College of Natural Sciences Internship Course / Summer 2016
NSC 120E / University Extension
Internship in the Sciences

Meeting Times: Course is offered online via Canvas
Students must attend an Information Session in the CNS Career Services prior to the start of their internship

Canvas: http://canvas.utexas.edu/

PROGRAM OBJECTIVES & INTENDED OUTCOMES

The purpose of the course is to provide you with a format for reflection while you perform a professional internship that enhances your ability to achieve your career objectives.

• Opportunities to put your academic learning into practice
• Immersion in a career-related work environment
• Increased professional skills
• Enhanced ability to recognize preferences and abilities and match them with appropriate career-related choices

INTERNSHIP INSTRUCTOR

Dr. Ruth Franks, ruth.franks@austin.utexas.edu, (Instructor of Record)
Melanie P. Hooper, melanie.pearce@austin.utexas.edu, 512-475-6141

Contact Melanie Hooper IMMEDIATELY with concerns/questions related to your internship.

OFFICE HOURS

CNS Career Services, PAI 5.03: 8:00am – 5:00pm, call 512-471-6700 or visit the Career Services website to schedule a 1-1 appointment with your instructor.

Textbook: There is no textbook for this course. All materials will be posted on Canvas.

STUDENT EXPECTATIONS

Work Hours: You must intern for a minimum of 120 hours for the Fall/Spring and 160 hours over the course of at least 6 weeks during the summer. Any hours worked in a previous semester will not count toward fulfilling this requirement.

Complete Assignments: Submit all requirements and assignments by their due date through your course on Canvas.

HOW THE COURSE IS GRADED

Grading: The internship course is graded on a pass/fail basis, based on the successful completion of ALL course requirements. Grades will be posted online, along with all of your other course grades, at the end of the semester. A grade of “CR” will be given to those students who fulfill ALL of the course requirements. A grade of “F” (on transcript and calculated in GPA) will be given to those students who do not fulfill ALL of the course requirements.

How do I earn a grade of “CR”? Meet all requirements under Student Expectations, consisting of:

• Completion ALL assignments by due dates, listed in Course Assignments & Requirements Section
• Receive no more than FOUR journal entry concessions
• Complete a minimum of 120 work hours for the Fall/Spring and 160 for the Summer
• Respond to instructor’s communications via email or Canvas in a timely manner

How do I earn a grade of F that will be placed on my transcript and calculated into my grade point average?

• Fail to complete all assignments in the course
Make-Up Policy: If you require a make-up assignment, please contact your Internship Instructor prior to assignment due date.

Academic Dishonesty: We have no tolerance for acts of academic dishonesty. Such acts damage the reputation of the school and the degree, and demean the honest efforts of the majority of students. Students found to be engaging in academic dishonesty will be given a course grade of incomplete, along with additional work at the discretion of the course instructor. The University defines academic dishonesty as cheating, plagiarism, unauthorized collaboration, falsifying academic records, and any act designed to avoid participating honestly in the learning process. Scholastic dishonesty also includes, but is not limited to, providing false or misleading information to receive a postponement or an extension on a test, quiz, or other assignment, and submission of essentially the same written assignment for two courses without the prior permission of the instructor. By accepting this syllabus, you have agreed to these guidelines and must adhere to them. Scholastic dishonesty damages both the student’s learning experience and readiness for the future demands of a work-career. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. For more information on scholastic dishonesty, please visit the Student Judicial services web site at http://www.utexas.edu/depts/dos/sjs/.

Honor Code: The core values of the University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community. http://registrar.utexas.edu/catalogs/gi09-10/ch01/index.html

COURSE ASSIGNMENTS & REQUIREMENTS

Agreement Form: Using the links provided on Canvas, you and your supervisor will be required to electronically sign an agreement form. The forms will serve to ensure that both you and your supervisor understand your role and expectations and what constitutes as a legitimate internship experience. NOTE: You are responsible for disseminating the agreement form link to your supervisor.

Weekly Journals: This is a record of what you do and learn on the job. Writing a journal during your internship is a useful way to keep a record of your professional growth and development. It will be helpful for updating your resume, completing performance reviews and interviewing for future positions. It is easy to forget exactly what projects you worked on, and what experiences you had after the job or internship is over. This journal will allow you to process your thoughts and articulate your new skills and abilities.

Submitting a journal every week also allows your instructor to track your progress and be sure that your internship is going well and that there are not any concerns. Our expectation is that you will check-in with us every week during your internship. Therefore, a journal entry must be uploaded to Canvas by 11:59pm every Sunday throughout your internship. Each entry must be 250 – 500 words. You may not submit journal entries ahead of time – a unique journal entry must be submitted every Sunday.

You will be granted FOUR concessions for late journal entry submission. You will be docked an initial concession when you fail to submit your journal on time. You have 48 hours (Tuesday at 11:59pm) to submit your entry, via email to melanie.pearce@austin.utexas.edu; failure to do so will result in the loss of another concession. More than FOUR concessions will result in immediate class failure, which means you will receive an F on your transcript and this will be calculated into your grade point average.
<table>
<thead>
<tr>
<th>Journal Entry #</th>
<th>Journal Topic</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Entry #1</td>
<td>What are your three main goals for this internship? Explain why you have chosen each goal and how you hope to accomplish each.</td>
<td>6/12/16</td>
</tr>
<tr>
<td>Journal Entry #2</td>
<td>Is there an individual you have interacted with who would be a good mentor for you? How would you approach that person to ask for their coaching?</td>
<td>6/19/16</td>
</tr>
<tr>
<td>Journal Entry #3</td>
<td>Are you getting the level of responsibility and projects you wanted? If not, who can you talk to about shaping your experience to meet your goals?</td>
<td>6/26/16</td>
</tr>
<tr>
<td>Journal Entry #4</td>
<td>Do you observe any differences in communication between upper level staff and subordinates? What have you noticed about who is assigned the best projects and why do you think that is? Is this at all related to gender, those who have more seniority in the position or the department, or due to other factors? Is it based upon skills, office politics, leadership style, gender, or something else?</td>
<td>7/3/16</td>
</tr>
<tr>
<td>Journal Entry #5</td>
<td>Reflect on the new skills you are learning during this internship. What are the three strongest skills you have gained? Describe these skills and how you would communicate them to a potential employer in a future interview.</td>
<td>7/10/16</td>
</tr>
<tr>
<td>Journal Entry #6</td>
<td>How does the work of this organization fit your personal goals and values? Is there any conflict over what they do here and your view of how work should operate? Do you notice any ethical dilemmas as a result of working on this internship, either in your career field in general, or related to the organization?</td>
<td>7/17/16</td>
</tr>
<tr>
<td>Journal Entry #7</td>
<td>What are your weaknesses that you have identified in this internship? What are skills you need to develop, and do you think it is possible to develop them? If not, will this influence your decision to continue to explore this field?</td>
<td>7/24/16</td>
</tr>
<tr>
<td>Journal Entry #8</td>
<td>What is your supervisor’s leadership style? Is your supervisor’s leadership style compatible with your own? In what ways has your supervisor shown her/his leadership qualities in any aspect of work during your internship? What have you learned about your own leadership style and leadership qualities? What have you learned about the type of supervision you like? Are you receiving appropriate supervision—why or why not? What has been effective for you about the kind of supervision you are receiving and what would you change?</td>
<td>7/31/16</td>
</tr>
<tr>
<td>Journal Entry #9</td>
<td>Final Reflection: If you could do this internship over, what would you change? What about your internship has been different than you expected? What were some of the highlights of this experience?</td>
<td>8/7/16</td>
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**Supervisor Evaluation – Due 8/10/16**

A survey link will be posted on Canvas and you will be responsible for emailing it to your supervisor, no later than two weeks before the due date. Please make sure you have updated your supervisor contact information on Canvas prior to sending this link to your supervisor. It is your responsibility to ensure they have it turned in by the due date. This is your chance to manage your manager.

**Internship Site Survey - Due 8/10/16**
This form will provide a document that students can examine in order to learn more about the company where you interned. Because this information may be seen by others, it is important that you not include any confidential information about the company for whom you are working.

**Final Reflection Paper – 3 pages double-spaced (750 – 900 words) – Due 8/10/16**

This paper is designed to help you integrate everything you learn during your internship, and is also meant to be a reflection on what skills you have gained during your experience. Provide background about your internship work, and summarize the work you completed by describing the techniques and skills used during your internship. Evaluate how well prepared you were for fulfilling the expectations of your supervisor during your internship. Describe ways that your performance could have improved and/or other skills you wish you would have gained. How will your new skills help you in a future job or career, and how will you work towards obtaining the other skills you wish you would have gained?

**ADDITIONAL INFORMATION**

**NOTE:** For those students whose internship starts or ends before/after the Fall session (January 19 – May 6), your Internship Instructor will check-in with you weekly via email (again, only during those weeks that are not during the summer session dates) to be sure things are going well. During the summer session you will be required to submit journal entries to Canvas as outlined above.

**Students with Disabilities:** Upon request, the University of Texas at Austin provides appropriate academic accommodations for qualified students with disabilities. Services for Students with Disabilities (SSD) is housed in the Office of the Dean of Students, located on the fourth floor of the Student Services Building. Information on how to register, downloadable forms, including guidelines for documentation, accommodation request letters, and releases of information are available online at http://deanofstudents.utexas.edu/ssd/index.php. Please do not hesitate to contact SSD at (512) 471-6259, or via e-mail if you have any questions.

**Observance of Religious Holy Days:** By UT Austin policy, you must notify your instructors of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

**Adding and Dropping the Course:** The academic calendar for each semester is provided at http://registrar.utexas.edu/calendars. The College of Natural Sciences adheres strictly to the published deadlines of the University. The following information is generally true during each new long semester.

- **Dropping courses electronically (by June 3, 2016):** Students may add and drop courses with the Registrar’s online registration service. After this date, changes in registration may require the approval of the department chair and usually the student’s dean.

- **Dropping a class with possible refund (by June 7, 2016):** Students may drop courses online, but must go to the department offering the course to seek permission to add a course. Be advised that some departments do not allow adds/drops after the fourth class day. Students who wish to add a class after the fourth class day should be required to go to the Student Division of the Dean’s Office (first floor of W. C. Hogg) to provide justification for the proposed change. The student must have written permission and documentation of class attendance from the instructor and departmental approval.

- **Last day to drop a course with approval (by June 28, 2016):** A student wishing to drop a course will get the forms from the Dean's Office (WCH 1.106) or their departmental advising center and ask the instructor to sign the drop form.

- **Nonacademic Q-drop:** After the last day for academic Q-drop, students with substantiated nonacademic reasons (as determined by the Dean’s Office) may be allowed to drop a course. Faculty will be asked to provide information on student performance up to the time of the nonacademic Q-drop request but are not responsible for making the decision about assigning a grade of Q.
• **One-time Drop Policy:** Students have the option once in their undergraduate degree to drop a class or drop out of all classes in a semester right up until the last class day. This policy is available at http://www.utexas.edu/faculty/council/2010-2011/legislation/EPC_OTE.html. According to the policy as approved by the Provost, a student who has completed at least two long semesters here at UT can drop a class only if he or she has an average grade of D+ or below in the class at the time of the request and if there are no pending investigations of scholastic dishonesty for the course in question.

**Amendments to the Syllabus:** This syllabus may be amended or changed at any time during the semester at the instructor’s discretion. You will be responsible for all information that has been distributed or communicated in class. You are also responsible for checking Canvas for any announcements, changes, or updates that affect assignment due dates or changes in topics covered in class.

**RESOURCES**

**CNS Career Services:** [https://cns.utexas.edu/career-services](https://cns.utexas.edu/career-services)

**Handshake:** [https://utcns.joinhandshake.com/](https://utcns.joinhandshake.com/)