Internship Syllabus
Credit-bearing Internships through the Career Development Center
This document will walk you through 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 on the Career Center website, www.smcm.edu/careercenter. Please contact us with questions.

**Learning Agreement**

The Learning Agreement describes the roles and responsibilities of all parties involved in the internship. It must be completed in Microsoft Word so that it is legible, editable, and distributable as an attachment. After all sections have been completed, students will e-mail the Learning Agreement to the Career Center for approval. Upon approval, 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 following sections of the Learning Agreement:

- Site Information
- Internship Details
- Learning Objectives (Interns should consult the Faculty Sponsor on this section as well)

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
- Complete the Confirmation of Hours form at the conclusion of the internship (the Career Center will provide the Site Supervisor with this link via e-mail)

**Faculty Sponsor Role**

Interns will work with the Faculty Sponsor when completing the following sections of the Learning Agreement:

- Frequency and Method of Contact
- Academic Project
- Learning Objectives (Interns should consult the Site Supervisor as well)

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. The internship grade will not be calculated into the student’s GPA.

**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 Interns responsibility to keep track of onsite 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.

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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. Developing learning objectives specific to the internship helps to create a valuable learning experience.

The number of learning objectives required is dependent upon the number of credits for which the Intern is registered:
- 4-8 credits = 4 Learning Objectives
- 12 credits = 6 Learning Objectives
- 16 credits = 8 Learning Objectives

If a Learning Agreement with poorly developed learning objectives is submitted, the Intern will be required to revise them before registration is processed.

How to Write Learning Objectives

A learning objective is a statement which captures the knowledge and skills learners should be able to demonstrate following instruction or an experience. These statements should be specific and measurable. When developing learning objectives, ask yourself the following questions:

1. What do I hope to learn?
2. How will I learn it?
3. In what way is it measured?

Example Learning Objectives:

- Learn how to inventory artifacts by observing professional staff and participating in a training on the inventory process. At the conclusion of training I will catalog artifacts under the supervision of the director.
- Gain an understanding of the publishing process through observation, conducting informational interviews of staff in each department and documenting my learning through written daily reports, photos, and examples.
- Refine my oral communication skills by seeking opportunities to present materials publicly to my supervisor, fellow interns and clients; feedback will be requested and used to improve future efforts.

Registering for Credit

Interns will submit the completed Learning Agreement via e-mail to the Career Center for approval. If any section of the Learning Agreement is poorly developed including but not limited to: Learning Objectives, Opportunities for Learning, Work Responsibilities etc. revision will be required prior to approval.

Once it is approved, the Career Center staff will notify all parties (Intern, Faculty Sponsor, Department Chair and Site Supervisor) via e-mail. This e-mail will include a final copy of the Learning Agreement, and instructions for all parties to review and agree to the document by submitting an online signature.

Once all signatures have been recorded, the Career Center will register the Intern.

Additional Notes:

- All deadlines, fines, and tuition charges that apply to registration for course credit also apply to internship registration (including a charge of $195 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 complete the CORE 350 registration online that indicates enrollment in credit-bearing internship.
- A maximum of 16 total internship credits may be applied toward a degree at SMCM.
Academic Project

The Career Center recognizes that 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.

Professional Development Assignments

In addition to the Academic Project, Interns must complete the Professional Development Assignments below and e-mail them to the Career Center and the Faculty Sponsor. Due dates will be assigned upon registration.

Assignment 1: 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 his or her 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 within 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 on the Interns responsibilities and interests).
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. Please refer to the Appendix of the Syllabus for a sample Thank You Letter.

Submit to the Career Center and Faculty Sponsor:

- Informational Interview Questions worksheet with typed summary of the interviewee’s responses
- A copy of the Thank You Letter

**Assignment 2: Midterm Evaluation**

Using the Midterm Evaluation form provided, the Site Supervisor should evaluate the Intern and provide feedback. Interns should use this opportunity to develop a plan to hone interpersonal and professional skills.

Submit to the Career Center and Faculty Sponsor:

- Midterm Review worksheet with typed summary of the evaluation

**Assignment 3: Final Evaluation**

Using the Final Evaluation form provided, the Site Supervisor should evaluate the Intern and provide feedback. Interns should use this opportunity to reflect on their experience and continue to develop themselves as a professional.

Submit to the Career Center and Faculty Sponsor:

- Final Review worksheet with typed summary of the evaluation

**Assignment 4: Final Reflective Essay (1600 words)**

Writing to a professional audience, create a reflective piece of approximately 1600 words that will allow you and your audience to make sense of your experience.

Submit to the Career Center and Faculty Sponsor
(Please send to corecurriculum@smcm.edu if using the internship to satisfy ELAW):

*Typed 1600 word Essay* using the following prompts:

- Your academic, professional, and personal goals related to the experience and how these evolved
- The way in which your expectations compare to what you actually experienced
- The skills you came to realize you needed to develop or have developed as a result of your experience
- Connections between concepts, ideas, facts, or skills learned in class and those learned through experience
- How your experience relates to your goals and future learning opportunities at SMCM or beyond

Note: Acceptance of the Final Reflective Essay by the Career Center does not guarantee acceptance for ELAW.

**Credit Evaluation**

Credit evaluation is based on the specifics of the Learning Agreement, satisfactory completion of the Academic Project, 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. The internship is graded on a credit/no credit basis (a letter grade for the Academic Project may be placed parenthetically on the transcript, though it will not be included in GPA calculation).
Final Checklists

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

☐ Learning Agreement accepted by the Career Center staff
☐ Online signatures approving Learning Agreement from:
  Intern, Faculty Sponsor, Department Chair and Site Supervisor

The following items must be completed and submitted before a grade of credit/no credit will be assigned:

☐ On site hours as dictated in the Learning Agreement (submitted by Site Supervisor at the end of the internship)
☐ Professional Development Assignments:
  ● Informational Interview/Thank You Letter
  ● Midterm Evaluation
  ● Final Evaluation
  ● Reflective Essay
☐ Final Project- Approved by and submitted to Faculty Sponsor
APPENDIX
Professional Development Assignments

Informational Interview Form……………………………………………………………………………………………………page 8
Sample Thank You Letter………………………………………………………………………………………………...page 9
Midterm Evaluation of Intern…………………………………………………………………………………………………page 10
Midterm Summarization Form………………………………………………………………………………………………page 11
Final Evaluation of Intern……………………………………………………………………………………………………page 12
Final Summarization Form……………………………………………………………………………………………………page 13
Informational Interview Questions

Instructions for Student: Please summarize the responses from the Informational Interview and submit via e-mail to the Career Center and Faculty Sponsor

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:
April 9, 2014

9781 College Drive
Columbia, Maryland 21044

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

Printed and Mailed:
If you are printing and mailing a thank you letter it should be in standard business letter format including: date, sender’s address and your address

Emailed:
When emailing a thank you letter you only need to include: salutation, body, and typed signature.

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.
Midterm Evaluation of Intern

**Instructions for Supervisor:** This evaluation is designed to provide the Intern with feedback regarding their performance and professional growth. Please discuss this evaluation with the Intern and include any additional feedback that may promote professional or personal growth. You may contact the Career Center at any time with questions or concerns.

**Instructions for Student:** Please provide this form to your Site Supervisor for the midterm evaluation. Summarize the evaluation using in the Summarization Form and submit via e-mail to the Career Center and Faculty Sponsor.

### Basic Job Functions

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### Specific Attributes

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1. **What steps might the intern take to better prepare for professional work in this field?**

2. **What are the intern’s major strengths and how have they contributed to his/her performance?**
Midterm Summarization Form

**Instructions for Student:** After meeting with your Site Supervisor for a formal evaluation, discuss the following topics based on the experience:

What area or areas were cited as your top strength(s)?

In what ways have you utilized this strength thus far during the internship?

What areas of growth were discussed?

What is your plan for improving in this area?

Did you agree or disagree with any of the Site Supervisors feedback? Please explain.
**Final Evaluation of Intern**

**Instructions for Supervisor:** This evaluation is designed to evaluate the Intern’s growth since the mid-term evaluation. Please discuss this evaluation with the Intern and include any additional feedback that may promote professional or personal growth. You may contact the Career Center at any time with questions or concerns.

**Instructions for Student:** Please provide this form to your Site Supervisor for the final evaluation. Summarize the evaluation using in the Final Summarization Form and submit via e-mail to the Career Center and Faculty Sponsor.

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1. In what ways did the Intern use the feedback provided during the mid-term evaluation?

2. What growth has the Intern demonstrated over the course of the experience and what suggestions do you have for the Interns continued personal and professional growth?
Final Summarization Form

**Instructions for Student:** After meeting with your Site Supervisor for the final evaluation, discuss the following topics based on the experience:

What action steps did you take to incorporate the advice on areas for growth from your midterm evaluation?

In what ways did these steps impact your overall performance?

List one way you will continue to develop the skills you utilized during this internship?