

## Summer 2019 Liberal Arts and Sciences Internship – IDS4940

**Instructor:** Brittany Grubbs  
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**CLASS MEETING:** All course assignments will be through Canvas  
**TEXTS:** There are no texts for this course

### **COURSE DESCRIPTION:**

Internships provide students with opportunities to integrate classroom knowledge, skills and methods with professional roles, responsibilities and activities in supervised settings. IDS4940 is a 1-3 credit, web-based course designed to complement your internship experience through guided reflection, critical analysis, synthesis and discussion. This course is offered for academic credit, graded on a pass/fail basis and fulfills upper division elective credit requirements.

### **COURSE OBJECTIVES:**

This course is designed to help students:

- Identify, describe, and explain how the experience informed their sense of self and understanding of the internship area.
- Analyze themes, conflicts, and issues that emerged and describe and explain how they were addressed.
- Identify and connect the knowledge and/or skills gained in their coursework to their internship/practicum observations and experiences.
- Describe and explain how the experience will modify and/or support future behaviors, attitudes, and career development

University Policy on Accommodating Students with Disabilities: Students requesting accommodation for disabilities must first register with the Dean of Students. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

University Policy on Academic Misconduct: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code.

### **ASSIGNMENTS/EVALUATION:**

Assignments are due on the date posted below in the course schedule. Late work will not be accepted.

#### **1) Skills – Experience – Goals (8 pts each; total of 24pts)**

The goal of this assignment is for students to understand the connections between skills, experiences, and goals. Students must choose at least one skill from the list below, and share how this skill may impact your internship experience and professional goals. This assignment may be completed in either a Paper, Video, PowerPoint, or Podcast format.

- Paper submissions should be 1 page (12 point text, 1" margins, double-spaced)

- Videos or podcast submissions should be 3-5 minutes in duration.
- PowerPoints should be a minimum of 6 slides, and include a minimum of 150 words.

Skills:

Conflict identification and management  
 Managing success and failure  
 Building relationships and networking  
 Self-monitoring and project management  
 Office culture and work values  
 Team collaboration  
 Communications and Public Speaking

## **2) Strong Interest Inventory Assessment – 8 pts**

This assessment is designed to assist individuals in identifying their work personality based on interest in the following six areas: realistic, artistic, investigative, social, enterprising, and conventional. The Strong assessment will then provide you with compatible occupations.

## **3) A Day in the Life – 8pts**

Think about this assignment as if you were giving a tour to a friend or fellow student. Topics may include: daily responsibilities, different areas of the facility, introductions of fellow interns, etc. Be creative, and have fun! (*This is a video assignment*)

## **4) Elevator Speech – 8pts**

Imagine you are in an elevator, and someone asks you about your professional goals or career aspirations. If you only had 30 seconds – 1 minute to answer, what would you say? How would you express yourself? For this assignment, you must video or audio record yourself answering one of the following questions:

- Based on your experience so far, what is your dream job?
- How has this internship impacted your career goals?
- Where do you hope to be in three years?

## **5) Resume - 16pts**

Submit a current resume that includes the internship position in way that markets the skills you are gaining. I would highly encourage you to utilize the Career Resource Center's resume services. This assignment will be graded for content and form.

## **6) Internship Description - 8pts**

Write a one-page (12 point text, 1" margins, double-spaced) description of your internship and your internship site to be shared with other liberal arts students. The goal of this assignment is to help other students learn about the company or organization as a potential internship site by describing your role and responsibilities.

### **7) Midterm Evaluation – 8pts & Final Evaluation - 8pts**

Your supervisor will be asked to provide you (and our office) with feedback. The feedback will count as your midterm and part of your final grade.

### **8) Moving Forward Final Paper (12 Pts)**

*PART I:* If given the opportunity to continue this internship or choose a different (2<sup>nd</sup>) internship, what would you choose? Write a 1-page paper (12 point text, 1" margins, double-spaced) explaining your choice. If your choice is to participate in a DIFFERENT internship, include a job description or posting of this internship in your paper.

*PART II:* Now that you have completed this internship, what's next? Write a 2-page paper (12 point text, 1" margins, double-spaced) addressing the following questions:

- What are your future goals and how have they changed?
- What are the most valuable skills you have gained from this experience?
- If you had to repeat this internship, what would you do differently?
- How have your strengths and weaknesses changed as a result of this experience?

### **GRADING:**

This course is graded S-U only. In order to receive a Satisfactory grade in the course, students must earn 73 points out of 100 points and complete a minimum of 150 work hours over no fewer than 10 weeks.

Late work will only be given half credit. **FAILURE TO TURN IN ALL ASSIGNMENTS WILL RESULT IN AN AUTOMATIC FAILING GRADE.**

### **COURSE SCHEDULE:**

May 31	SEG Submission 1 Due
June 7	SDS Assessment Due
June 14	SEG Submission 2 Due
June 21	A Day in the Life Due
June 28	Midterm Evaluation Due
July 5	Elevator Speech Due
July 12	SEG Submission 3 Due
July 19	Resume Due
July 26	Internship Description Due
August 2	Moving Forward Paper Due
August 9	Final Evaluation Due