

## WED 496 PROFESSIONAL INTERNSHIP

### Course Information:

Instructor Name: \_\_\_\_\_

Instructor Email: \_\_\_\_\_

Instructor Phone: \_\_\_\_\_

Instructor Office Location: \_\_\_\_\_

Instructor Office Hours: \_\_\_\_\_

\_\_\_\_\_

### Course Description:

Internship in approved education and/or training centers. Intern instructor will increasingly assume responsibilities for preparing, presenting, and guiding occupational learning in Education, Training and Development.

### Course Overview:

WED 496 is the capstone learning experience for you. It provides an opportunity for the practical application of new knowledge, skills, attitudes, concepts, and principles acquired during the coursework phase of this program.

In accordance with your interests and experience, internships must be conducted in businesses, postsecondary educational institutions, military organizations, non-profit organizations, or **any other organization WITH PRIOR APPROVAL**.

**NOTE:** This degree program is about Workforce Education and Development. All papers and projects **MUST** relate to the education, training, or development of adults in the workforce.

The internship consists of three parts, but only 2 lessons. The parts are a Course Overview, an Internship Lesson and a Professional Portfolio Lesson. The Course Overview contains this syllabus and a sample cover page. There are 6 assignments to complete the course.

The Internship Lesson contains information on how to obtain/maintain an internship, all the forms necessary to set up and complete the internship, and how to avoid internship mistakes. The lesson contains additional parts to explain

each phase of the internship in detail, such as the internship proposal, contract, evaluations, and extensions.

The Professional Portfolio Lesson provides guidance on the development of a professional portfolio, including a master job application (so you are ready for jobs immediately). The Professional Portfolio is worth up to 1/3 the time to be spent on the entire internship (135 clock hours). If you do more than one internship, you can only count the Professional Portfolio (45 clock hours) on one internship.

### **General Objectives:**

The objectives for this course are that each student:

1. Applies curriculum development, research, and program management concepts and principles.
2. Applies the principles and concepts learned in WED 382 and WED 468.
3. Develops a professional network.
4. Applies the roles, competencies, and Areas of Expertise (AOEs) for various WLP professional areas.
5. Build new experiences and job skills for professional development.
6. Develops a professional portfolio to aid in job-seeking and/or promotions.

### **Textbooks & Resource Materials:**

#### **Required Manuals and/or Texts:**

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed., 2nd or 3rd printing). Washington, DC: Author.

WED 496 Supervisor's Manual (available at SIU Online).

### **Course Requirements:**

**Failure to create your Course Profile, submit your biography and view specific course documents, such as the syllabus will prevent you from seeing any other course materials.** You also will be required to submit assignments via the drop boxes properly in order to see the next assignment. This is intentional to ensure you see the information necessary to perform at the highest levels. It won't restrict your progress through the course if you adequately prepare yourself to do the work.

Emails received during normal business hours (Central Time) will be acknowledged by the teaching assistant within 24 hours. E-mails received on weekends or holidays will be acknowledged by close of business on the first business day after the weekend or holiday.

Students must maintain access to adequate computer, software, and e-mail systems to complete coursework, to communicate with instructor of record, and keep back-up copies of all written work.

Assignments must be submitted via SIU Online (D2L) as MS Word attachments. Feedback comments may be included in the actual assignment document or may be submitted back to you via SIU Online. **Failure to submit assignments via the drop boxes properly will prevent you from seeing the next assignment.**

Use the rubrics and/or templates included in the course to assist you in preparing your written assignments. If this is impossible due to student location or emergency, contact the teaching assistant prior to the due date for an approved alternative method.

All written assignments must have a cover page, including Assignment #, your name, your contact information, name of instructor, and date of submission.

Academic Dishonesty:

Although group collaboration is encouraged for discussion and study purposes to complete the course, all written assignments must be each student's own work. For SIUC policy on academic dishonesty, refer to the [SIUC Undergraduate Student Catalog](#), or contact the teaching assistant/coordinator.

Evidence of academic dishonesty, which includes cheating and plagiarism, may result in failing both the assignment and the course. **Copying and pasting from another student's paper and/or from multiple sources (books, journal articles, etc., whether from printed or Internet sources) is plagiarism.**

Follow these general APA guidelines for Assignments:

- Double-spaced text, except for table of contents, title page, and as noted elsewhere in directions within the rubrics or templates
- 1" margins on all four sides of a page (left-right-top-bottom)
- Left-hand, flush margin, alignment
- 5-space indention for new paragraphs
- 12 point Arial or Times New Roman font

- Correct APA references and in-text citations are required.
- For direct quotations, use quotation marks followed by APA style citation with page numbers; for paraphrasing, use APA style citation without page numbers. See the *Publication Manual of the American Psychological Association* (6th ed.) (2010) for details on correct in-text citation of sources and proper listing of resources on a Reference Page.

Students will accomplish the internship by completing a minimum of **45 clock hours per semester hour** of registered internship. This means 3 credit hours of internship equals 135 clock hours. The internship cannot have the same duties as your normal job. It may be in the same location as your current position, but must have completely different duties. The internship is designed to build new experiences, not document what you already do.

The online internship manuals outline procedures and provide examples for designing an internship. Detailed instructions are also provided concerning the internship contract, schedule, evaluations, and activities log. **Submit copies of all assignment materials on or before due dates using SIU Online (D2L) drop boxes. Original, signed documents must be mailed in or dropped off at the SIU office.**

**Graded Written Assignments:** Total points: 490

**Grading Scale:** Based upon total points for all assignments:

Points	%	Grade
496-441	100-90	A
440-392	89-80	B
391-343	79-70	C
342-294	69-60	D
293-0	59-0	F

- You must have a C or better for any WED course to graduate.
- **Your instructor may invoke a point penalty of up to 10% per week for late assignments.**

After completing the last assignment, you will be given an opportunity to complete an end-of-course evaluation. It can be found inside D2L, under Surveys. Your feedback is critically important in improving our course content and delivery! Please complete the evaluation.

**Action Items, Assignments and Due Dates**

<b>Summary</b>	<b>Readings and Self-Guided Activities</b>	<b>Assignments</b>	<b>Due Dates and Assignment Grade Point Values</b>
<b>Course Overview</b>	Read the Course Syllabus PDF.	Post photo and complete online profile in SIU Online.	<b>First time you sign into course. 0 Points</b>
1. Internship Proposal and Student Information Sheet	Read the Internship Supervisor's manual before talking with any organization. Read the sub-unit called Internship Proposal in Internship Unit.	<b>Assignment 1:</b> Complete Internship Proposal and Student Information Sheet. Submit all documents via SIU Online.	<b>Aug. 27, 2014 55 Points</b>
2. Signed Contract and Schedule	Read the sub-unit called Contract in the Internship Unit on SIU Online.	<b>Assignment 2:</b> Complete and submit signed contract and internship schedule. Original contract must be mailed or dropped off at office. A copy of contract must be submitted via SIU Online.	<b>Sept. 10, 2014 85 Points</b>
3. Mid-term Evaluation & Activity Logs	Read the sub-unit called Midterm Evaluation in the Internship Unit on SIU Online.	<b>Assignment 3:</b> Complete and submit signed mid-term evaluation and activity logs when internship is half complete. Originals must be mailed or dropped off at office. Copies of documents must be submitted via SIU Online.	<b>Oct. 29, 2014 85 Points</b>
4. Final Evaluation, Activity Logs & Final Report	Read the sub-units called Final Evaluation and Extensions in the Internship Unit on SIU Online.	<b>Assignment 4:</b> Complete and submit signed final evaluation, final activity logs and final report when internship is done. Originals must be mailed or dropped off at office. Copies of documents must be submitted via SIU Online.	<b>Nov. 26, 2014 135 Points</b>
5. Professional Portfolio	Read the Professional Portfolio Unit.	<b>Assignment 5:</b> Complete and submit your professional portfolio. Portfolio must be submitted via SIU Online.	<b>Dec. 10, 2014 60 Points</b>