**Internship Experience (004)**

**Non-Credit Course Guidelines and Template Syllabus**

\*\*\*UNIT TO MODIFY AS NEEDED TO FIT PROGRAM\*\*\*

**Experience Name:**

**Coordinating College, Department, Unit:**

**Time Commitment:**

**Instructor/advisor/mentor name:**

**Instructor/advisor/mentor email:** Please provide a valid OSU email account.

**Instructor/advisor/mentor phone:**

**Link to Instructor/advisor/mentor bio or website:**

**Teaching Assistant name and contact info:**

**Course Description**

Provides basic personal and professional skills that can be used within and outside of a work setting. Through practice, this experience guides students in building and maintaining positive professional relationships, networking/mentoring relationships, and enhances students’ understanding of the connection between theory and practice in their respective disciplines.

\*\*\* UNIT CAN MODIFY FOR THE SYLLABUS BUT THE DESCRIPTION ABOVE WILL APPEAR IN THE CATALOG\*\*\*

**Student Learning Outcomes**

By the end of a student’s internship experience, they should have:

* Linked academic theories to practice in their discipline
* Applied knowledge, skills, experience from the academic setting to the work environment
* Acquired new knowledge or skills through challenging and meaningful activities
* Reflected on the content and process of the internship experience
* Advocated for their own learning in alignment with goals for the internship experience
* Demonstrated satisfactory professional skills in the workplace
* Built and/or maintained positive professional relationships
* Demonstrated awareness of community and/or organizational issues related to goals for the internship experience
* Identified, clarified and/or confirmed professional direction connected to academic endeavor and/or career path
* Developed self-understanding, self-discipline, maturity and confidence
* Developed strong networking/mentoring relationships

**Assessment of Student Learning 1**

* Creation of a culminating project appropriate to the discipline that challenges students to achieve beyond their current ability levels by integrating and applying knowledge and skills from across the program of study. Possible projects for the internship experience include portfolios, reflective posters, or presentations
* Three periodic and structured opportunities to reflect and self-assess that detail what students have learned at different stages through the process of completing their culminating project. Possible reflection formats include electronic journal, discussion boards, videos, or oral formats
* A public demonstration of competence in sharing the culminating project to an audience
* A minimum of thirty (30) hours of engagement that optimally represents an investment of time and effort over an extended period
* Achieve a benchmark value of at least 1 in all five performance categories (connection to experience, connection to discipline, transfer, integrated communication, reflection and self-assessment) of the Integrative Learning VALUE rubric: <https://www.aacu.org/value-rubrics>

**Course Content**

|  |  |  |  |
| --- | --- | --- | --- |
| Week Topic | | Learning Activities | Assessment Due |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| Finals |  |  |  |

**Statement Regarding Students with Disabilities**

Accommodations for students with disabilities are determined and approved by Disability Access Services (DAS): <http://ds.oregonstate.edu/>. If you, as a student, believe you are eligible for accommodations but have not obtained approval please contact DAS immediately at 541-737-4098. DAS notifies students and faculty members of approved academic accommodations and coordinates implementation of those accommodations. While not required, students and faculty members are encouraged to discuss details of the implementation of individual accommodations."

**Expectations for Student Conduct**

Student conduct is governed by the university's policies, as explained in the Student Conduct Code: <https://studentlife.oregonstate.edu/sites/studentlife.oregonstate.edu/files/code_of_student_conduct_final.pdf>. Students are expected to comply with all regulations pertaining to academic honesty. For further information, contact the office of Student Conduct and Mediation at 541-737-3656.

**Reach Out for Success**

University students encounter setbacks from time to time. If you encounter difficulties and need assistance, it’s important to reach out. Consider discussing the situation with an instructor or academic advisor. Learn about resources that assist with wellness and academic success at Reach Out: <https://counseling.oregonstate.edu/reach-out-success>. If you are in immediate crisis, please contact the Crisis Text Line by texting OREGON to 741-741 or call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255)

1 It is recommended that internship supervisors who are most familiar with performance of their student interns act as supervising faculty, and assess their performance on the learning outcomes.