

Sample Internship Syllabus
Academic Internship/Cooperative Education Credit OR
Departmental Internship (XXXX 495)

Faculty Sponsor:

Course Format:

- The majority of your work will be done at your internship site.
- Primary correspondence with PLU mentor will be done via e-mail and Google Docs/Sheets. We may have regular designated meetings, if needed (to be determined by student/faculty sponsor).
- The number of units earned will be determined by the number of hours worked at your internship location.
 - 1 unit = 30 hours
 - 2 units = 60 hours
 - 3 units = 90 hours
 - 4 units = 120 hours

Course Learning Objectives:

These objectives will be met via your off-site internship experience as well as your Learning Log and Final Reflective Report:

- Articulate learning goals and objectives for the internship experience (done in conjunction with your faculty sponsor).
- Recognize and reflect on how your general education, major, or program coursework has helped you prepare for a professional internship and a career beyond your undergraduate program.
- Discriminate between expectations of a student and a professional; conduct self as professional when at internship site.
- Reflect and assess on your role in the workplace and your progress toward meeting articulated learning objectives.
- Communicate effectively in written and oral forms.

Required Learning Documentation:

1) Learning agreements: Complete the [Learning Agreement](#) and follow all [internship registration instructions](#).

2) Completing weekly Learning Logs:

Learning logs need to be completed **each week**.

To be included in each week's Learning Log:

- Number of hours spent at the site
- How did you work toward meeting your specific learning objectives? Be specific and use examples.
- What, if any, challenges did you encounter this week? These could be technical challenges, interpersonal challenges, communication issues, etc. How did you address these challenges? Who can help you overcome these challenges?

3) Final reflective report—**DUE XXXX**

- Your report will respond to **each** of the following topics. Please note that it may be helpful for you to refer to these from time to time during the semester as you write your Learning Logs.

1. **Objectives:** Thoroughly review each of your objectives and methods and resources as outlined in the Learning Agreement. Discuss how well you were able to achieve each of these

and describe the methods or resources you used that helped you achieve it. Include any additional resources you used that were not known or expected at the time you wrote your learning agreement. If there were objectives that you did not accomplish, discuss why you were unable to achieve them. If relevant, report how useful the objectives were to your supervisor.

2. **Organization Description:** Give a brief description of the organization's history, position in the community, function, and product or service. What part did your unit play in the general operation and success of the organization? Portray your relationship with your supervisor and co-workers.
3. **Benefits of the Internship Experience:** What strengths and weaknesses have you discovered about yourself as a result of this experience? What do you see as your next step in addressing any weaknesses or applying your strengths?
4. **Knowledge, Skills, Competencies, etc.:** In addition to those discussed in your review of the achievement of your Objectives, discuss how you have increased your knowledge, skills and [competencies](#) for your career field through this internship.
5. **Career Development:** In what ways has this internship confirmed or modified your ideas and plans for a career? What specific skills should you continue to develop to be successful in your chosen field? What next steps will you take to continue your development?
6. **Diversity:** In what ways can you identify how diversity was a part of your internship experience? What diversity issues do you think will affect your future as you enter your career field?
7. **Problem Solving:** Identify a problem or conflict you experienced where you were working or one that you had to solve while on your internship experience:
 1. define the problem clearly
 2. outline relevant facts surrounding the problem
 3. provide suggestions for alternatives that would address the problem
 4. describe the alternative that was applied and the outcome
 5. choose your best solution and explain why.
8. **You:** How did this internship affect your attitude toward yourself, your peers (both work and school), your career development, and pursuing further educational experience? How well did your classes within your major or general education prepare you for this internship? Was there anything you've done outside of your classroom experiences that made you feel more prepared? (sports, clubs, work, volunteering, lived experiences) What suggestions would you like to make that could benefit future students entering an internship? (Include the negative with the positive.)

Grading:

Successful and satisfactory completion of all hours at site, timely and satisfactory completion of all learning agreements and logs, and final report will result in an "A" for the course.

<u>Condition</u>	<u>Highest grade possible</u>
Failure to complete weekly hours (as agreed with on site mentor)	F
Upload of 2 learning logs past due date/time	B
Upload of 3+ learning logs past due date/time	C
Failure to hand in final report	C

I have read and understand all of the material contained in the Internship syllabus. I understand that I am personally responsible and accountable for adhering not only to the policies, guidelines, deadlines and course work specified in this syllabus but also for any changes announced verbally or posted on Sakai.

Printed name

Signature

Date