SYLLABUS
LA&S 490/EPSY 575: Internship Exploration

Instructor information:
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Course Description

This course will provide credit for supervised practical experiences in an occupational area of interest. In addition to the work-related activity, students will complete reflective and career development assignments, as well as create a web portfolio of internship accomplishments. Credit hours will be assigned a letter grade A-F (+/-). Hours of credit recorded (1-5) are based on number of hours at your internship site and agreement of instructor. Prerequisites: consent of instructor, secured internship

Internship Purpose

Internships represent a learning strategy that integrates practical work experience with a directed, reflective, academic component to help develop personal and academic competencies. Study, reasoning, reflection, theoretical and/or conceptual exploration complement the work experience to help develop new skills and knowledge. A primary and fundamental objective of the internship course is to help students develop the competency of self-directed learning. Self-directed learning requires self-motivation and interest. Multiple support systems have been developed to assist students in this learning endeavor.

Requirements

Students must work **a minimum of 8 hours** per week as an intern (This can earn you 1-3 credits / 15+ hours per week can earn you 1-5 credits)—the more credits, the more tuition but the coursework stays the same.

In addition:

- If applicable, receive permission to enroll in 4-5 credits, and **you MUST select the number of credits in which you are enrolling when you enroll in Enroll & Pay, as it will default to 1 credit.**
- The first week of class you will need to complete the signature document in Blackboard and the internship information form.
- You must have access to reliable internet, email, and a webcam throughout the semester to complete the coursework. If you do not feel you will have these resources, you will need to drop the course.
- **Assignments:** web space, learning objectives, discussions, mid-term and final evaluations by you and your supervisor, an internship spotlight, and demonstrated achievements from your internship.
- Since this class is taught online, communication relies on email. If your KU email account is not your main account, make sure your non-KU account is connected to your KU account.

Americans with Disabilities Act: The KU office of Disability Resources coordinates accommodations and services for all students who are eligible. If you have a disability for which you wish to request accommodations and have not contacted DR, please do so as soon as possible. Their office is located in 22 Strong Hall; their phone number is 785-864-2620 (V/TTY). Information about their services can be found at
http://disability.ku.edu. Please also contact me privately in regard to your needs in this course.

The following is Article II, Section 6 of the Rules and Regulations of the University Senate, revised as of August 2006.
2.6.1 Academic misconduct by a student shall include, but not be limited to, disruption of classes; threatening an instructor or fellow student in an academic setting; giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments; **knowingly misrepresenting the source of any academic work**; unauthorized changing of grades; unauthorized use of University approvals or forging of signatures; falsification of research results; **plagiarizing of another's work**; violation of regulations or ethical codes for the treatment of human and animal subjects; or otherwise acting dishonestly in research.

Schedule of assignments and due dates for course (Late work will NOT be accepted!)
You will receive an email every Monday; it is required that you read these emails, as they contain important information regarding assignments and the class.

IMPORTANT: Many of your assignments will be turned in by posting on the website you are required to create for the course. It is recommended you use Weebly to create your website; however, if you are comfortable using another program to create your site, feel free to use that program. However, I may not be able to assist you with any issues you have with another program. In addition, step-by-step instructions will be provided for Weebly only.

Week 1 assignments due 1/19
- Turn in signed internship document with signatures and the complete the information form in Blackboard. You may scan and attach the signed document in Blackboard, or you may take a photo of the signed document and attach the photo in Blackboard. (10 points)
- Initial career survey (5 points)

Week 2 assignments due 1/26
- Course Orientation Assignments (20 points)
- Discussion 1: introductory discussion (10 points)

Week 3 assignments due 2/2
- Learning objectives assignment (15 points)

Week 4 assignments due 2/9
- Discussion 2 (10 points)

Week 5 assignments due 2/16
- Demonstrated achievement 1 (10 points)
- Revised learning objectives assignment (10 points)

Week 6 assignments due 2/23
- Discussion 3 (10 points)

Week 7 assignments due 3/2
- Demonstrated achievement 2 (10 points)

Week 8 assignments due 3/9
- Discussion 4 (10 points)
- Mid-term evaluations due via links in Blackboard (student evaluation and employer evaluation) (15 points each)

Week 9 assignments due 3/16
- Demonstrated achievement 3 (10 points)

Week 10 Spring Break!

Week 11 assignments due 3/30
- Discussion 5 (10 points)

Week 12 assignments due 4/6
- Demonstrated achievement 4 (10 points)

Week 13 assignments due 4/13
- Discussion 6 (10 points)

Week 14: assignment due 4/20
- Demonstrated achievement 5 (10 points)

Week 15: assignments due 4/27
- Discussion 7 (10 points)
- Spotlight assignment (10 points)

Week 16 assignments due 5/4
- Final evaluations due via links in Blackboard (student evaluation and employer evaluation) (15 points each)
- Learning objectives reflections (10 points)
- Final career survey and consent form (5 points)

Blackboard
Course assignments, announcements, and grades will be posted in Blackboard. Your username and password are the same as those used for your KU exchange account. If you do not use a KU exchange account, go to the Blackboard login page for instructions on how to register your username and password. Also, if the University does not have a record of the e-mail account that you use, you should register your e-mail account on the Blackboard main page under "Personal Information." If you do not do this, e-mails sent to you will be returned to sender, and you will be deleted as a user of Blackboard. To access the site, go to <http://courseware.ku.edu/>.

The Nature of an Online Course
All assignment descriptions, materials, and examples are described or listed in Blackboard. Please reference these materials **before** completing the assignments. Please email your instructor with additional questions, or you are welcome to set up a meeting via Skype for Business.

Internship Course Grading
All assignments will be graded on critical thinking, spelling accuracy and grammar, as well as the other items mentioned in their respective descriptions on the website. Since you are aware of all assignments and due dates from day one of the semester, late work WILL NOT be accepted. If you have a technological issue or other emergency, you need to contact me IMMEDIATELY—issues relayed after the due date will not be considered. Email your instructor ASAP. Also, be sure to CHECK YOUR GRADES REGULARLY to ensure your assignments were received. If there is a discrepancy, please contact your instructor within 1 WEEK OF THE DUE DATE OF THE ASSIGNMENT.

It is expected that your assignments will be written using proper grammar and punctuation, as the work for this class should reflect the professionalism you should exude in your internship.

Grades Scored Between		Will Equal
93 % and 100 %		A
90 % and Less Than 93%		A-
87 % and Less Than 90%		B+
83 % and Less Than 87%		B
80 % and Less Than 83%		B-
77 % and Less Than 80%		C+
73 % and Less Than 77%		C
70 % and Less Than 73%		C-
67 % and Less Than 70%		D+
63 % and Less Than 67%		D
60 % and Less Than 63%		D-
0 % and Less Than 60%		F

Grading scale for grammar and punctuation:

- Assignment is well-written, easy to read and understand, and has few, if any, grammar and punctuation errors: **-0**
- Assignment is well-written, easy to read and understand, has some significant grammar and punctuation errors (i.e. misspelled words, capitalization errors, run-on sentences, fragments, contractions, etc.): **-1**
- Assignment doesn't flow as well as it could and is sometimes difficult to follow; significant grammar and punctuation errors
- exist (i.e. misspelled words, capitalization errors, run-on sentences, fragments, contractions, etc.): **-2**
- Assignment is not well-written, is not easy to read and understand, and has several significant grammar and punctuation errors ((i.e. misspelled words, capitalization errors, run-on sentences, fragments, contractions, etc.). **-3**

Tips for Success in LA&S 490/EPSY 575

1. Technology can fail, so always save a document in your records.

2. Make sure you read and follow the syllabus and refer to the "Assignments" tab in Blackboard each week before completing your assignments or asking questions.

3. Read the weekly emails for updates and due dates. Know that all assignments are due on a Friday.

4. Read assignment descriptions and examples on the course website within the "Assignments" tab in Blackboard.

5. Turn assignments in on time. Late work will not be accepted! If you have an emergency that will interfere with an assignment, contact your instructor immediately before the assignment due date to make arrangements.

6. Check grades often in Blackboard, and notify instructor if you find a discrepancy immediately (within one week of the posting date).

7. Please refer to the syllabus, course Blackboard site, and course emails before contacting your instructor with a question, as most questions can be answered through these documents

8. Proofread ALL assignments before submitting, as points will be taken off for grammatical and punctuation errors. Refer to the grammar and punctuation tips in Blackboard, if needed.

9. Read all instructional materials prior to completing the corresponding assignments.

10. If you are having any issues with assignments or your internship, make an appointment to speak with instructor. You can communicate via phone or Skype for Business, if you are not in the local area.

11. If for some reason internet access is suddenly, temporarily unavailable for you, it is your responsibility to find a public place in which you can access the internet to complete your assignments and/or communicate the issues with your instructor. The public library, KU, and several local restaurants are places to consider.