

Liberal Arts and Sciences Internship – IDS4940

INSTRUCTOR:	Nick Mrozinske
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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:

- 1) Identify, describe, and explain how the experience informed their sense of self and understanding of the internship area.
- 2) Analyze themes, conflicts, and issues that emerged and describe and explain how they were addressed.
- 3) Identify and connect the knowledge and/or skills gained in their coursework to their internship/practicum observations and experiences.
- 4) 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 Office (<http://www.dso.ufl.edu/drc/>). 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 at <https://sccr.dso.ufl.edu/students/student-conduct-code/>

ASSIGNMENTS/EVALUATION:

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

Supervisor's Goals and Learning Objectives

Journals

Journals should be 1 page (12 point text, 1" margins, double-spaced) and answer the questions related to the week.

Journal 1

What is your ultimate dream job (think five, 10 or 20 years down the road)? How can you use your current experience to reach that goal?

Journal 2

Picture yourself on the last day of your internship. What do you hope to have learned from this experience? What new skills will you have gained? How will you have changed?

Journal 3 - 5

For each journal, **choose one skill** from the list of transferable skills below and write how you have experienced and utilized it in your internship experience? How would you plan to develop and improve that particular skill in the future? Each journal must be on a different skill.

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

Journal 6

A UF student has been hired by your company/organization for the internship next semester. If the student were to ask you how to make the most of the experience, what advice would you give?

Resume

Midterm Evaluation & Final Evaluation

Academic Connection Paper

Write a 2-page paper (12 point text, 1" margins, double-spaced) demonstrating the connection between your academic studies and your internship. This should not necessarily focus alone on your major, but on the connections between skills you have gained in both major and non-major courses and the activities you do in your internship site. You can include:

- why you study what you study
- why you are interning where you are interning
- what the connection is between the two
- how your studies have helped you succeed at the internship
- how your internship will help you succeed in future classes

Final Paper (3 Parts)

PART I: 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. This should be a “Day in the Life” description with a summary of an intern’s typical day (time, responsibility, etc).

PART II: Write a one-page paper (12 point text, 1” margins, double-spaced) reflecting on your experience: what have you learned about the work environment as well as yourself. Part II will remain confidential.

PART III: Write a one-page (12 point text, 1” margins, double-spaced) response to the following scenario. Part III will remain confidential.

Scenario: In a future interview, a recruiter asks you why you would make an ideal hire. Using your internship as a foundation for the response, write a qualitative overview demonstrating your advantages over other candidates. Include in your overview the following:

1. Your top two or three strengths – try not to use the strengths most commonly repeated in interviews (communication, time management, organization, interpersonal).
2. Concrete examples of how you developed these strengths during your internship.

GRADING:

Satisfactory completion of all assignments and the mandatory minimum of 150 work hours over no fewer than 10 weeks are required in order to pass this course.

Course Schedule

MAY 22	Journal 1 Due
MAY 29	Journal 2 Due
JUNE 5	Journal 3 Due
JUNE 12	Journal 4 Due
JUNE 19	Midterm Evaluation
JULY 3	Journal 5 Due
JULY 10	Resume
JULY 17	Academic Connection Paper
JULY 24	Journal 6 Due
JULY 31	Final Paper & Final Evaluation Due