Internship/Field Experience Guidelines and Syllabus

Registration for AL 4940 Internship/Field Experience Requires Application and Approval

- Students are responsible for finding and securing their own internship experiences
  - Can be used as a substitution for AL 4950 Senior Capstone requirement
  - You may not use your current job; however, a field experience of additional work or a new project with your current employer is eligible.
    - Example: A student who worked at a daycare center did a field experience by establishing a children’s library at her place of employment.
  - An internship is a new experience or first exposure in any given field. It may be paid or unpaid; please see your advisor for advice regarding labor laws, employer liability and paid vs. unpaid internships.
- A one page, typed, double-spaced proposal should accompany the application
  - What you will be doing in the experience
  - How it relates to your focus area of study
  - What you hope to learn
  - 3 academic sources to be used in final paper
- Application form with on-site supervisor signature due to your academic advisor no later than 2 weeks prior to start of semester
  - Senior standing and a minimum cumulative 2.5 GPA is required
  - Application forms available at the CALL office (RH 1300) and website
- Your advisor will serve as your instructor of record and issue your registration permit
- You must enter the CRN for the appropriate section of AL 4940 in your registration worksheet; the checkbox method of registering will not work as this is a closed course
- Number of credit hours is determined at time of registration
  - Maximum hours of internship is 8 hours total; may be split across semesters
  - 35 hours on-site required for every 1 credit hour registered (i.e., a full 8 hour internship would require 280 hours of on-site work)

Completing AL 4940

- You should keep a time log throughout your experience to log your hours. There is not a required format; some students use excel files, some enter hours worked at the top of journal entries in word format.
- Reflective journaling is an important way to log your daily activities and observations. You may include your journal in your final portfolio; you may also draw from it for your final written paper. See page 2 for ideas for journaling.
- There is not a formal class to attend as the internship/field experience is the learning platform for the credit hours you earn in this course; it is considered independent study.
- You will receive a letter grade based on your final portfolio and on-site supervisor evaluation. Incompletes are granted in extenuating circumstances or for experiences that continue into the following semester.
- Your final portfolio is due to the CALL office (RH1300) by 5 pm the Monday of exam week of the semester in which you are registered for the AL 4940 course.
Journal Topics for Academic Internship/Field Experience

**Appearance** -- How do the people dress at work? Does your current wardrobe fit in to this site? How does the office look: chaotic, shabby, posh, or super-organized? Do you have sufficient space to work? Are the files well-organized and easy to use? Do they have the equipment you need to get the job done? How do you feel about working in a place like this?

**Attitudes** -- How seriously do people take their work here? Are they friendly and helpful? Does there seem to be a lot of politics and infighting going on? Who are the leaders here? Do people seem to resent your intern status and access to information and meetings they may covet? Is this a high pressure place or laid back? Does there seem to be any discrimination against people because of sex, race, handicap, etc., or inklings of sexual harassment? How do you like working with these people in this kind of atmosphere?

**Rules** -- Are there a lot of rules governing work procedures? Are the rules clear and in written form? Is it easy to get the information and resources you need to do your work? Did you receive any kind of orientation? Is the authority structure clear?

**Training** -- What training do you need to enter this organization and to progress in a career? What sort of training do the people already here have? What sort of personal qualities are useful here? Do you see any changes occurring soon in this organization or in the whole industry that may influence careers?

**Learning** -- How easy is it to ask questions? Are assignments clear? Are you getting the feedback you need? Do people seem too busy to teach you things? Are you getting to do what you wanted to do? How do people, including you, respond to suggestions or criticism? Are you being stuck with too much "gofer" work rather than learning new skills? Have you let people know what you have to offer?

**Scheduling** -- Is everything here done at the last minute in a rush? Is there a good sense of priorities? Are people prompt with appointments and meetings? Are they flexible with your hours? Are you able to meet your deadlines? How are you juggling home, school, internship, and job?

**Supervision** -- Are you receiving the supervision you want and why or why not? What motivates your supervisor and what is their leadership style? Is it compatible with yours?

**Diversity** -- Do you observe diversity in the organization and/or within the various job roles in the organization? Are there any women or minorities in leadership positions? Other positions?

**Ethics** -- How does the mission of this organization fit your personal goals and values? Is there any conflict over what they do here and your view of how the world should work?

**Effectiveness** -- How effective is this organization in making money, serving its clients, etc.? How efficient is it? What changes would make a difference?

**Satisfaction** -- Would the daily functions of this career satisfy you? Is the atmosphere collaborative or competitive? What are the relationships between customers and staff, co-workers, clients/staff, and supervisors/staff? What variety is in the work? Is there opportunity for advancement? What personal satisfaction would you find in this work?

**Critical incidents** -- Did something happen that changed your ideas or attitude toward this work or career? Can you identify a particular problem or issue that keeps reoccurring? Describe and analyze this in terms of its impact on you.
Final Report
Length of report is dependent on credit hours. Historically, here are averages from past projects:
1-3 credit hours: 3-5 pages report + log, evaluations and appendices or 7-10 total pages
4-6 credit hours: 6-10 pages report + log, evaluations and appendices or 14-20 total pages
7-8 credit hours: 11-15 page report + log, evaluations and appendices or 20-25 total pages

Format for the Final Portfolio

1. Submit a Final Internship or Field Experience Portfolio. This Portfolio project must include a
   cover page with the title, your name, address, telephone number, the date, and your major. Projects may
   be submitted in a non-returnable notebook, CD-ROM, or flash drive (PC readable
   formats) and should include the following materials:

   a. Your on-site supervisor’s evaluation.
   b. Your self-evaluation. (Contributions to internship, personal growth, areas for personal
      improvement.)
   c. A time log and/or journal specifying the completed activities and time committed to this
      internship.
   d. A final written report with at least 3 academic sources. You should focus on the
      following learning objectives in preparing your final report:

      • Explain how your Academic Internship/Field Experience related to your approved program of
        study.
      • Explain how the activities undertaken in your internship or field experience met the
        objectives you had specified in the Academic Internship/Field Experience Proposal.
      • Explain how your internship or field experience relates to your future professional or
        educational goals.
      • Cite the resource material that provided the substance of your project. Include any relevant
        information that contributed to the successful completion of this project.
      • Evaluate the overall success of the internship or field experience. Discuss the strengths and
        the weaknesses of your effort. If you were to repeat this experience, what would you change
        and why? What recommendations would you make to fellow students planning a project or
        experience similar to yours, and why?

2. The final portfolio project may also include multi-media as well as audio or video materials as
   appendices.

3. All written components of The Academic Internship/Field Experience Final Portfolio must be
   written using the common rules of standard English, typed, double spaced, and free of spelling
   and grammar mistakes.

4. Submit all your final Academic Internship/Field Experience materials to your advisor by the
   semester deadline, which is the Monday of exam week for the semester in which you expect to
   receive a grade.

5. Submitted final projects are not returnable and become the property of the College of Adult and
   Lifelong Learning. Each student is responsible for keeping a personal copy of the Final Portfolio.

*Adapted from The University of Texas at Dallas, School of Interdisciplinary Studies*
## Grading the Final Portfolio

<table>
<thead>
<tr>
<th>Final Report - 30 pts</th>
<th>*Registered hours</th>
<th>Report Length</th>
<th>+ log/eval/appendices</th>
</tr>
</thead>
<tbody>
<tr>
<td>reflection on learning outcomes</td>
<td>&lt; 1-3 credit hrs</td>
<td>3-5 pages</td>
<td>7-10 pgs total</td>
</tr>
<tr>
<td>reference to academic sources</td>
<td>&lt; 4-6 credit hrs</td>
<td>6-10 pages</td>
<td>14-20 pgs total</td>
</tr>
<tr>
<td>relationship to goals/career</td>
<td>&lt; 7-8 credit hrs</td>
<td>11-15 pages</td>
<td>20-25 pgs total</td>
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</tbody>
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*Minimum page expectation

<table>
<thead>
<tr>
<th>Self Evaluation - 20 pts</th>
<th>Supervisor's Evaluation - 15 pts</th>
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<tbody>
<tr>
<td>contributions to internship</td>
<td>satisfaction w/performance</td>
</tr>
<tr>
<td>reflection, what could be done differently</td>
<td>hours met</td>
</tr>
<tr>
<td>professional improvements</td>
<td>recommend to others/hire</td>
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<tr>
<td>personal growth</td>
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<table>
<thead>
<tr>
<th>Time Logs and Journal Entries - 15 pts</th>
<th>Appendices &amp; Documentation - 20 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>daily entry hours worked</td>
<td>reports, flyers, promo material</td>
</tr>
<tr>
<td>reflective journal entries, daily observations</td>
<td>graphics, web design, artwork</td>
</tr>
<tr>
<td>relationship to academic/career goals</td>
<td>visual records, pictures, CD/DVD, social media</td>
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<tr>
<td>typed/chronologically organized</td>
<td>info gathered for project</td>
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<tr>
<td>application/proposal</td>
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### Grading Scale

<table>
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<th>Grade</th>
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<tbody>
<tr>
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<tr>
<td>A-</td>
<td>90-92</td>
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<tr>
<td>B+</td>
<td>87-89</td>
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<tr>
<td>B</td>
<td>83-86</td>
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<td>80-82</td>
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<tr>
<td>C+</td>
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