

Career Services Internship Program

Syllabus | Ed Psych 3861: 5-6 Credit Hours



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.

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
- 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. You will agree to the start and end dates of your 13-week course with your career coach when you meet to complete the Learning Agreement. To complete on-time you will need to finish all requirements within that time period. If the internship and corresponding coursework is not completed, an automatic grade of "No-Credit" will be assigned following the due date.

ASSIGNMENT DESCRIPTIONS:

After you have met with your Career Services coach, 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 coach by uploading them through Canvas. Assignments should be 2-3 pages (unless otherwise noted), typewritten, spelled correctly, and of college quality. At the top of each assignment include the date, your name, and the assignment week # (1-13) and topic.

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Week #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.

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 coach, 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 path.

Week #3

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 #4 - No assignment due this week

Week #5

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
- 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 #6

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 #7

SITE VISIT:

Schedule a time for your career coach to visit your internship site during or around week 7. When scheduling a site visit make sure to select a time and date that is mutually convenient for both you and your supervisor at your workplace. Your coach will want to meet briefly with your supervisor. The site visit allows your career coach the opportunity to ensure you are having a productive learning experience and that you are accomplishing your learning goals. Be prepared to give your career coach a brief tour, as well as an explanation of how you fit into your organization and how your experience has informed your future academic and career plans. If your internship is out of the area, site visits may be conducted electronically.

Week #8

INFORMATIONAL 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 <http://careers.utah.edu/connect-employers/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 #9

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

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- 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 #10 - No assignment due this week

Week #11 **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 PROFILE

Update your LinkedIn profile to include your internship and send your LinkedIn URL to your coach through Canvas.

Week #12

SUPERVISOR FINAL EVALUATION:

Have your employment supervisor fill out the [final evaluation form](#). Meet with him/her to discuss the evaluation. Submit the signed evaluation to your counselor.

Week #13

FINAL PAPER (5-6 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 coach 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.

If you have questions, contact your coach 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.

AFTER FINISHING YOUR INTERNSHIP:

- After submitting your final paper to your coach, contact him/her to verify that you've completed all internship requirements satisfactorily.

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- Remember to keep copies of all of your assignments until after your credit is officially posted.
- Stay in touch with your coach 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 (All accessible through UCareerPath)
- Connect with recruiters from major companies conducting on-campus interviews

TIMETABLE	WEEKLY ASSIGNMENTS	DATE COMPLETED / INITIALS
Setup	Job Description <input type="checkbox"/> Three Learning Objectives <input type="checkbox"/> Student Information Sheet & Agreement <input type="checkbox"/>	
Week #1	Employer Supervisor Approval of Objectives	
	Employer Profile	
Week #2	Career Research	
Week #3	Learning Objective #1	
Week #4	*No assignment due this week	
Week #5	Learning Objective #2	
Week #6	Supervisor Midterm Evaluation	
Week #7	Site Visit	
Week #8	Information Interview & Thank-you letter	
Week #9	Learning Objective #3	
Week #10	*No assignment due this week	
Week #11	Resume & LinkedIn Profile	
Week #12	Supervisor Final Evaluation	
Week #13	Final Paper (5-6 pages)	