

Internship Practicum in the Arts and Humanities
ARHU 486 (3-6 credits)

INTERNSHIP COORDINATOR

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COURSE OBJECTIVES

Students will:

- Gain valuable career related or other workplace experience under professional guidance and supervision;
- Have opportunities to utilize some of the ideas, theories, and techniques learned in college courses;
- Develop or enhance their reflective writing skills.

REQUIREMENTS

This course has nine components:

- (a) Your actual internship
- (b) Professionalism requirement
- (c) Time and activity logs
- (d) Two reflection papers
- (e) A midterm meeting with Dr. Nadler
- (f) A cover letter and resume assignment
- (g) Participation in an interview assignment or a professional writing sample assignment
- (h) Participation in one career workshop
- (i) A professional portfolio based on your internship experiences

Your grade for this class will be determined by your performance in each of these 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 Accessibility and Disability Services Office (ADS) and who provide me with a University of Maryland Accommodation form which has been updated for the current term. 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>.

ASSIGNMENTS AND GRADING

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.

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.

I: Professionalism requirement (5%)

This course provides an invaluable opportunity to develop your professionalism. It will involve the following areas:

- (1) All assignments (including timesheets) must be submitted on time and with the correct formatting. They should be proofread and free from grammatical/spelling errors.
- (2) You will need to engage in professional communication. This means that you should use a formal style in your emails 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. If you are not sure of proper email etiquette, please ask.
- (3) You need to be on time for meetings and for your internship; punctuality is essential and expected.

Written Assignment Guidelines:

All assignments will:

- be typed and submitted via 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!

II: Reflection Papers (20% of grade)

As a student completing a second internship, you bring a certain level of knowledge and understanding with you already, and these reflections are 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 them to further explore your understanding of how professionals develop through different experiences and the feedback process.

A. Reflection Paper 1: *Minimum length: 3-5 pages + cover page*

This reflection should have a cover page which includes a 100 -150 word description of your internship location, hours, and responsibilities. Please also include any new contact information for yourself and your supervisor if it has changed from the original contract.

You are encouraged to thoughtfully reflect upon and respond to the specific work environment, professional responsibilities and your own role in the organization. Try to make some thoughtful connections about previous work experiences/jobs, your classes at Maryland and your internship. What role do you think you are playing in the organization? How are your strengths being utilized thus far? How are your weaknesses being challenged/further developed? What are some ways you might be able to improve your performance?

B. Reflection Paper 2: *Minimum length: 4-6 typed pages*

This reflection should be based on your entire internship experience. Please respond to the following:

- (a) Discuss the expectations you had of this internship when you chose it and whether those expectations have been met or changed as a result of the actual experience.
- (b) How is your internship experience connected with your academic studies?
- (c) What was the highlight of your internship?
- (d) Discuss a conflict or disappointment you experienced through your internship.
- (e) What are the most important skills you developed and the most critical knowledge you gained during your internship?
- (f) How do the skills and experiences gained in this internship differ from your previous internship experience?
- (g) Honestly and objectively evaluate your work, performance, and contribution as an intern. What were your most important and least important contributions?
- (h) Assess your on-site supervision of your internship. How have you responded to feedback and constructive criticism? What methods were used to give your feedback?
- (i) What lessons have you learned as a result of your internship experiences from which future student interns can benefit?
- (j) Would you recommend this internship to another UMD student? Why/why not? Be specific.

III: 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.*

IV: Career Session (10% of grade)

ARHU has worked with the Career Center to design a special series of workshops intended for ARHU majors. You may attend one of the ARHU Career Events, or participate in an ARHU-sponsored Career Shuttle or Intern-for-a-Day event, or attend one of the Industry Networking Series events (hosted by the Career Center). Other options will be announced via email. Please note that all sessions must be relevant to ARHU majors.

After you attend the session, you will write a 1-2 page response about what you learned, whether or not the session was helpful, etc. The deadline for this response is 1 week after each session. If you are unable to attend one of the scheduled sessions, please speak with Dr. Nadler to make an appropriate substitution.

If you attend two or more sessions, you will receive 5% extra credit for your final grade in the course.

V: Resume and Cover Letter Assignment (5% of grade)

You will be required to submit a professional resume and cover letter for at least one full time employment position for which you might be eligible (use Careers4Terps to find a position for which you might be suited). The assignment should be sent as a PDF attachment. Once I receive it, I will give it to the Career Center@ARHU liaison for review. You will receive written feedback at your midterm meeting. Based on her comments, you will need to review, revise and resubmit as part of your final portfolio assignment.

VI: Interview assignment or Professional Writing Sample assignment (10% of grade)

1. Create an account at <https://umd-collegepark.interviewstream.com>
2. Click the box to "Conduct an Interview" and then click "Created for Me" to look for the "ARHU Internship Course" button. You will also see a description that says "Dr. Nadler's internship courses."
3. After you complete the interview, watch it and fill out the self-assessment form (located beneath the video window).
4. You will also receive feedback from Kate Juhl via email within 7 days.
5. If you have any questions about Interview Stream, please email Kate Juhl at kjuhl@umd.edu.

OR IF YOU HAVE ALREADY COMPLETED THE INTERVIEW ASSIGNMENT:

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.

VII: 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 and your resume assignment. 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.

VIII: Final Project Portfolio (25% of grade)

The project is comprised of two parts:

- (1) You will use weebly.com to create an electronic portfolio containing a discussion about/examples/samples of work you produced during your internship that reflect at least five different areas in which you are gaining experience. While this can include press releases, project designs, video productions, etc., it must also reflect the overall experience in some way and include a substantive discussion of how the experiences you had are transferrable to future positions. For example, a future employer is not necessarily interested in the specific press release or graphic design layout you did for your internship. However, they will be interested in what you learned about networking, audience analysis, demographics, external communication, etc. Each tab should include appropriate graphics/pictures and text that would help a future employer understand what you did and what you learned about each specific area that you choose to highlight. Please contact Dr. Nadler if you are not sure what to include in 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) You will submit your updated resume and cover letter reflecting the Career Center liaison's suggestions. The resume can be included on your weebly site if desired.

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 second 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.

IX: Supervisor Evaluations (10% of grade)

Your site supervisor must complete and submit a Midterm and Final Intern Evaluation. Dr. Nadler will email these directly, so please inform her ahead of time if your supervisor changes/has a different email address from the one on your application.