INT 92g—Undergraduate Internship Course
Summer 2017

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COURSE ENDS ON AUGUST 11, 2017—ALL ASSIGNMENTS MUST BE SUBMITTED BY THIS DATE, EVEN IF YOU ARE STILL WORKING IN YOUR INTERNSHIP.

Note: You MUST COMPLETE ALL the assigned work to receive credit for this course. IF YOU DO NOT TURN IN ONE OF THESE ASSIGNMENTS, YOU WILL NOT RECEIVE CREDIT FOR THE COURSE. If you are an international student, this will jeopardize your visa status and it will be a serious legal matter.

Course Description

The purpose of this course is to help students to think critically about the organization and industry in which they are currently interning, while developing and articulating their personal narrative. Students will use their assignments and reflections to analyze their internship experience and articulate their academic, professional and personal goals, motivations and values. Through this process, students build their own meta-awareness about their learning process and how to extend it in the future. Students will also benefit from the collective learning of their peers. The activities and assignments for this course have been developed using active and reflective learning in order to help students maximize their internship experience.

Prerequisites and Credit

• This course is designed for matriculated Brandeis University undergraduates who are seeking internship course credit to accompany an internship during the summer. It is 1 credit.
• Students must have an approved internship (see approval process below), completed concurrently with course period.
• International students must have an appropriate signature/approval from ISSO.
• This credit does not fulfill any major/minor requirements.
• This credit does count toward the eight (8) Internship Course credits allowed of the 128 credits required for graduation, per UCC guidelines.

Internship Approval Process

• Students must complete the online Learning Agreement for instructor approval prior to beginning the internship.
• In order to receive CPT visa status, the internship must be approved by both the INT92g course instructor and the ISSO.
• Internships must take place any time between May 15th, 2017 and August 29th, 2017.
The internship approval process verifies that the internship provides opportunities for meaningful learning and meets the definition and standards of a Brandeis Internship, as set forth by the UCC guidelines, including:

- The internship must be at least five (5) weeks in length and for at least 100 hours.
- Internship occurs in an established work environment, not virtual or home-based.
- The internship provides the opportunity for ongoing supervision.

Learning Goals and Objectives

1. Gain knowledge and understanding of an organization and how it functions in its field by:
   - Analyzing and reflecting on internship work from both the micro and macro levels
   - Articulating the issues facing the organization/industry field, and how they are being addressed

2. Learn how to operate within a specific field and work culture by:
   - Observing, analyzing and describing the culture or environment and organizational behavior witnessed at the internship site
   - Recognizing and describing skills, attitudes and knowledge valued within the workplace
   - Communicating with others in the field about training and career paths
   - Reflecting on your experience and ability to function within the organization’s culture

3. Strengthen self-awareness as it relates to personal, academic and career goals by:
   - Identifying realistic learning objectives at the beginning of the experience
   - Describing how the internship relates to career and/or academic path and goals
   - Clarifying personal strengths and preferences within a professional setting
   - Articulating the next steps for exploration/connection within your potential career path
   - Translating gained skills and experiences into meaningful narratives/contexts

Format

This is an online course and students must complete and submit all assignments on LATTE.

Requirements and Assignments

All assignments will be posted on LATTE with detailed instructions.

**Internship:** Post-internship report from supervisor due by August 11

Students are expected to complete at least 100 hours at an instructor approved internship in accordance with the guidelines for internships set out by the UCC. A post-internship report of satisfactory performance from the onsite supervisor is required for course credit. If your internship extends beyond this date, I will make arrangements for your supervisor to complete a progress report.

**Personal Assignment Schedule:** due end of first internship week

You will create a personal schedule for completing your assignments with specific due dates, depending on the timing/length of your internship.
Signed Learning Objectives: **due end of second internship week**
Students and their site supervisors will create learning goals and objectives for the internship. Both will sign the form and the student will upload it to LATTE.

**Activity Reports (3): due at regular intervals during your internship, the last one is due by August 7 and will be a cumulative reflection**
Students will submit a total of 3 activity reports designed to show that they are participating in appropriate internship-related activities that allow them to be productive and develop skills. In 3-4 paragraphs, students are to describe the activities in which they are engaged while at their internship, share what they’ve learned about themselves, their organization or field and any other skills from their experience as an intern. Each activity report should demonstrate how you are assessing your strengths and opportunities for improvement.

**Readings and Reflective Responses (4): due at regular intervals during your internship**
There will be a selection of readings to complete. You will select 4 of them and write 4 reflective responses.

**Informational Interview and Write-up (1): due by August 7**
Students will network with someone other than their supervisor to conduct an informational interview with a professional in the field. After the interview, they will write a reflection that analyzes the insights learned about themselves, their career path and their next questions and directions.

**1:1 Conversations with Instructor (3): 1 to be completed after course enrollment, 2 to be scheduled during the internship**
To be scheduled individually by the student, to assess progress toward learning goals and to check in about work environment or challenges.

**Internship Evaluations: Brandeis Internship Exchange due by August 11. Course evaluation completed by August 20**
You will write a substantive review of your internship on the Brandeis Internship Exchange. [https://apps.brandeis.edu/InternshipReview/index](https://apps.brandeis.edu/InternshipReview/index). You will also complete the course evaluations from the registrar.

**Grading: Credit/No Credit**

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