

Internship Practicum in the Arts and Humanities: Summer session ONLY
ARHU 286/386/486 (3-6 credits)

INTERNSHIP COORDINATOR

Dr. Paula Nadler, arhuinternships@umd.edu
1120 F.S. Key Hall
301-405-2108

STUDENT ELIGIBILITY REQUIREMENTS

- Internship must be in an ARHU field/have an ARHU focus (ARHU major/minor not required)
- Completed 12+ credits on campus
- Minimum GPA: 2.5

INTERNSHIP ELIGIBILITY REQUIREMENT

The experience and responsibilities must be new to the student; the internship cannot be a continuation of a current internship or one which was previously completed.

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 internship course requires that students:

- (1) Confirm their internships and submit a completed learning contract to Dr. Paula Nadler in 1120 Key Hall. Students will need to meet with her in order to complete the approval of this Contract and must register for this course prior to the end of schedule adjustment for the first summer session.
- (2) Comply with all rules, regulations, and policies of the internship site/organization.*
- (3) Perform to the best of their ability the tasks assigned by both the faculty and site supervisors.
- (4) 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

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.

All assignments will be typed and submitted via email attachment/scan on (or before) the due date. Please use white paper, black ink, 1-1.25" margins, 12 point type, and Times New Roman font. All papers should 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: Reflection Papers (30% of grade)

Depending on how many credits you are receiving you will write either weekly or bi-weekly reflection papers. Each reflection should explore your primary activities. This is not intended to be solely a chronological list of activities. Try to focus on what you are doing and learning about the organization, work environment, and yourself as a professional. Instead of just recounting what you did, reflect on the industry in which you are interning. Who are the people who work in it? How you are being supervised? What are the goals in the business and how do they use people to achieve those goals? Use your internship journal as an opportunity to consider your internship experience from a holistic perspective, considering how people in the environment interact with each other and the profession. Make sure to assess your own role as an intern in the environment as well. Entries should generally be 2-3 pages, although longer journals are certainly welcomed. These reflections should be emailed to Dr. Nadler (arhuinternships@umd.edu) by 8:00 am on Mondays.

3-4 credits: bi-weekly

5-6 credits: weekly

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

You are required to submit time and activity logs, utilizing the ARHU Internship time and activity log forms, every two weeks once you begin your internship. Failure to submit time logs every two weeks will result in the loss of a letter grade for your internship. Please carefully review the due dates for each timesheet. These forms are writable/savable PDFs and should be completed and attached to an email and sent to arhuinternships@umd.edu. You should also plan to keep 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 (e.g. 6/3: 3 hours, 6/4: 4.5 hours, etc.), total the hours for each timesheet and in the space provided, please list your primary activities for that two week period.

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 (Memorial Day, 4th of July, 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, 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

5 credit internship: 225 hours on site

4 credit internship: 180 hours on site

6 credit internship: 270 hours on site

*"Hours on site" **does not include** commute time or time worked at home.*

III: Resume Assignment (5% of grade)

DUE DATE: July 16 (8am)

You will be required to submit a professional resume. It should be sent as a PDF attachment. Once I receive it, I will give it to the Career Center@ARHU liaison for review. Based on her comments/suggestions, you will revise your resume and include it as a part of your final portfolio assignment.

IV: Interview assignment (10% of grade)

DUE DATE: August 6 (8am)

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 SUMMER 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.

V: Site Assessment (10%)

DUE DATE: August 13 (8am)

One of the most important parts of any professional development experience is understanding how people work together within an organization. You will receive a grid after you submit your first timesheet/reflection in which you reflect on the team process, team accountability and team climate/culture for the organization in which you are interning.

VI: Final Project Portfolio (30% of grade)

DUE DATES: August 6 (8am); August 17 (8am)

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. 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 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.**
- (2) Your updated resume.

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.

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: Sample/model portfolios are available for review; please contact Dr. Nadler at least a week prior to the deadline to review them.

VII: Supervisor Evaluations (5% of grade)

Your site supervisor must complete and submit a Final Intern Evaluation. The evaluation form will be sent directly to your supervisor. It will be your responsibility to ensure that I know your end date so I can send the evaluation form in a timely manner.