SBU 103: General Education Internship

Course Syllabus

Objectives

The General Internship is an elective course that will allow students to apply the skills and proficiencies they develop through the General Education curriculum in a professional setting. It allows students then to gain academic credit for professional work undertaken outside of that prescribed as part of a major or program requirement. It should enable students to demonstrate progress towards General Education Learning Goals 1, 2, and 3 above.

The internship also addresses the following University Learning Objectives/Indicators, found here https://www.sbu.edu/academics/university-learning-goals

- Move graduates along on their chosen career paths, so they can:
    - Gain admission to graduate and professional degree programs
    - Secure desired employment
- Exhibit effective oral, written, non-verbal, and technological skills

Credit

The General Internship will be worth zero to three credit hours. Credit value will be granted by the Associate Dean of the School of Arts and Sciences in light of hours worked, responsibilities, and duration of the internship, with a rough guide of 50 hours of internship equivalent to the credit hour. Internships may be taken during the summer or during the academic year.

University General Education Learning Goals: to provide students with foundational knowledge that aligns with the University's six student learning goals:

1. Basic knowledge of the liberal arts and sciences, specialized knowledge in a particular area of study, and the ability to integrate knowledge from different academic disciplines.
2. The ability to think constructively, critically, and creatively, including competencies in analytic inquiry, quantitative literacy, information literacy, evidential reasoning, and problem solving.
3. Competence in multimodal communication with special emphasis on oral, written, and digital communication, including an understanding of key issues relating to their use.
4. A disposition to understand societal issues, seek solutions, and become responsible citizens.
5. An ability to engage with ultimate questions of a metaphysical, theological, and philosophical nature.
6. A basic understanding of the Catholic tradition and an appreciation of the intellectual and moral virtues expressed in the Franciscan movement (e.g., humility, compassion, justice with peace, love of wisdom, and the inherent goodness of all creation).

Grading

Grading will be pass/fail based on meeting the requirements of the course.

Requirements

- Student will attend a pre-internship workshop presented by the Career and Professional Readiness Center (CPRC) – workshop day/time/location will be communicated to you ahead of time
- Student will attend a meeting with Ashley Scholla, in the CPRC to discuss the drafting of the proposal (ascholla@sbu.edu)
- Student will provide a job/internship description to the CPRC (Ashley Scholla) from the employer before registering for the internship course
- Student will provide a one-page proposal of how the internship aligns with their educational goals
- Students will submit a post-internship reflection via Big Interview
- Student will write a report upon completion of their internship. Report will address the structure of the organization and the student's place within that structure, their duties and responsibilities, their own self-reflection of the impact of the experience (with reference to the goals outlined in their proposal), and the way that the experience contributed to their own development in the terms of General Education Learning Goals 1, 2, and 3.
- Post internship assessment will be completed by the supervisor of the intern (sent by CPRC)

Process

Students will register for the zero-credit hour option for the time when they are actually doing the internship—this will also account for their pre-internship work and the keeping of a journal. If the internship is for credit, they will then register for the correct number of hours when they return, which will be granted upon submission of final paper.

- Before Internship:
  - Register for SBU 103 0 CH and decide the number of credits
  - Meet w CPRC to approve that the internship is credible and aligns with educational and professional goals, CPRC notifies the Associate Dean of Arts & Sciences
  - Provide one-page statement of how the internship aligns with your educational goals
- During the internship
  - Complete all required paperwork for CPRC (verification form including supervisor information)
  - Adhere to professional standards and recommendations in representation of themselves and the university
- After Internship (For 1-3 credits option):
  - Register for 1-3 CH
  - Meet with CPRC
  - Meet with faculty beginning of semester; plan paper
    - *Paper outline: Summary of work, professional development, career perspective and reflection. Minimal 5 pages double spaced*
  - Meet at midterm; review paper draft
  - Submit final draft one month before end of semester