INTE 3901 – Integrative Studies Internship
Course Syllabus – Summer 2017

Course Description:

Number and Title:
INTE 3901
Liberal Studies Internship

Credit Hours:
3.0 semester credit hours (3-0-3)

Catalog Description:

This course is the principal “experiential learning” component of the Integrative Studies program. The placement site will be in a professional work environment related to the interests/career goals of the individual student. Collaborating business/agencies must agree to creating and supervising meaningful experiences that will allow students to observe and participate in projects and activities that bear directly on the challenges of the contemporary workplace. All final arrangements for the internship in INTE 3901 must be made with the approval of Ms. Vangela Humphries (678-466-4707).

Course Prerequisites and Co-requisites:
• Liberal Studies Major
• 2.0 GPA (Institutional)
• Completion of 60 semester credit hours
• Attend Career Services Workshop – Job Search Strategies

Computer Requirement:

Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access. For further information on CSU's Official Notebook Computer Policy, please go to http://www.clayton.edu/hub/Student-Services/ITPChoice/Notebook-Computer-Policy

Computer Skill Prerequisites:

• Able to use the Windows operating system
• Able to use Microsoft Word® word processing
• Able to send and receive e-mail using Outlook under Clayton State University e-mail system
• Able to attach and retrieve attached files via Georgia View □ Able to use a Web browser. □ Able to use a Web browser.

Use of Student Notebook Computers:

Computers will be required to access course materials, complete assignments and to communicate with our instructor.

Desire2Learn (Online Classroom):

On-line activity will take place in Desire2Learn, the virtual classroom for the course. You can gain access to Desire2Learn, by signing on to the SWAN portal and selecting: "D2L" on the top right side. If you experience any difficulties in Desire2Learn, please email or call The HUB at TheHub@mail.clayton.edu or (678) 466-HELP. You will need to provide the date and time of the problem, your SWAN username, the name of the course that you are attempting to access, and your instructor's name.
Major Student Activities:

You will be required to submit a total of (2) three-page reports (double-spaced, 12 point font, 1 inch margins). Essays/Reports (Reflective and Introductory) should include 3 pages of detailed narrative accounts of daily duties, responsibilities, expectations and overall career objectives. There should be a correlation to the courses/experiences and the internship. All assignments are due by midnight on the dates specified. Also, a record of your daily log of hours is required along with a revised resume and samples of your internship work.

Program Learning Outcomes:

A key element distinguishing the Integrative Studies Program at CSU from typical “general studies” majors at many other institutions is the requirement of a site-based internship. The internship combines traditional academic content, with an emphasis on communication and critical thinking, and an experiential or service-learning component.

Course Learning Outcomes:

Course Outcome 1: To apply the knowledge learned in the classroom to the work environment.

Course Outcome 2: To develop career knowledge of a specified position in order to pursue a particular interest or career goal.

Course Outcome 3: To enhance skill development and gain an understanding of the technical skills and knowledge required in the workplace.

Course Outcome 4: To heighten decision – making and critical thinking skills.

Instructor Information:

Instructor:

Vangela Humphries, M.Ed.
Phone: (678) 466-4707 Fax: (678) 466-4797
E-mail: VangelaHumphries@clayton.edu
Office:
Faculty Hall, Room #131-E

Office hours:

Tuesday & Wednesday
9:00 am – 12:30 pm
Appointment needed for other times.

Class Meetings:

There are no class meeting times; you will submit all assignments via Desire2Learn.

You can gain access to Desire2Learn, by signing in the SWAN portal and selecting:"D2L” on the top right side.

If you experience any difficulties in Desire2Learn, please email or call The HUB @ TheHub@mail.clayton.edu or (678) 466-HELP. You will need to provide the date and time of the problem, your SWAN username, the name of the course that you are attempting to access, and your instructor’s name.

Textbook Information:  No textbook is required.

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Essay</td>
<td>15</td>
</tr>
<tr>
<td>Resume</td>
<td>10</td>
</tr>
<tr>
<td>Discussion</td>
<td>10</td>
</tr>
<tr>
<td>Samples of Internship Work</td>
<td>15</td>
</tr>
<tr>
<td>Reflective Essay</td>
<td>20</td>
</tr>
<tr>
<td>Site Evaluation (Completed by Site Supervisor)</td>
<td>20</td>
</tr>
<tr>
<td>Time Log</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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</table>
Grading:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69%</td>
</tr>
<tr>
<td>F</td>
<td>below 60%</td>
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Mid-term Progress Report:

A mid-term grade will follow for the INTE 3901 course.

The last day to withdraw without academic accountability is Friday, June 23, 2017.

Course Requirements and Schedule:

- Students must have identified an appropriate internship site, completed all necessary paperwork, and obtained the required approvals for the learning agreement (see above) no later than the schedule adjustment deadline.

- Students must spend a total of 150 hours during the semester engaged in activities associated with their internship. (This means an average of 10 hours per week during fall or spring semesters or an average of 20 hours per week during the summer semester.)

- Students must activate their “CSU” account, and should check it at least twice each week. The course instructor will post important messages in Desire2Learn. Please note that you should submit all assignments via Desire2Learn.

- Success in INTE 3901 demands a basic level of computer skill. INTE 3901 requires that you are able to send and receive e-mail; that you have a basic understanding of word processing, including how to send a MS Word file via e-mail or via Desire2Learn; that you are able to access and use Internet resources; and that you
have a basic understanding of file management. If you do not possess these skills prior to entry into the course, then you should enroll in an appropriate workshop offered by the Hub. Information concerning these workshops can be found on the [Hub homepage](#).

**Course Outline**

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Welcome and Syllabus Review</th>
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<tbody>
<tr>
<td>Week 2</td>
<td>Complete internship hours at site 20-40 hours should be completed by this time (Keep a tally of hours on time log)</td>
</tr>
</tbody>
</table>
| Week 3 | Introductory Essay  
*Due on June 6* |
| Week 4 | Professional Resume  
*Due on June 13* |
| Week 5 | Discussion  
*Post by June 20*  
Complete internship hours at site 80-100 hours should be completed by this time (Keep a tally of hours on time log) |
| Week 6 | Samples of Internship Work  
*Due on June 27* |
| Week 7 | Complete internship hours at site 120-130 hours should be completed by this time (Keep a tally of hours on time log)  
**School Closed/Holiday July 3 and 4** |
| Week 8 | Reflective Essay  
*Due on July 11*  
Complete internship hours at site 140-150 hours should be completed by this time (Keep a tally of hours on time log) |
| Week 9 | Time Logs  
*Due on July 18* |

- **Introductory Essay:** At minimum, your essay should be two pages including a narrative description of the following: learning expectations of chosen internship, description of the internship objectives and duties, description of career goals and a description of the internship site.
Your essay must be a doubled-spaced Word document (12-point font, 1-inch margins) sent to the instructor via Desire2Learn. Failure to submit the essay in a timely manner will result in a lowering of the final course grade. This assignment has a maximum of 15 points.

- **Reflective Essay:** At a minimum, your entry should include a two page narrative detailing your accomplishments and/or challenges, **plus a one page of reflection** on what you’ve learned through these experiences.

  1. Share if the initial learning expectations/objectives were achieved or not.
  2. Share your identifiable weaknesses and/or strengths in regards to this internship with your plan for improvement.
  3. Share your personal development with observation and interaction of your supervisor and colleagues.
  4. As you reflect, share what you have learned during the internship and how the newly acquired knowledge will help you in achieving further academic and work related goals.

Your essay must be a doubled-spaced Word document (12-point font, 1-inch margins) sent to the instructor via Desire2Learn. Failure to submit the essay in a timely manner will result in a lowering of the final course grade. This assignment has a maximum of 20 points.

- **Resume:** The resume should model how you would present yourself for another internship or employment with this particular internship experience included. This assignment has a maximum of 10 points. Failure to submit the resume in a timely manner will result in a lowering of the final course grade.

- **Discussion:** The post should include a detail explanation with suitable relevance to the question. Respond to 2 classmates including your interpretation or inquiries.

Internships are an investment in your future. They provide you with the building blocks for your desired career goal. Share with your classmates in the discussion section of D2L how the internship experience thus far has **changed or**
confirmed your career goals. Explain your changes or confirmation and respond to at least 2 classmates with appropriate comments and/or inquiries. An example is in the content section of D2L.

This assignment has a maximum of **10 points**. Failure to post by the designated deadline will result in a zero for this assignment.

- **Samples of Internship Work:** Show proof of your internship work such as: Reports, Brochures, Proposals, Photographs, Memos, E-mail messages, Newsletters, Certificates, Newspaper Articles or Thank-You Notes. Each sample should be preceded by a summary sheet that explains the activity the item documents.

  You should include at least 3 different samples. Each sample is worth 5 points, with the maximum of **15 points**. Failure to submit the samples in a timely manner will result in a lowering of the final course grade.

- **Daily Log Hours:** List the dates and times that you’ve worked on the internship. Your site supervisor **must** sign the log sheet prior to you submitting the assignment on the specified due date. This assignment has a maximum of **10 points**. Failure to submit log hours in a timely manner will result in a lowering of the final course grade.

- **Site Evaluation:** Students will be responsible for ensuring the site supervisor return the “Employer Evaluation Form” within 1 week after it’s received, so the final course grade can be entered. The evaluation is forwarded by BridgetteMcDonald@clayton.edu in Career Services (subject to change, and if so, an update will be provided in the announcement section of D2L). The evaluation has a maximum of 20 points based on the recommended grade by your site supervisor with the following point scale. **A=20, B=16, C=14, D=12 and F=0**
Schedule for assignments:

<table>
<thead>
<tr>
<th>Entries</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Introductory Essay</td>
<td>June 6, 2017</td>
</tr>
<tr>
<td>Resume</td>
<td>June 13, 2017</td>
</tr>
<tr>
<td>Discussion</td>
<td>June 20, 2017</td>
</tr>
<tr>
<td>Samples of Work</td>
<td>June 27, 2017</td>
</tr>
<tr>
<td>Reflective Essay</td>
<td>July 11, 2017</td>
</tr>
<tr>
<td>Daily Log Hours</td>
<td>July 18, 2017</td>
</tr>
<tr>
<td>Site Evaluation</td>
<td>TBA</td>
</tr>
</tbody>
</table>

Course Policies:

General Policy
Students must abide by policies in the Clayton State University Student Handbook, and the Basic Undergraduate Student Responsibilities.

University Attendance Policy
Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades, and the students’ ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Course Attendance Policy

There are no meeting times for the internship course. All assignments should be completed 100% online. The required faculty mentoring session can take place face-to-face or via email; consult with your faculty mentor.
**Missed Work**
Without a valid excuse, zero points will be assigned for missed assignments. With a valid excuse and documentation to support the excuse, all late assignments will result in a deduction of 5 points. Assignments submitted 7 days after the specified due date will not be accepted. There is no make-up work, nor can discussions post after the designated deadline.

**Academic Dishonesty**
Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs. Judicial procedures are described at

http://adminservices.clayton.edu/judicial/

**Writing Assistance**
The goal of the Writers’ Studio is to give rise to better writers, not just to better writing. People who love to write, people who struggle mightily with it, and people who fall anywhere else on the spectrum can find a place at The Writers’ Studio—a place for students to come for writing guidance and feedback.

Each student may receive up to 90 minutes of assistance per day and 3 hours per week. Furthermore, both appointments and walk-ins are welcome. Here’s The Writers’ Studio’s contact information:

Location: Arts & Sciences Building, Room G-224  
Phone: 678.466.4728  
Email: ws224@clayton.edu  
Website: http://clayton.edu/writersstudio

Visit The Writers’ Studio at http://clayton.edu/writersstudio or schedule your appointment online at http://clayton.mywconline.com (Note: first-time users need to complete a one-time registration prior to using the online appointment website).
Disruption of the Learning Environment

Behavior which disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples includes belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If the student is found in violation, a student may be administratively withdrawn and may receive a grade of WF. More detailed descriptions of examples of disruptive behavior are provided in the Clayton State University Academic Catalog and Student Handbook starting on page 8.

Last day to withdraw without academic penalty: Friday, June 23, 2017.

Last update: May 2017