**IDS 3949: Professional Internship**

**Fall 2017 Syllabus**

|  |  |  |  |
| --- | --- | --- | --- |
| **Teacher:** | Jennifer Blythe | **Credit Hours:** | 0-4 |
| **Office:** | SU 220 FAU Career Center | **Course Number:** | IDS 3949 |
| **Phone:**  **E-mail:** | (561) 297-3533  [jblythe@fau.edu](mailto:jblythe@fau.edu) | **Office Hours:** | By Appointment 9 am – 5 pm |
|  |  |  |  |

**Course Prerequisites:** Students must have completed one semester at FAU as evidenced by having a FAU GPA on record in Banner.

**Class Meeting/Hours:** Determined by employing organization/company and student. Students will be asked to complete a minimum of 60 hours of internship and associated coursework for 0-1 credits, 90 hours for 2 credits, 135 hours for 3 credits, and 180 hours for 4 credits, consistent with the Provost’s policy and guidelines on credit hour definitions.. Students must be supervised at an approved job site. Transportation to internship site provided by student.

**Course Description:** This 0-4 credit course offers students the opportunity to gain “real-world” exposure and supervised experience related to their major, specific field of study or career interests. Students will integrate theories learned in the classroom with experiential activities acquired through direct involvement in on/off-campus internship opportunities. Students will develop marketable skills in preparation for future employment or graduate school studies.

**Course Learning Objectives:** As a result of successful participation in this course, students will:

1. Learn and understand skills and attributes that employers value.
2. Identify the integration of academic studies with practical application outside the classroom.
3. Reflect on current skill set and areas for future development.
4. Have tangible outcomes to discuss with future internship and full-time employers.

**Course Format, Assignments, and Attendance Policy:**

1. This is an experiential learning course. It does not meet in the traditional classroom setting. Instead each student will engage in a pre-approved employer worksite while completing assignments through learning objectives and evaluations. This course will be fully on-line.
2. Students will notify the FAU Career Center immediately of any significant change in their employment status or work environment (i.e. change of Supervisor, misunderstanding on the job, etc.).
3. Students will not actively pursue other internship opportunities for the same term that would affect their agreement with their current internship employer.
4. If students do not complete the hours and weeks of employment provided during approval of the internship experience, they may receive an Unsatisfactory for the course.
5. All of the required evaluations (Learning Objectives/Midterm Progress Report, Student Final Evaluation, and Employer Final Evaluation) must be submitted by the deadline dates or the student may receive an Unsatisfactory for the course.
6. Assignments are due by the dates stated below. If students are unable to submit an assignment by the deadline date they must contact the course instructor one week prior to the deadline date to make alternative arrangements.

**Assignments**

|  |  |
| --- | --- |
| **Assignments** | **Due Date** |
| Learning Objectives/Midterm Progress Report | October 6 |
| Student Final Evaluation | November 17 |
| Employer Final Evaluation | November 17 |

**GRADING SCALE**

Each assignment is used as an evaluation tool to assess intentional learning and experience gained during your internship opportunity. Your final grade is linked directly to the content provided on the assignments therefore you should provide sufficient, thoughtful, and meaningful responses where appropriate. The course is graded “Satisfactory/Unsatisfactory” and does not factor into a student’s GPA calculation. Students are graded “Satisfactory/Unsatisfactory” on each of the aforementioned assignments and course assignment grades will be posted in the course Blackboard site. Students must receive a “Satisfactory” on all three assignments in order to receive a “Satisfactory” for the course. **If any of the three assignments are not submitted students will receive an “Unsatisfactory” for the course.**

Also, please note that grades of Incomplete (“I”) are reserved for students who are passing a course but have not completed all the required work because of exceptional circumstances.

Students are to abide by the FAU Academic Honor Code *Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see the Code of Academic Integrity in the University Regulations* [*http://www.fau.edu/regulations/chapter4/4.001\_Code\_of\_Academic\_Integrity.pdf*](http://www.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf)

**FEES And FiNANCIAL aID**

Students approved and enrolled in the Internship course with zero (0) credit hours will be charged for one credit hour at the course level unless also enrolled in other credit bearing courses at FAU during the same academic term. Please Note: Students receiving financial aid are not eligible if they are enrolled less than half time. Undergraduates are considered less than half time if registered for less than six total credits in a given semester. Some exceptions for Pell Grant awards may apply. See the Financial Aid Office for more information.

**SYLLABUS MAY BE SUBJECT TO CHANGE**

Policy Statement

**“In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS)—in Boca Raton, SU 133 (561-297-3880); in Davie, LA 203 (954-236-1222); or in Jupiter, SR 110 (561-799-8585) —and follow all SAS procedures.”**