

## Syllabus

### ESRM 399 Section B: Field or Teaching Internship

Instructor: Sandra Maddox

Summer Quarter 2024

*Sandra is grateful to the UW's GEN ST 350 course, which has served as an important template for this first iteration of ESRM 399 Section B.*

### Course Description

This Canvas-based course is one option for students seeking to earn ESRM 399 credit for the demonstrated learning associated with an internship. The B section is intended for those students who are not directly interning with a SEFS faculty member or do not have a SEFS faculty member available to oversee their internship learning. The course aims to enhance students' career readiness through guided self-reflection, peer dialogue, and employer feedback. Through active participation in online discussions and thoughtful completion of structured assignments, students will reflect on their internship and identify how their internship relates to their coursework, personal identity, and professional future.

### Learning Objectives

Upon completion of this course, students will be able to:

- Set measurable goals and develop a plan to achieve them
- Identify how their internship relates to their academic courses and major
- Communicate in a workplace environment in a clear and confident manner
- Evaluate their own performance, accept feedback from others, and embark upon change based on internal and external feedback
- Articulate their experience and skills to potential employers
- Identify and articulate next steps in their career trajectory
- Communicate effectively in an online environment, with an emphasis on coherent, concise, and respectful dialogue

### Course Expectations

This course is graded as Credit / No Credit and can be taken for 1-5 credits. To earn credit, you must:

- ☐ Answer all the Discussion posts

- ☐ Answer all questions posted to you by the instructor in a timely fashion. Communications will be within Canvas.
- ☐ Turn in all assignments
- ☐ Earn 75 out of a total 91 possible points on assignments (separate from required canvas posts)
- ☐ Receive a favorable evaluation from your internship site supervisor indicating you have fulfilled your commitment and responsibilities to the organization
- ☐ Work at least the minimum total hours at your internship site for the number of credits you wish to earn.

Credits	Minimum total hours at internship
1	30
2	60
3	90
4	120
5	150

### **Late work**

Assignments are due in Canvas by 11:59pm on the date noted in the syllabus. Late work will be penalized 10%/day (24-hour period). Students who anticipate having difficulties meeting a deadline should reach out to the course instructor promptly.

### **Please Note the Assignments That Require Input from Other People**

Some of your assignments require input from other people. Summer quarter is both very rapid and a popular time for vacation time off. Accordingly, it is imperative that you get on your supervisor's calendar right away for some suitable dates, so you can submit the Internship Learning Agreement, the Employer Check-In meeting form, and the Employer Performance Evaluation form assignments on time. Due dates are noted in the table below.

Additionally, you will be doing an informational interviewer with someone other than your supervisor who is working in your internship field, so note that date below as well and plan accordingly.

### **Course point breakdown**

- Canvas posts, 10 points
- Written assignments, 90 points

Week/Monday	Assignment Due/Due Date	Canvas discussion topic/ due date
1/June 17	Maximizing your internship/ Sunday June 23	Introductions, Sunday June 23 (holiday June 19 Juneteenth)
2/June 24	<b>Internship Learning agreement/ Sun 6/30</b>	Informational Interviewing / Sun 6/30
3/July 1		Internship Surprises / Sun. 7/7 (Holiday July 4th Independence Day)
4/July 8	<b>Informational Interview/ Sun July 14</b>	Performance Reflections / Sun 7/7
5/July 15	<b>Employer check-in meeting form / Sun July 21</b>	Internship description and STAR story / Sun July 21
6/July 22	Diversity Statement/Sunday July 28	
7/July 29	STAR story/Sunday Aug 4 and Internship Description/ Sun Aug 4	Goal Setting / Sun 8/4
8/Aug 5	<b>Employer performance evaluation form/Sun Aug 11</b>	Academic Integration/ Sun Aug 11
9/Aug 12	3- 4-page Strategic Analysis and Next Steps report/Fri Aug 16	

## Course Assignments

Below is a brief summary of required assignments and graded discussions. Detailed descriptions are available in Canvas.

**Discussions** – worth 1 point each unless otherwise noted.

- Introductions - 1
- Informational Interviewing -1
- Internship Suprises- 1
- Performance Reflections -1
- Goal Setting - 1

**Assignments** – 95 points

- **Maximizing Your Internship** (5 pts) – Watch and reflect on video clips featuring interns and intern supervisors giving tips about how to get the most out of your internship.
- **Internship Learning Agreement** (15 pts) – Set learning goals for your internship, establish a strategy for achieving your goals, and discuss your goals with your supervisor.
- **Informational Interview** (aka Career Conversation) (10 pts) – Interview somebody who works in your internship field and produce a brief write-up of the experience. [material collected]

- **Employer Mid-Quarter Check-In Meeting** (10 pts) – Receive written and oral feedback from your site supervisor about your efforts at your internship site.
- **Internship Description for Resume** (5 pts) – Synthesize your internship tasks and accomplishments in a compelling format for future employers.
- **STAR Story** (5 pts) – Identify and write a story from your internship that highlights skills and accomplishments you might want to share in future interviews.
- **Diversity Statement** (10 pts) – Write a diversity statement about your experience engaging and working with diverse communities in the context of your internship, academic studies, and/or community involvement.
- **Employer Performance Evaluation** (15 pts) – Receive structured feedback about your performance at your internship site and about your career readiness.
- **After Internship Strategic Analysis and Next Steps** (Final Paper 3-4 pages) (20 pts) – Synthesize your learnings from your Quarter at this internship and connect them with your academic experiences and professional goals.

### **Access and Accommodations**

Your experience in this class is important to me. It is the policy and practice of the University of Washington to create inclusive and accessible learning environments consistent with federal and state law. If you have already established accommodations with Disability Resources for Students (DRS), please activate your accommodations via myDRS so we can discuss how they will be implemented in this course.

If you have not yet established services through DRS but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), contact DRS directly to set up an Access Plan. DRS facilitates the interactive process that establishes reasonable accommodations. Contact DRS at [disability.uw.edu](mailto:disability.uw.edu).

### **Religious Accommodations Policy**

Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW's policy, including more information about how to request an accommodation, is available at Religious Accommodations Policy (<https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>). Accommodations must be requested within the first two weeks of this course using the Religious Accommodations Request form (<https://registrar.washington.edu/students/religious-accommodations-request/>).

### **Academic Integrity**

Academic integrity requires that the course work you complete for this course honestly and accurately reflects your own intellectual and creative efforts. Artificial Intelligence (AI) content

generators, such as ChatGPT, present opportunities that can contribute to your learning and academic work, but in the case of this course will interfere with your learning and mastery of key skills in this class. Therefore, use of AI generators for the completion of assignments in this course is prohibited.

### **Safety for Yourself and Others**

Call SafeCampus at 206-685-7233 or email [safecampus@uw.edu](mailto:safecampus@uw.edu) Monday-Friday 8-5pm excluding UW holidays – no matter where you work or study – to anonymously discuss safety and well-being concerns for yourself or others. SafeCampus's team of caring professionals will provide individualized support, while discussing short- and long-term solutions and connecting you with additional resources when requested. After hours and holiday safety resources are listed at <https://www.washington.edu/safecampus/after-hours-resources/>.

### **If You or Others Experience Sex- and Gender-Based Violence, Harassment, and Discrimination During your Internship or Elsewhere**

The UW, through numerous policies, prohibits sex- and gender-based violence, harassment, and discrimination and expects students, faculty, and staff to act professionally and respectfully in all work, learning, and research environments. Federal law also provides protection in these areas via Title IX. For support, resources, and your reporting options related to sex- and gender-based violence, harassment, or discrimination, refer to the UW Title IX's website (<https://www.washington.edu/titleix/>). Title IX protections extend to internships and other off-campus placements. For specific Internship-focused guidance, consult the *Internships, Off-Campus Placements, and Title IX* brochure at <https://www.washington.edu/titleix/title-ix-flyers-and-brochures/>.