

COURSE TITLE: *XXX### Internship*

CLASS MEETING DATES: *Fall, Spring, Summer Terms*

CLASS MEETING TIME: *Arranged. A minimum of 45 work hours/credit hour enrolled are required.*

CLASS MEETING LOCATION: *Arranged*

METHOD OF INSTRUCTION: *Face-to-face*

INSTRUCTOR: *Department Internship Coordinator*

OFFICE:

OFFICE HOURS: *5 posted hours per week plus a statement such as "or by appointment".*

CONTACT INFORMATION: *Office Phone and Email, plus a statement concerning a reasonable timeframe for a faculty response to email such as "within one business day".*

REQUIRED TEXT: *None*

COURSE DESCRIPTION:

An applied learning experience that integrating knowledge and theory learned in the classroom with practical application and skills development in a professional or community setting.

COURSE OBJECTIVES:

Students engage in an immersive, discipline focused, applied learning experience in a work environment. The experience will develop their technical skills and essential workplace competencies.

COURSE GRADING POLICY AND PROCEDURE:

Performance in this course is measured on a CR/F scale with points awarded for the following:

<i>Weekly Activity Logs</i>	<i>300 points</i>
<i>Final Internship Report</i>	<i>100 points</i>
<i>Professional Resume</i>	<i>200 points</i>
<i>Oral Presentation of Internship Experience</i>	<i>100 points</i>
<i><u>Supervisor Evaluations</u></i>	<i><u>300 points</u></i>
	<i>1000 points possible</i>

FULL MWSU SYLLABUS:

Students should visit <https://intranet.missouriwestern.edu/syllabus> and review all syllabus statement information. The full university syllabus statement includes information on attendance, student conduct, academic honesty, students with disabilities, Title IX regulations, and more.

COURSE OUTLINE: (BASED ON ENROLLMENT IN 3 CREDIT HOURS)

Week	Activity	Assessment Due
1	Work 9 hours	
2	Work 9 hours	Week 1 Internship Log
3	Work 9 hours	Week 2 Internship Log
4	Work 9 hours	Week 3 Internship Log
5	Work 9 hours	Week 4 Internship Log
6	Work 9 hours	Week 5 Internship Log
7	Work 9 hours	Week 6 Internship Log
8	Work 9 hours	Mid-Term Supervisor Evaluation
9	Work 9 hours	Week 8 Internship Log
10	Work 9 hours	Week 9 Internship Log
11	Work 9 hours	Week 10 Internship Log
12	Work 9 hours	Professional Resume Draft
13	Work 9 hours	Week 12 Internship Log
14	Work 9 hours	Professional Resume
15	Work 9 hours	Oral Presentation Final Supervisor Evaluation
FINAL EXAM WEEK		Final Internship Report

Missouri Western State University is a student-centered learning community preparing individuals for lives of excellence through applied learning.

Guidelines for Internship Weekly Logs

The follow six sections are required in EACH weekly log:

1. A summary of the work you did this week
2. Any concerns or problems you encountered this week
3. An explanation of how your work this week relates to your Learning Objectives
4. The highlight(s) of your week and why
5. The people you worked with
6. Whether you enjoyed your internship this week and why/why not

To earn maximum points, you should:

- Complete one log each week throughout the term. Each log is graded on content, completeness, spelling, grammar and mechanics. One weekly log is worth 30 points and you will complete a total of 10 weekly logs (300 points total) throughout the term.
- Be thorough and use a conversational tone. This is not a “formal” document. It is an informal log or journal that lets your faculty supervisor know how your internship is going.
- Although informal, proofread your logs - correct grammar, spelling, and punctuation are a graded component.
- Prepare your logs in Microsoft Word and submit them on Canvas. Use one document for each log submission. Due dates for the weekly logs will be made available on Canvas. Five points will be deducted for each day the logs are late.
- Save the document with your first initial and last name and the log number in the title of the document. For example: “J_Doe Log 1” and then, “J_Doe Log 2” etc.
- At the top of each log, indicate the number of hours you worked for the week and the total for the semester. For example, your first week of work might look like this: 20/20. Your second week might look like: 20/40. Be sure to include your name in the document header.
- Do not include any proprietary company information.
- You may use the sample format on the next page for your weekly logs. You are not limited to the space for each category as shown on the form; it will expand as needed. Cover each category thoroughly.
- Write your log on your own time – not on company time unless you have your supervisor’s permission to do so.
- Grading: There are 6 required sections
 - 5 point deduction for each missing section
 - 5 point deduction for each day late
 - Deductions for spelling, grammar and mechanics--as necessary

SAMPLE INTERNSHIP WEEKLY LOG FORMAT

You can use this form for your log entries OR you can write your entries in paragraph format with paragraph headings. Be sure to include all of the required information and be specific and thorough.

Your Name: _____

Hours worked this week: _____

Log # _____

Cumulative hours worked: _____

Submission Date: _____

A summary of the work you did this week

Any concerns or problems you encountered this week

An explanation of how your work this week relates to your Learning Objectives

The highlight(s) of your week

The people you worked with, and what you learned from the interactions

Whether you enjoyed your internship this week, and why or why not.