

COLLEGE OF XXXX
Department of XXXX
Semester & Year
COURSE SYLLABUS

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:

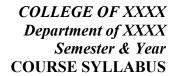
Performance in this course is measured on a CR/F scale with points awarded for the following:

Weekly Activity Logs 300 points
Final Internship Report 100 points
Professional Resume 200 points
Oral Presentation of Internship Experience 100 points
Supervisor Evaluations 300 points

1000 points possible

FULL MWSU SYLLABUS:

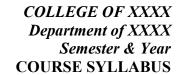
Students should visit https://intranet.missouriwestern.edu/syllabus and review all syllabus statement information. The full university syllabus statement includes information on attendance, student conduct, academic honesty, students with disabilities, Title IX regulations, and more.





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





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



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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: Log #	Hours worked this week: Cumulative hours worked:
Submission Date:	
A summary of the work you did this week	
Any concerns or problems you encountered thi	s week
An explanation of how your work this week rela	ates to your Learning Objectives
The highlight(s) of your week	
The people you worked with, and what you lear	rned from the interactions



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