofread your work!***

**I: Time and Activity logs (to be submitted every two weeks) (10% of grade)**

The time and activity logs are designed to help you see where you start professionally in your internship and how you progress over the course of the semester as your experiences grow and change from week to week. If you find that you are doing too much work that is clerical in nature, you will work with the course instructor to ensure that you are engaging in appropriate activities for academic credit, and developing valuable skills for the professional workplace.

Utilizing the ARHU internship time and activity log forms, you will submit electronic copies every two weeks once you begin your internship. Please carefully note the due dates and dates covered for each timesheet as late timesheets are marked down 10% per day for each timesheet missed and for each day they are late. These forms should be uploaded into an email and sent to arhuinternships@umd.edu according to the deadlines. You should also plan to save a copy of your time and activity sheets. Dr. Nadler will not be able to continually update you on your hours completed or remaining.

**List the total number of hours each day you intern as follows: 9/2; 9/3; etc. 3.5 hours; 5.5 hours; etc. The timesheets will automatically total the hours for each period. Please only use 15 minute increments – so 6 hours and 15 minutes would be 6.25; 6 hours and 30 minutes would be 6.5; 6 hours and 45 minutes would be 6.75.**

In the space provided, please list your primary activities for that two week period. Please provide a comprehensive description; just writing "web analysis" for two weeks is not enough.

**Please note that students can only earn hours while working at an official actual or sponsored work site. Hours cannot be earned remotely or by working from home. Students are also not permitted to work in a private residence with a home office, etc.**

In order to receive the designated number of credits for the internship, the appropriate number of hours MUST be worked. Students will not be able to adjust the credit hours after the drop-add period. Students failing to work the correct number of hours will lose one letter grade per credit underworked. Please make sure you have calculated the actual number of hours you plan to work PRIOR to registering for the course. In case of inclement weather or illness, please contact Dr. Nadler to discuss accommodations. *Please note that students are only given credit for not working on University-observed holidays (Labor Day, Thanksgiving, etc.) or when the University is closed/delayed for inclement weather~ student interns are not given credit for non-approved holidays or vacations (Veteran's Day, Columbus Day, spring break, teacher in-service days, etc.). The student intern is solely responsible for ensuring they are able to complete their correct hours prior to the end of classes each semester.*

3 credit internship: 135 hours on site  
4 credit internship: 180 hours on site

5 credit internship: 225 hours on site  
6 credit internship: 270 hours on site

*"Hours on site" **does not include** commute time or time worked at home unless you are approved in advance by Dr. Nadler to work remotely/virtually.*

**II: Final Reflection Paper (20% of grade)**

As a student completing a third or fourth internship, you bring a certain level of knowledge and understanding with you already, and this paper is a place for you to continue to explore the nature of your professional experiences and development. Designed as a direct way for you to focus on your

continued professional development over the course of the term, please use it to further your understanding of how professionals develop through different experiences and the feedback process.

You are encouraged to thoughtfully reflect upon and respond to the specific work environment, professional responsibilities, and your own role in the organization. What do you find to be the strengths that you possess that might contribute to the overall success of an organization? What skills do you need to continue to develop? What type of feedback do you find the most valuable? The least valuable? If you were “in charge” what decisions would you make about the future of the office/organization? Where might you see yourself/the organization in three years? What goals do you think are the most important for the organization, both short and long term? What role would you play in helping the organization to accomplish those goals as an intern? As a supervisor? As “the boss/director?”

### **III: Midterm Meeting (5% of grade)**

The goal of the midterm meeting is to have a formal check-in about the status of your internship experience. At the meeting, we will review your first journal and the tasks about which you are writing on your timesheets. We will also review your midterm evaluation from your site supervisor. You will start to think about how you plan to put together your final portfolio, and you will be asked to consider 2-3 things that you are either not currently doing at your internship that you would like to do, or that you are doing a little bit of but where you would like to gain more experience. This might also be the time to discuss whether or not you are happy with the direction and progress of your internship, and you will reflect on what you would like to accomplish with the remaining 6-7 weeks. You might be encouraged to conduct some informational interviews with people at your internship site to broaden your perspective of the industry/career field.

You will receive an email approximately midway through the semester to come in and meet with Dr. Nadler to review your course progress.

### **IV. Professional Writing Sample (15% of grade)**

You will create a professional writing sample reflecting the work you are doing in your current internship. It can be in the form of a briefing, review, proposal, press release, etc. The sample must reflect “best practices” for the industry in which you are interning. You will review your sample with your site supervisor, who will provide some written and/or verbal feedback on your efforts.

### **V. Cover Letter and Resume Assignment (10% of grade)**

You will create resumes and cover letters for at least 2 full time employment positions for which you might be eligible. You are encouraged to work with the ARHU Career Center liaison on this assignment.

### **VI: Final Project Portfolio (25% of grade)**

The project is comprised of two parts:

- (1) An electronic portfolio containing examples/samples of work you produced during your internship that reflect at least five different areas in which you are gaining experience. This can include press releases, project designs, video productions, etc., but must reflect the overall experience in some way. For example, even if you wrote press releases every week, that would only be considered one area. Each work sample you provide needs a 1-2 paragraph explanation that provides a context for the sample. Please contact Dr. Nadler if you are not sure what to include in your portfolio. You will use weebly.com to create your portfolio.

Please think of this project not as a class assignment, but as a professional tool that you can show to potential employers. Make sure that it is clear to a potential future employer what you did, what role you played, and what you gained as a result of the experience.

- (2) Write a letter to future ARHU students discussing your internship experience. Discuss what you gained as a result of the internship, whether you would intern there again, and why/not. Do not sign your name!!! This should not be included in your electronic portfolio and should be attached as a separate document. Please follow the written assignment guidelines (double spaced, TNR font, etc) for this part of the portfolio.

Upon submission of your final portfolio, Dr. Nadler will review it and send suggestions for revision. You will have until the posted deadline to revise your portfolio and resubmit it. Students who choose not to revise their portfolios, or fail to submit them by the deadline, may be penalized.

*Please note: As a student completing a third or fourth internship, the standards of evaluation will be significantly higher than for a student who has not done an internship previously. Please plan to put some significant time and effort into making your portfolio a "true" reflection of a professional experience. Sample/model portfolios are available for review; please contact Dr. Nadler at least a week prior to the deadline to review them.*

#### **VII: Midterm Supervisor Evaluation (5% of grade)**

Your site supervisor must complete and submit a Midterm Intern Evaluation. The evaluation form will be sent to you directly via email attachment. It is your responsibility to forward it on to your supervisor. Supervisors need to return the forms directly to Dr. Nadler via email attachment or fax. Please make sure your supervisor is aware of the due date since late evaluations may not be able to be considered.