

MSA INTERNSHIP & SHADOWING COURSE SYLLABUS
Spring 2016
SVRL 293

INSTRUCTOR AND COURSE INFORMATION

Instructor: Dr. Jacob Sanwidi **Email:** jsanwidi@mix.wvu.edu **Office Location & Hours:** TBD
Office: 501 Allen Hall **Telephone:** 304-293-5939 **Course Weekly Meeting Time and location:** TBD

DESCRIPTION

The Internship and Shadowing course is aimed at providing MSA Scholars with opportunities to further explore their career and major interests while applying knowledge and skills learned during their first college semester at a professional setting. This professional experience through service learning also helps students confirm or rule out a career path, gain a clear sense of what a given career path entails, connect with the community, and build a professional network.

LEARNING OUTCOMES

After completion of the MSA Internship and Shadowing course, students will

- Further explore major and career interests
- Experience a real-world professional environment
- Acquire knowledge of the industry in which the internship is done
- Apply prior knowledge in a work setting
- Complete a minimum of 40 internship/shadowing hours with a community partner

COURSE MATERIALS

Course information and assignments will be posted on eCampus.

INTERNSHIP LOCATIONS AND PLACEMENTS

Internship locations and placements were arranged in collaboration with WVU's Center for Service and Learning. Students learned more about available opportunities by attending the Community Partners' Resource Fairs held in class on November 3rd and 5th, 2015 for MSA students. Students chose their internship based on their interests.

COURSE CREDIT

Please register for the appropriate section of SVRL 293 and complete the following number of work hours to receive course credit for the Internship and Shadowing course: 1 credit hour: 40 hours of work

ASSIGNMENTS AND GRADING:

Pre-Internship Quiz	5%
Learning Objectives and Memorandum of Agreement	10%
Organizational Introductory Paper	10%
Discussion Board Posts	10%
Reflective Journal Assignments	30%
Updated Resume Reflecting Internship Experience	10%
Internship Time Verification in iServe	5%
MSA Internship/Shadowing Showcase (Poster Presentation)	20%

EXPECTATIONS:

To receive credit for this class, you are required to register for the course and pay the required tuition/fees, complete all assignments and turn them in by the deadline, and present yourself in a professional manner at all times. Additionally, you are representing yourself, the Mountaineer Success Academy program and the Center for Learning, Advising, and Student Success as a WVU intern at the organization. Please keep in mind that you are expected to:

1. Arrive at work as scheduled, ready to work, and stay for the agreed upon time
2. Present yourself in a professional manner at all times, including being appropriately dressed for your workplace
3. Communicate any concerns with your supervisor and the course instructor respectfully and in a timely manner
4. Demonstrate enthusiasm and interest in what you are doing; ask questions and take initiative as appropriate
5. Complete and submit assigned tasks by designated timelines; meet all deadlines.
6. Participate in assigned meetings at work and with the course instructor at WVU
7. Keep track of and accurately report internship hours worked
8. Present a summary of your experiences during a poster presentation at the end of the semester

ASSIGNMENT SCHEDULE

Assignment	Description	Grade	Due Date
Pre-Internship Quiz	The quiz will examine your knowledge and comprehension of the internship course as well as the expectations and overall guidelines of a successful internship	5%	January 15, 2016
Learning Objectives and Memorandum of Agreement	This memo is a collaborative effort between you and your supervisor and outlines the five main learning objectives for your particular internship. Additional information will be provided on eCampus to help you complete this assignment	10%	January 22, 2016
Organizational Introductory Paper	This assignment provides the student with an opportunity to learn about the organization as a whole and his/her role within the organization	10%	January 29, 2016
Discussion Board Posts	Prompts will be posted on eCampus to allow students to reflect on their service, collaborate, exchange strategies, and share experiences throughout the semester.	10%	Every other week
Reflective Journal	An excellent way to process what you are learning during your	30%	Variable (see

Assignment	Description	Grade	Due Date
Entries	internship is to write about your experiences on a regular basis. A guide for preparing your journal entries will be posted on eCampus. Two entries are required (approximately one entry for each 20 hours of work)		eCampus)
Updated Resume	Submit an updated resume that includes your internship experience	10%	April 15, 2016
Internship Time Verification in iServe	Sign up for an iServe account and log your weekly internship hours.	5%	April 22, 2016
MSA Internship/Shadowing Showcase (Poster Presentation)	Summarize your experiences in this class on a poster that will be publically presented to your classmates and other guests. Guideline on how to develop a successful poster presentation will be posted on eCampus.	20%	April 28, 2016

Title IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

20 U.S.C.A. section 1681(a).

Etiquette Statement

College students are responsible for their own learning, goal setting, and success, and for recognizing that the college classroom is a community. So that all community members may learn, students should behave respectfully (e.g., turn off cell phones and other electronic devices; remove headphones; be punctual; turn exclusive attention to class and work activities; and interact appropriately with other students, co-workers, and the instructor).

Academic Honesty and Integrity

The integrity of the classes offered by any academic institution solidifies the foundation of its mission and cannot be sacrificed to expediency, ignorance, or blatant fraud. Therefore, the instructor will enforce rigorous standards of academic integrity in all aspects and assignments of this course. For the detailed policy of West Virginia University regarding the definitions of acts considered to fall under academic dishonesty and possible ensuing sanctions, please see the Student Conduct Code at <http://studentlife.wvu.edu/studentconductcode.html>. Should you have any questions about possibly improper research citations or references, or any other activity that may be interpreted as an attempt at academic dishonesty, please see the instructor before the assignment is due to discuss the matter. (Statement approved by the WVU Faculty Senate on February 2, 2008; modified May 15, 2008.)

Inclusivity Statement

“The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion. If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise me and make appropriate arrangements with the Office of Accessibility Services (293-6700). For more information on West Virginia University's Diversity, Equity, and Inclusion initiatives, please see <http://diversity.wvu.edu>.”