COURSE DESCRIPTION:
The Career Services Internship Program (CSIP) is designed for undergraduate students interested in receiving academic credit for their internship. The weekly assignments are constructed to help students think intentionally about their internship experience, career goals, and professional development.

This syllabus is for students registered for their first CSIP.

COURSE OBJECTIVES:
Students will:
- Obtain on-the-job experience related to an academic major or to a career goal
- Obtain supervision and training by a professional in a job setting
- Establish specific learning objectives and goals for the internship
- Research career paths and employers
- Construct and articulate personal brand
- Polish interview, resume, and networking skills
- Receive written feedback and evaluation from the supervisor in the job setting
- Summarize and evaluate the internship experience
- Identify next steps or actions to move forward in the career development process

STUDENT CODE:
Students are expected to abide by the University's Student Code of Rights and Responsibilities, which specifies proscribed conduct that involves cheating on tests, plagiarism, and/or collusion, as well as fraud, theft, etc. Students should read the Code carefully (http://www.regulations.utah.edu/academics/6-400.html) and know they are responsible for the content.

ACCOMMODATIONS:
The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 801-581-5020. CDS will work with you and the instructor to make arrangements for accommodations.

All written information in this course can be made available in alternative format with prior notification to the Center for Disability Services.

ASSIGNMENT SUBMISSION:
All written assignments for this course will be submitted electronically via Canvas. Students can access computers at the Marriott Library, Union, and other labs across campus. You are responsible for making sure your assignments, including attachments, are received before the deadline.
- Unless otherwise noted, written assignments should be 2-3 pages, double-spaced, 12 point font

COMPLETION GUIDELINES:
The duration of this internship program is 13-weeks. To complete on-tim you will need to finish all requirements within that time period. There is a 60-day grace period following the completion of this academic internship timeline. If the internship is not completed, an automatic grade of “No-Credit” will be assigned after these 60 days following the due date of the final paper.

ASSIGNMENT DESCRIPTIONS:
After you have met with your Career Services counselor, signed up for the Career Services database, and registered for Ed. Psych. 3861 credit, then submit the following weekly written assignments to your Career Services counselor by uploading them through Canvas. Assignments should be at least one page, typewritten, spelled correctly, and of college quality. At the top of each assignment include the date, your name, your counselor’s name, and the assignment week # (1-13) and topic.

**Week #1**

1. **EMPLOYER SUPERVISOR APPROVAL OF OBJECTIVES:**
   - Submit to your counselor via fax or hard copy the final, signed version of your three learning objectives, approved by your employer supervisor.

2. **EMPLOYER PROFILE (2-3 pages):**
   - Give the name of your company and your title. Describe your organization/employer. Describe the size and scope of your company, the product or service, company history, your clients, kind of management style, etc. Is this an environment that matches your personal and professional values? What career path could you follow with this organization? If none, how does this internship relate to your planned career path? If possible, attach a company organization chart (job titles and reporting lines).

**Week #2**

**CAREER RESEARCH (2-3 pages):**
First, research your current career and industry interests using these resources:
- **Career Info By Major:** Through the careers.utah.edu homepage, search career paths, connect with your career counselor, and more
- **CareerShift:** Research companies, contacts, and job titles. Also a great job board. Under Resource Library on the Career Services database.
- **UtahFutures:** Plan for your career path or graduate school at www.utahfutures.org
- **O’Net Online:** Use the advanced search to sort by abilities, interests, knowledge, skills and values. www.onetonline.org
- **Occupational Outlook Handbook:** Hundreds of occupations and descriptions of pay, job growth, responsibilities, and more. www.bls.gov/ooh
- **Vault:** Find information on companies, jobs, rankings, graduate schools, and internships at www.vault.com
- **Peterson’s:** Research graduate school programs at www.petersons.com

Discuss the following in your written assignment:
- Job challenges and salary trends
- Education, skills, and experience required or desired for this position
- Typical career path and work environment
- How this new information affects your career planning
- At least two of your sources must be cited (e.g., author + title of book, URL + name of organization for a website)

**NOTE:** In this assignment you are not looking for job openings, but rather are seeking a broader picture of the career.

**Week #3**

**PERSONAL BRANDING (2-3 pages):**
One of the most common pieces of feedback Career Services receives is that students struggle to introduce themselves and talk about their interests. Now is your chance to practice before it counts.
Think about the following:
- How would your co-workers and/or supervisors describe you?
- What do you add to the organizations and teams you work with?
- What makes you stand out professionally? Why?
- What accomplishments are you most proud of?

Discuss the following in your written assignment:
- Craft your answer to the question “tell me about yourself”. Write something that can be delivered in about 30 seconds.
- Talk about what you think your professional brand is. Are you the tech guru? The math whiz? Why? How has that helped the organizations and teams that you have worked with? How can it help future employers?
- If you are struggling with coming up with what your brand currently is, think about what you would like it to be. Why?

Week #4
LEARNING OBJECTIVE #1 (2-3 pages):
Describe how you met or are working on one of your three objectives established at the outset of your internship and analyze your progress toward its completion.
- Identify at the start of your assignment which objective you’re addressing
- What you learned and how you learned it
- Describe the training available to assist your proficiency and growth in this area
- Articulate how this learning objective is relevant to your major and/or career goals
- Give examples of how you might include this on your resume or discuss in an interview

Week #5
1. SCHEDULE, PREPARE FOR, AND ATTEND AN INTERNSHIP GROUP SESSION:
   - Schedule your participation in this one-hour session by registering online for a session that’s convenient for you. A variety of sessions are available, but each session is limited to 10 participants, so schedule early to ensure a spot. Group sessions are held in Career Services.
   - Prepare for this session by reviewing the information in the Student Career Guide on pages 24, 26 and 33. The internship group session is designed to prepare you to integrate the skills you are acquiring in your internship into your personal introduction, resume and interview responses. You will also share your personal branding information in this session.

2. CONDUCT A BACKGROUND CHECK ON SELF (2-3 pages):
   Search for your name in various search engines such as Google, Google images, and Yahoo. Submit a paper discussing your results. For example:
   - Did you find any information you would NOT want an employer to see? Explain.
   - What kind of information (on you, or in general) could create a negative impression in a potential employer?
   - What positive information did you find? If none, how can you build your online professional credibility?

Week #6
LEARNING OBJECTIVE #2 (2-3 pages):
Describe how you met or are working on one of your three objectives established at the outset of your internship and analyze your progress toward its completion.
- Identify at the start of your assignment which objective you’re addressing
Career Services Internship Program
Syllabus | Ed Psych 3861-001

- What you learned and how you learned it
- Describe the training available to assist your proficiency and growth in this area
- Articulate how this learning objective is relevant to your major and/or career goals
- Give examples of how you might include this on your resume or discuss in an interview

Week #7
1. **SUPERVISOR MIDTERM EVALUATION:**
   Have your internship supervisor fill out the midterm evaluation form and meet with your supervisor to discuss the evaluation. Scan and upload the completed evaluation to Canvas as an assignment.

Week #8
1. **WHAT’S COOL ABOUT YOUR JOB (UworkUwin entry):**
   UworkUwin….in more ways than one! This assignment automatically enters you into the Career Services UworkUwin contest. Winners in each category are awarded $100 gift cards at a celebration held in the spring.
   - Enter in one of the four following categories: Winning Projects, Winning People, Winning Places, or Winning Perks
   - In 300 words or less describe something positive, interesting, challenging, or fun that makes this internship a winner!
   - Give your paper a catchy and creative title
   - Take at least one high quality photograph that creatively shows you at your internship. Be imaginative, no headshots! (ex: cool perk = rock climbing…submit picture of you rock climbing).
   - Visit the UworkUwin website for examples of past winners and to submit

   To submit
   - Go to the UworkUwin website
   - Select the Entry Form link
   - Complete the required sections of the entry form
   - Upload your 300 word statement and creative photo of you at your internship
   - Submit entry

2. **SITE VISIT (Optional):**
   If your counselor’s schedule permits, he/she will arrange a site visit to you and your supervisor at your workplace at a mutually convenient date and time. Prepare to give your counselor a brief tour and explanation of how you fit into your organization. Your counselor will want to meet briefly with your supervisor.

Week #9
**INITIATIVE (2-3 pages):**
Showing initiative in the workplace is a prime reason why people receive promotions, get raises, and, in the case of interns, receive offers of full-time employment.

Describe 2-3 actions that you have taken in your internship workplace that demonstrated your initiative.
- Have you offered to do something above and beyond your normal duties? Have you figured out a better way to do a common task? How did your supervisor or coworkers respond to your effort?
- If you have difficulty identifying ways in which you have shown initiative, you may instead describe the performance of a co-worker or supervisor in your workplace who is a good example of a person who shows initiative and gives extra effort. Provide details of situations in which you’ve observed that person’s initiative.
Identify some extra things you could offer to do or suggest some ways you might do your job more efficiently. These suggestions could be tasks that require higher-level skills than your job description.

**Week #10**

**INFORMATION INTERVIEW & THANK-YOU LETTER (2-3 pages):**

Get the inside scoop on careers, employers, and industries from people already in the career you may want by conducting informational interviews. In this assignment you will plan for and conduct an informational interview with a professional outside of your company and who is not an immediate family member or close friend.

**Steps:**

1. Before you conduct the informational interview you must email your counselor for approval of your proposed interviewee. Advise your counselor of the interviewee’s name, title, and organization as well as a brief description of his/her responsibilities.
2. Plan for your one-on-one conversation by utilizing careers.utah.edu/students/research/interviews.php
3. Write a paper summarizing
   - How you prepared for the interview
   - Why you chose this person to interview
   - The new and useful information that you gathered about the career
4. Send a thank-you letter or email to your interviewee and include a copy of it when you submit the assignment.

**Week #11**

**LEARNING OBJECTIVE #3 (2-3 pages):**

Describe how you met or are working on one of your three objectives established at the outset of your internship and analyze your progress toward its completion.

- Identify at the start of your assignment which objective you’re addressing
- What you learned and how you learned it
- Describe the training available to assist your proficiency and growth in this area
- Articulate how this learning objective is relevant to your major and/or career goals
- Give examples of how you might include this on your resume or discuss in an interview

**Week #12**

1. **RESUME & LINKEDIN PROFILE:**

   **Resume:**
   - Update your resume to reflect experiences and skills gained during this internship.
   - Submit a copy of your updated resume on Canvas as a Word document.

   **LinkedIn:**
   - Log in to the Career Services database via the careers.utah.edu homepage. Use your uNID and CIS password.
   - Access the Resource Library on the left
   - Select LinkedIn Trainer—JibberJobber
   - Create a new account using your utah.edu email address
   - Once logged in, Select the LinkedIn tab under the Video Library
   - Watch trainer videos 1, 3, 4, and 5
   - Update your LinkedIn profile accordingly and send your LinkedIn URL to your counselor to submit

2. **SUPERVISOR FINAL EVALUATION:**
Week #13

FINAL PAPER (8-10 pages):

In the final paper, you will be discussing your accomplishments and analyzing your experience from the perspective of the conclusion of the internship.

Include:

Part 1 - As an introduction, describe how you got your position and what you do. Include your title, name of your organization, and a brief description of it.

Part 2 - Analyze what you have learned during the internship by addressing the following:

- What have you learned about yourself? How well did you get along with others at work?
- What have you learned about your employer and your job? What did you enjoy or dislike?
- What have you learned about the value of your education in preparing you (or not preparing you) for the internship? Can you see real-world use for some of your courses at the University?
- What have you learned about this occupation or profession? The organizational culture or industry?
- What have you learned about the job search process?
- What have you learned from pursuing your three learning objectives (be sure to list them)?

Part 3 - Reflect on your internship experience and think about how it will have an impact on your future by addressing:

- Now that the internship is complete, what would you have done differently?
- How does the internship experience fit into your long-range career goals?
- How will you maintain or foster professional relationships that will aid your future career development?

Part 4 - Identify how you, your employer, the internship syllabus, and your counselor could have made this a better experience.

Part 5 – Describe 2 or 3 actions you can take to continue moving forward with your academic and career goals.

AFTER FINISHING YOUR INTERNSHIP:

- After submitting your final paper to your counselor, contact him/her to verify that you’ve completed all internship requirements satisfactorily.
- Remember to keep copies of all of your assignments until after your credit is officially posted.
- Stay in touch with your counselor for free personal assistance at Career Services. He/she can help you to:
  - Polish your resume and cover letter
  - Practice interviewing and networking skills
  - Leverage your experience to negotiate the best salary

- Sign up for workshops to prepare you for career fairs and interviewing
- Use the job postings in the Career Services database, CareerShift, and GoinGlobal (on the Career Services Database Resource Library)
- Connect with recruiters from major companies conducting on-campus interviews

If you have questions, contact your counselor to clarify expectations. An Educational Psychology faculty member who will not be familiar with your weekly assignments will evaluate your final paper. So, be sure your final paper is complete and self-explanatory.
YOU WILL HAVE 60 DAYS FOLLOWING THE LAST SCHEDULED DAY OF THIS SYLLABUS TO COMPLETE THE INTERNSHIP FOR CREDIT. A GRADE OF NO-CREDIT WILL AUTOMATICALLY BE Registered once 60 days post-final paper due date has lapsed.
<table>
<thead>
<tr>
<th>TIMETABLE</th>
<th>WEEKLY ASSIGNMENTS</th>
<th>DATE COMPLETED / INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Setup</strong></td>
<td>Job Description ☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Three Learning Objectives ☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Information sheet &amp; Agreement ☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Activate Career Services Database Account ☐</td>
<td></td>
</tr>
<tr>
<td><strong>Week #1</strong></td>
<td>Employer Supervisor Approval of Objectives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employer Profile</td>
<td></td>
</tr>
<tr>
<td><strong>Week #2</strong></td>
<td>Career Research</td>
<td></td>
</tr>
<tr>
<td><strong>Week #3</strong></td>
<td>Personal Branding</td>
<td></td>
</tr>
<tr>
<td><strong>Week #4</strong></td>
<td>Learning Objective #1</td>
<td></td>
</tr>
<tr>
<td><strong>Week #5</strong></td>
<td>Schedule &amp; Prepare for an Internship Group Session</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Background Check on Self</td>
<td></td>
</tr>
<tr>
<td><strong>Week #6</strong></td>
<td>Learning Objective #2</td>
<td></td>
</tr>
<tr>
<td><strong>Week #7</strong></td>
<td>Supervisor Midterm Evaluation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Practice Interview (RIVS) and Counselor Feedback Session</td>
<td></td>
</tr>
<tr>
<td><strong>Week #8</strong></td>
<td>What’s Cool About Your Job (UworkUwin entry)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Site Visit (optional)</td>
<td></td>
</tr>
<tr>
<td><strong>Week #9</strong></td>
<td>Initiative</td>
<td></td>
</tr>
<tr>
<td><strong>Week #10</strong></td>
<td>Information Interview &amp; Thank-you letter</td>
<td></td>
</tr>
<tr>
<td><strong>Week #11</strong></td>
<td>Learning Objective #3</td>
<td></td>
</tr>
<tr>
<td><strong>Week #12</strong></td>
<td>Résumé &amp; LinkedIn Profile</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supervisor Final Evaluation</td>
<td></td>
</tr>
<tr>
<td><strong>Week #13</strong></td>
<td>Final Full 8-10 Page Paper</td>
<td></td>
</tr>
</tbody>
</table>