

Internship Syllabus

Credit-bearing Internships through the Career Development Center

Course 398 / 498

SMCM Career Development Center

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smcm.edu/careercenter

Open Advising Hours: Mon-Fri 1-3PM, and by appointment

This syllabus includes an overview of the process of obtaining academic credit for an internship through the Career Center. It includes information on eligibility, registration, and requirements. All documents referenced in the syllabus are available electronically in HireSMCM. Please contact us with questions.

Grading Scale/Credit Evaluation

All grades are either credit (CR) or no credit (NC). Credit evaluation is based on the specifics of the Learning Agreement, satisfactory completion of the Academic Project and Professional Development Assignments, and the completion of on-site hours. The Intern may be asked to revise any assignments that are found to be insufficient. A letter grade for the Academic Project may be placed parenthetically on the transcript, though it will not be included in GPA calculation. Grades for internships are due at the conclusion of finals week of the semester.

Required Components:

- Professional Development Assignments submitted to HireSMCM
- Academic Project Submitted to and approved by Faculty Sponsor
- On-site hours as dictated in the Learning Agreement (tracked by Intern weekly in HireSMCM and submitted by Site Supervisor at the end of the internship)

Internship Hours

Internships range from 4 to 16 credits. The number of credits that may be earned directly correlates to the number hours onsite (1 credit per 40 hours with a minimum of 4 credits and maximum of 16 credits). **It is the Intern's responsibility to keep track of on-site hours.** The Site Supervisor will be asked to confirm the total number of onsite hours at the conclusion of the internship. If an Intern has not completed at least enough hours to cover the number of credits for which he/she is registered, the credits will be dropped accordingly.

Fall or Spring		Summer
4 credits	160 hours	Credits for summer internships range from 4 to 8. Internships may begin as early as mid-May and can run until the end of August. Most sites prefer an 8 or 10 week summer schedule.
6 credits	240 hours	
8 credits	320 hours	
12 credits	480 hours	
16 credits	640 hours	

Registering for Credit

The following items must be complete in order to be registered for a credit-bearing internship:

1. Learning Agreement submitted by student to HireSMCM
2. Online signatures approving Learning Agreement from:
 - Faculty Sponsor, Department Chair and Site Supervisor

Interns will submit the completed Learning Agreement via HireSMCM and the Career Center will share it with the Faculty Sponsor, Department Chair and Site Supervisor for approval.

Once all signatures have been recorded, the Career Center will register the Intern. The deadline each semester is the end of the Add/Drop period.

Additional Notes:

- All deadlines, fines, and tuition charges that apply to registration for course credit also apply to internship registration (including a charge of \$200 per credit for summer internships).
- If a student must drop a course to accommodate an internship they must submit a separate Add/Drop form in order to do so.
- Any student using an internship to satisfy the Experiencing the Liberal Arts in the World (ELAW) requirement must submit the required essay to corecurriculum@smcm.edu at the conclusion of the internship.
- A maximum of 16 total “credit/no credit credits” may be applied toward a degree at SMCM.

Learning Agreement

The Learning Agreement describes the roles and responsibilities of all parties involved in the internship. The Career Center staff will contact the Site Supervisor, Faculty Sponsor, Department Chair and Intern with instructions to complete the online signature process (see Registering for Credit for more details).

Site Supervisor Role

Interns will work with the internship Site Supervisor when completing the sections of the Learning Agreement pertaining to site information, schedule, and responsibilities.

In addition, the Site Supervisor will:

- Assist the Intern in identifying an appropriate person with whom they will conduct an Informational Interview (Interns may interview the Site Supervisor if appropriate)
- Conduct both a midterm and final evaluation and discuss with the Intern any strengths and/or areas for growth. Supervisors will use a form provided by SMCM Career Center (will be emailed to Site Supervisor and completed online). The midterm evaluation should take place within the first 3-6 weeks of the internship.
- Host the Career Center staff for a visit, either during the midterm evaluation or another time
- Confirm the hours worked as part of the student’s final evaluation in HireSMCM

Faculty Sponsor Role

Interns will work with the Faculty Sponsor when completing the sections of the Learning Agreement pertaining to the academic project, academic learning objectives and frequency and method of contact.

In addition, the Faculty Sponsor will:

- Approve, oversee, and grade the academic project
- Submit the final grade for the internship in the portal as *Credit/No Credit*, a parenthetical grade may be added to the transcript by e-mailing the Registrar and copying the Career Center. The internship grade will not be calculated into the student’s GPA.

Professional Development Assignments

In addition to the Academic Project, Interns must complete the Professional Development Assignments below and submit to HireSMCM.

ALL ASSIGNMENTS ARE DUE NO LATER THAN ONE WEEK AFTER COMPLETING THE ACTIVITY.

Professional Development Assignments:

- On-site meeting with Career Center staff and Site Supervisor (can be combined with midterm evaluation)
- Student-submitted photograph of intern on-site, submitted to careercenter@smcm.edu
- Midterm Evaluation form (details below)
- Midterm Evaluation Reflection written by student in HireSMCM
- Informational Interview/ Thank You Letter (details below)
- Final Evaluation form
- Final Evaluation Reflection written by student in HireSMCM
- Site Evaluation submitted by student in HireSMCM

Informational Interview/ Thank You Letter

An Informational Interview is a meeting between you and a professional that is focused on learning more about an organization, industry, and career options. In order to engage the interviewee, frame all questions in terms of their personal experience.

Benefits of an Informational Interview include:

- Discovering a day in the life for someone in the field
- Learning about organizational structure including hiring processes, internal promotions and more
- Identifying specific skills, interests, and abilities that make someone successful in this field
- Expanding your network of contacts in your field of interest for future opportunities

Identify an individual connected to the organization in which you are interning and request a 15-20 minute Informational Interview (this may be the Site Supervisor or any other professional based upon the career interests of the intern).

The Career Center has provided a worksheet with several questions that should be incorporated into the interview. It is equally important that the Intern **develop at least 3 additional questions** to ask this interviewee.

Note: Review these questions prior to the informational interview, if you feel some may not be appropriate please contact the Career Center to discuss alternatives.

An Informational Interview, like any interview, should be followed with a Thank You Letter sent within 24 hours. Submit to HireSMCM a written summary and reflection of the interview using the prompts and copy careercenter@smcm.edu when you email your Thank You Letter.

Midterm & Final Evaluations

The Site Supervisor will evaluate the intern and provide feedback in HireSMCM. The midterm & final evaluation forms will be emailed to Site Supervisor and completed online, no login to HireSMCM necessary. Interns should use this opportunity to develop a plan to hone interpersonal and professional skills. Please see the next page for the components of the evaluation.

Professional Learning Objectives

In order for an experience to meet the legal requirements set by the Federal Government for internships, there must be a focus on learning. The Career Development Center has selected learning objectives to be assessed in the intern's midterm and final performance evaluation. These are the career readiness competencies defined by the National Association of Colleges and Employers. The definition and competencies were prepared through a task force of college career services and HR/staffing professionals, based on extensive research among employers.

Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace. These competencies are:

1. **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.
2. **Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.
3. **Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.
4. **Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.
5. **Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.
6. **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.
7. **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.
8. **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

Academic Project

The exact details of the Academic Project may not be finalized until the Intern has spent some time at the internship site. The purpose of the *Academic Project* section of the Learning Agreement is to document preliminary discussions between the Intern and Faculty Sponsor about the potential topic, format, and extent of the project so that the Intern can begin to conceptualize it at an early stage.

Projects should be developed based on the Intern's academic interests and on-site work; however the final academic project should include work/research beyond the assignments completed on site. The extent of the project will vary with the number of credits earned, please see the examples below for more details.

Examples of Academic Projects for 4-8 Credits

- Write 10-20 page paper comparing the voting rules and practices in the U.S. and the country of the internship, examining the implications of these differences on the electoral system.
- Write a comprehensive overview (15-25 pages) of the Infants and Toddlers program in St. Mary's county based on interviews, current forms, archival documents, and scholarly literature on early intervention.
- Review and compare the business and real estate sections of three major newspapers, each Sunday for 8 weeks, focusing on issues directly related to the housing market. End product includes: a) a 15-page paper that assesses the responsiveness of each newspaper to current market trends, noting the methods writers use to relay historical information and data, future forecasts, and tips and suggestions for consumers; and b) a 700-word article on the current condition of the housing market in the area surrounding the Internship site.

Examples of Academic Projects for 12-16 credits

- Write a 30-40 page research proposal designed to assess the effectiveness of a newly implemented bullying-prevention program in a local elementary school.
- Write an extensive 30-40 page literature review discussing what community mediation is, when and why it is used, as well as ethical concerns (incorporates specific examples from case notes compiled during the internship).
- Conduct a needs-assessment and develop 8 narrated PowerPoint tutorials for high school students explaining difficult biological concepts and theories; each includes clear learning objectives and opportunities for application and evaluation. The development of each is explained in a separate 1-page executive summary.

Semester Schedule

Each intern's schedule of due dates for these elements is unique, based on their internship hours and start and end dates. This sample schedule provides an overview of what a typical 15-week semester looks like. The due date for the Academic Project is set by the Faculty Sponsor.

Week	Student Activity	Assignments Due by Student, Friday 5PM
1	-Discuss with Site Supervisor the SMCM evaluation components and process -Take photograph featuring you and your work on-site	Submit photograph to careercenter@smcm.edu
2	Arrange an informational interview	
3	Schedule date for Midterm Evaluation with Site Supervisor and careercenter@smcm.edu	
4	Conduct informational interview	Submit thank you note to person interviewed and CC careercenter@smcm.edu
5		
6	Hold Midterm Evaluation with Site Supervisor (and Career Center staff if another visit date is not scheduled)	
7		Submit reflection on evaluation to HireSMCM
8		
9		
10	Schedule date for Final Evaluation with Site Supervisor	
11		
12		
13		
14	Hold Final Evaluation with Site Supervisor	
15	Complete Site Evaluation in HireSMCM	Submit reflection on evaluation to HireSMCM Complete Site Evaluation in HireSMCM Submit Academic Project to Faculty Sponsor

Informational Interview Questions

Intern Name:

Date of Interview:

Interviewee Name:

Interviewee Title:

Interviewee Phone/Email:

1. In what ways did your education prepare you for this field/position?
2. What has your career path looked like and is that typical for this field?
3. How does your use of time vary? Are there busy and slow times or is the work activity fairly constant?
4. What part of this job do you personally find most satisfying? Most challenging?
5. What does this organization contribute to its employees' professional development?
6. How would you describe the culture of this organization?
7. What professional journals and organizations should I be aware of?
8. Thinking about the most successful interns/employees you have had, what was it about their character, work ethic, abilities, etc. that made them exemplary?
9. Intern developed question:
10. Intern developed question:
11. Intern developed question:

Thank You Letter Resource

Mr. Jake Ryder
Managing Editor
Ms. Magazine
P.O. Box 6898
Seattle, Washington 98961

Dear Mr./Ms. Last Name:

Thank you for taking the time out of your busy schedule to speak with me about the field of journalism. I appreciated discussing your acclimation into the field and how your background and education helped contribute to your current position.

After speaking with you, I am even more excited about the possibility of one day working with your magazine or a similar field. I thoroughly enjoyed learning about the aspects of your office and the new initiatives that you and your team are working on.

Thank you again for your time and insight.

Sincerely,
Your name typed
OR

Space down and sign your name above your typed name

NOTE: Letters may be e-mailed, hand written, or printed. Please see notes for each option below:

E-mail

- Only need to include: salutation, body, and typed signature

Printed

- Use the standard business letter format which includes: date, sender's address and your address

Hand Written

- If you intend to send a hand written thank you it should be in a thank you card, and would only include: salutation, body, and hand written signature.

Submitting your letter:

To submit a copy of the Thank You Letter, copy and paste the body of your note into the "Reflections & Other Assignments" page of your Co-Curricular Portfolio in HireSMCM.