

Colby-Sawyer College
Philosophy 485: Internship (Summer 2014)
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This syllabus is subject to change.

Course Content:

This course is required of all philosophy majors at Colby-Sawyer, and is designed to provide students with an off-campus experience that involves drawing connections between their academic work and potential employment opportunities after graduation. A faculty member serves as the student's internship advisor. An application must be submitted to the Harrington Center, and study plans must be submitted to the chair of the department for approval prior to the beginning of the internship.

Pre-Requisites:

- Major Acceptance
- Successful completion of the Pre-Internship Seminar via Moodle (self-enroll)
- Permission of the faculty sponsor
- Permission of the department chair

Credits:

1-12 credits

120 on-site hours minimum, with an additional 40 hours for every credit beyond 3

This course is graded on a Pass/Fail basis.

Any PHI 485 credits taken during the regular school year are covered by your tuition.

Summer internships require students to pay a flat fee regardless of the number of credits.

Course Objectives

The aims of the course are to:

1. Prepare students for employment after graduation
2. Help students make connections between what they have learned in classes and how that knowledge can be applied in their internship experiences
3. Aid students in gaining a better understanding of the organization and management of a work site and the importance of professionalism in the work place
4. Assist students in gaining specific work-related skills and information that will help them succeed at their internship sites and after graduation

Student Learning Outcomes

By the end of the course, students should be able to:

1. Apply classroom learning and theoretical material to on-site work requirements, duties, and responsibilities
2. Demonstrate an understanding of the organization and management of their sites
3. Articulate an understanding ethical and professional conduct in a workplace and behave accordingly
4. Develop an understanding of their skills and limitations as workers through critical and constructive communication with faculty and site supervisors

Specific learning outcomes relevant to the individual student, the specific internship site, and the professor will be outlined and agreed upon by the student, the site supervisor, and the faculty sponsor prior to the start of the internship.

Division of Responsibilities:

The site supervisor will evaluate the student's performance on a continuing basis throughout the internship, meet with the student periodically to inform her/him of her/his progress, and complete the mid-term and final evaluation forms provided by the college. The site supervisor will explain in detail the strengths exhibited by the student during the internship as well as the areas where improvement is required.

The faculty advisor is responsible for accumulating and evaluating the material provided by the student and the site supervisor. The faculty advisor will also provide feedback to the student during the internship experience.

The student's responsibilities are outlined in detail in the section immediately below.

Requirements:

1. Students must follow the guidelines and deadlines required of all internships, which includes:
 - a. Pre-internship seminar completion with a passing grade
 - b. Internship application & resume
 - c. Completed & signed Internship Learning Contract, which must include:
 - i. Job description from the work place
 - ii. Site-supervisor contact information and signature
 - d. Site Supervisor Mid-Term Evaluation (completed by supervisor by July 1)
 - i. Any negative performance assessments or constructive criticism raised by the site supervisor at midterm must be addressed during the remainder of the internship and in the final reflection essay.
 - e. Site Supervisor Final Evaluation (completed by supervisor by September 1)
 - f. Student Internship Evaluation (completed by student by September 1)

2. Student must complete a minimum of 480 hours at internship site for 12 credits.
 - a. Completed hours must be documented on the internship time sheet and verified by the site supervisor.
 - b. A midterm timesheet documenting at least half of the total hours of the internship, listed by date and signed by the site supervisor, must be posted on Moodle by July 1 to confirm the student's progress.
 - c. The completed timesheet must be posted on Moodle by September 1.
3. Students must be in contact with their faculty sponsor at least once a week via email.
4. Students must submit weekly internship reflections to their faculty advisor.
 - a. These will be due via email at 11:59 p.m. on Wednesdays (student's local time).
 - b. Late submissions will be penalized one point immediately after the deadline passes, and one more point for each additional day that they are late.
 - c. The weekly reflections must be more than simply a list of things you did that week (that is, not just a report). You need to show that you are learning to **critically reflect** on what you are doing and how and why you are doing it. You must also consider your CSC learning and how it has improved your ability to succeed at your internship (or not).
 - d. The more in-depth and reflective your weekly reflections, the easier it will be to write the final reflection essay that will be due at the end of the internship. Be sure to check the feedback from your faculty sponsor each week, *prior to* writing the next week's report.
 - e. Weekly reflections should be no less than 2 double-spaced pages long.
 - f. Some issues to consider in weekly reflections include, but are not limited to:
 - i. What strengths do you bring to your internship experience? What weaknesses are you discovering? What can you do / are you doing to address those weaknesses? What problems do you recognize in the assigned tasks or culture of the workplace? What opportunities does this particular job, environment, or industry provide to you?
 - ii. Organization: what is your role in this organization? Consider issues like hierarchies, titles, dress, relationships (or the lack of them) in the workplace, policies, the stated mission, and the "feel" of the place.
 - iii. Career: what does this experience tell you about your potential career options? Where will you best succeed? What type of work and environment will provide you with the most satisfaction? Has this experience changed your thinking about your future? If so, in what ways?
 - iv. CSC learning: what did you learn at CSC that helped you in this role? What do you wish you had learned that you did not? What can you do in your remaining time at CSC or in other career training to better prepare yourself for the career you may now seek?
5. Students must complete a final reflection essay that thoughtfully and articulately sums up their internship experience and the growth they have shown to date with regard to the learning outcomes (in at least 1500 words). This is due via email by September 1.

Grading Criteria:

Students will be graded on:

- Completion of hours verified on time sheet by site supervisor (30 points)
- Weekly internship reflections (5 points each times 12 weeks for 60 points total)
- Mid-semester evaluation from site supervisor (maximum 10 points)
- Final evaluation from site supervisor (maximum 15 points)
- Final reflection essay (maximum 25 points)

Total points possible: 140

Minimum points for a passing grade: 98 (70%)

Failure of the Internship May Result from:

1. Failure to complete sufficient on-site hours as outlined on the Internship Learning Contract by the last day of classes. (Internships may not continue into reading and final exam days.) At their site, students must act in a manner that is respectful, responsible, and professional. They must complete all tasks provided by the site supervisor. Punctuality and consistent attendance are required. Failure to consistently attend your internship can be a reason for automatic failure in the course.
2. Dismissal from internship and/or receipt of an on-site supervisor's evaluation which attests to unethical, unprofessional, or substandard performance at the site
3. Persistent delay in submitting the progress reports required by the Harrington Center or failure to turn in all required documentation by the last day of classes
4. Consistently poor performance on assignments

Academic Integrity:

All Colby-Sawyer College students are expected to understand the meaning of academic honesty and to behave in accordance with the college's policies on academic honesty as published in the Code of Community Responsibility. Neither plagiarism nor any other form of cheating will be tolerated in this course.

Plagiarism is the use of creations, ideas, or words of others without formally acknowledging the author or source through appropriate use of quotation marks, citations, a list of references, and the like. Plagiarizing is presenting someone else's work or thought as one's own original work or thought, whether it is intentional (on purpose) or unintentional (an accident). Students must do their own work, independently, and must properly credit other authors' work.

Students who do not adhere to these policies will receive a grade of "0" on that assignment and, depending on the severity of the academic misconduct, may receive an "F" as their final course grade.

If there is any question concerning what constitutes a breach of academic honesty, please see your faculty advisor immediately.

Disability Accommodations:

Students who have a documented disability will be provided with reasonable accommodations. They are encouraged to contact Access Resources (accessresources@colby-sawyer.edu) as soon as possible to ensure that such accommodations are implemented in a timely manner. All accommodations must be approved by CSC Access Resources.