



West College of Education
Syllabus: EDUC 5583/BAAS 3113
Internship
Spring 2023

Contact Information

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Email is my preferred method of communication.

I will respond to emails within 24 hours during the weekday. Please expect a 48 hour response on weekends and holidays.

IF you need contact me via phone or Zoom, please email me your phone number and I will schedule a time that is convenient for you.

Course Description

Internship offers students the opportunity to intern in diverse corporate, educational, governmental, public, and community settings while earning three (3) hours of advanced credit in the professional development area. Students are required to intern a minimum 60 hours throughout the semester. Internship may be at a current employment setting involving educational training or management program initiatives, cross-training opportunities, or other substantial projects demonstrated to be of integral learning to career development and education.

Performance will be supervised and reviewed by internship supervisor, and the course instructor

Course Objectives

To provide students “hands on” experience and the opportunity to integrate knowledge and practical learning experiences gained from the internship and professional setting, to academics in a learning environment.

In this course you will be expected to integrate and apply learning gleaned from previous coursework, and assignments, and connect those learning experiences to your professional, academic, and personal goals. Each assignment builds on the next so previous learning is synthesized into the final Case Study Paper.

Learning Outcomes

- Reason, synthesize knowledge, and/or evaluate sources of information necessary to problem solve a work-related, personal, or academic issue (problem-solving activity)
- Examine experiences in, and observations of, the internship and share and reflect on those insights (reflective journal postings)
- Reflect and communicate ideas using clear, succinct, and correct written language (case study research)
- Consider and draw conclusions about new knowledge, strengths, and skills related to career decisions and future professional plans (five strengths, career search, mentor interviews)
- Examine and reflect on the internship’s organizational culture, communication systems, and leadership; styles of teamwork, supervision, and professionalism, and career/occupational preferences in the workplace (description of internship site, mentor interviews, evaluations)

Course Expectations

Students are expected to fulfill the hours required for the internship. Students are expected to keep a personal journal documenting experiences, noting the tasks undertaken, and assessing how those tasks are applicable to current employment and future career goals, and pertinent within a professional environment. From the journal students will develop and present their written case study.

Textbook & Instructional Materials

Hard copy of, or access to, American Psychological Association (APA), Publication Manual of the American Psychological Association, 6th ed. Washington, DC: APA, 2009. You can access online or through [OWL](#) (Online Writing Lab).

Student Handbook

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Student Handbook 2021-2022](#)

Library Resources

[Log into MSU Library](#)

[Find and use research guides](#)

[Recognize peer-reviewed articles](#)

Grading

No letter grade is assigned for this course three hour course. The course grading system is CR/NC. CR means that credit has been earned for the class; NC means that no credit has been earned for the class. Missing any of the assignments could cause your grade to be NC for the course. You must let me know in advance if you are having problems in any area of your course requirements. You must receive at least 160 points (out of the 200 total for the class). This meets 80% of the requirements for this course in order to receive credit (CR) for the course.

Table 1: Points allocated to each assignment

| Assignments | Points | Due Date |
|-----------------------------|--------|----------------------|
| Internship Information Form | 25 | 1-29-2023 @ 11:59 pm |
| Zoom Meeting #1 | 15 | 2-5-2023 @ 11:59 pm |
| Journal Posting #1 | 15 | 2-19-2023 @ 11:59 pm |
| Zoom Meeting #2 | 15 | 3-5-2023 @ 11:59 pm |
| Journal Posting #2 | 15 | 3-19-2023 @ 11:59 pm |
| Zoom Meeting #3 | 15 | 3-26-2023 @ 11:59 pm |
| Journal Posting #3 | 15 | 4-2-2023 @ 11:59 pm |
| Zoom Meeting #4 | 15 | 4-9-2023 @ 11:59 pm |
| Journal Posting #4 | 15 | 4-16-2023 @ 11:59 pm |
| Zoom Meeting #5 | 15 | 4-23-2023 @ 11:59 pm |
| Journal Meeting #5 | 15 | 4-30-2023 @ 11:59 pm |
| Internship Evaluation | 25 | 5-7-2023 @ 11:59 pm |
| Total Points | 200 | |

Late Work

Assignments for the Internship must be submitted or posted by the established due dates. I understand that emergencies arise. Communicating with me is the key.

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[Student Handbook 2021-2022](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

My expectations is that you will be present for this class. Attendance is verified by you checking into your D2L assignments at least twice a week. Excessive absences, noncompliance with assignments, and lack of participation on the discussion board is an indication of lack of interest in the course. A student with excessive absences may be dropped from the course by the instructor.

Online Computer Requirements

Taking an online class requires you to have access to a computer with internet access to complete and upload your assignments. It is your responsibility to have access to a working computer for this class. *Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.* **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. For help, log into [D2L](#) .

Weekly Zoom Check in Meetings

There will be a total of five weekly Zoom check-in meetings. There are times to ask questions and talk about your experience. The times and dates will be decided in a meeting with and the instructor and the schedule will be kept for the length of the semester. If an emergency arises, please give your professor at least 24 hours' notice of the need to reschedule.

Dropbox

Please put your name on all of your documents submitted to the dropbox. Assignments are due to the dropbox before the indicated deadline. Sorry, assignments submitted one minute after the assignment deadline are late.

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, or call (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Syllabus Disclaimer

Changes in the course syllabus, assignments, and due dates may be made periodically. What I have posted in the syllabus is for your immediate information. Changes, corrections, updates to the assignments, due dates, and grading points will be posted in D2L in the respective assignment area, posted in the "NEWS" area of your D2L course homepage, and emailed to you through D2L. Please check often! I will make every effort to inform you of changes or inconsistencies between what is in the syllabus and what may be posted at D2L. You MUST remain connected to your D2L course! This is where I will make the immediate and primary change.

| Assignment | Due Date | Points |
|-------------------------------|----------------------------------|--------|
| Reflective Journal Posting #1 | Before March 5, 2023 11:59 pm | 15 |

Reflective posting #1 – Clearly outline your personal, professional, or academic goals:

- Describe your internship site to the class and discuss why this particular internship site, other than convenience.
- What are the highlights of this profession, career, or site that are attractive and meaningful to you regarding this field?
- Provide the three (3) clear, short term goals, one for each area (personal, professional, academic) that you plan to accomplish during this internship experience (must be accomplished during the semester).
- Outline the steps you will go about to accomplish them?
- How will this internship relate to your short and long term goals?
- What will be your actual tasks?
- If you are at your current place of employment what will be the substantial project, job, educational training extracurricular activity, management program, or cross-training opportunity that you will be involved during the semester?
- Who will be supervising you?

Post must be in APA format at least 500 word minimum. Please use Times New Roman 12 point font. Please turn in using dropbox on D2L.

| Assignment | Due Date | Points |
|--|-----------------------------------|--------|
| Reflective Journal Postings #2 | Before March 19, 2023 11:59 pm | 15 |
| <p>Reflective posting #2 – Observations and expectations:</p> <ul style="list-style-type: none"> • What were your earlier observations or expectations of the internship site before you started? • What is different or out of sync with this internship, versus what you located in your abbreviated career search? • What was your first impression of the supervisor and what observations led you to develop these impressions? • How would you describe the leadership style of this individual? Of other senior-level supervisors? • How would you describe professionalism and how have you seen it displayed within the environment? • How do people of diverse backgrounds work with each other and what have you learned from these observations that taught you about diversity? <p>Post must be in APA format at least 500 word minimum. Please use Times New Roman 12 point font. Please turn in using dropbox on D2L.</p> | | |

| Assignment | Due Date | Points |
|--|----------------------------------|--------|
| Reflective Journal Postings #3 | Before April 2, 2023 11:59 pm | 15 |
| <p>Reflective posting #3 – Mentors and education:</p> <ul style="list-style-type: none"> • What type of preparation, professional or continuing education will you need to pursue to remain abreast in this career field? • Also, describe the training available to assist in your proficiency and growth in this area. • What are the current trends, issues, changes on the horizon regarding the career field or area of internship? • Describe your own mentors or those you admire in your field locally, or from afar. • What type of influence have they had upon you and your career thus far? • What type of mentor relationship do you admire, and whose mentor are you? • What strengths do you possess that make, and will continue to make, you successful in this field? <p>Post must be in APA format at least 500 word minimum. Please use Times New Roman 12 point font. Please turn in using dropbox on D2L.</p> | | |

| Assignment | Due Date | Points |
|--|-----------------------------------|--------|
| Reflective Journal Postings #4 (Discussion Board) | Before April 16, 2023 11:59 pm | 15 |
| <p>Reflective posting #4 –</p> <ul style="list-style-type: none"> • What challenges and concerns have you noted to be prevalent within the field and how do you perceive they are being addressed on a local and larger scale? • Provide an example of a communication success or communication challenge, and identify how you might have communicated differently. <p>Post must be in APA format at least 500 word minimum. Please use Times New Roman 12 point font. Please turn in using dropbox on D2L.</p> | | |

| Assignment | Due Date | Points |
|---|-----------------------------------|--------|
| Reflective Journal Postings #5 (Discussion Board) | Before April 30, 2023 11:59 pm | 15 |
| <p>Reflective posting #5 – Goal completion:</p> <ul style="list-style-type: none"> • What new skills have you learned and how do you plan to apply them or highlight them in your resume? • Elaborate on how well you met the personal, professional, and academic goals you established earlier in this internship. • What have you learned about the value of your education and experiential learning in preparing you (or not) for your professional life? • What could have been approached differently to provide you a more meaningful internship experience? • Most importantly, what you have learned about yourself? | | |

| Assignment | Due Date | Points |
|--|-------------------------------------|--------|
| Internship Evaluation Form (Signed & completed by supervisor. Student will send to me through D2L) (Dropbox Submission) | Before May 7th, 2023 at 11:59 pm | 25 |
| <p>The Internship Evaluation Form is completed by the supervisor, and submitted by the student to the D2L dropbox. Scan and email the Internship Evaluation Form to your dropbox in D2L so that you will be graded for your submission. The supervisor evaluation must be completed by an appropriate and responsible management-level individual in your firm. He/she must indicate your successful completion of the requirements of the Internship. Specifically, this should be completed by the supervisor with whom you have worked most closely during the semester. Some companies have their own standard evaluation forms which may be substituted for our MSU form, provided the same basic evaluation criteria are included.</p> <p>NOTE: It is your responsibility to ensure that I receive your supervisor's evaluation by the due date. If not received your internship requirement is not complete. You will not be assigned a grade until it is received.</p> | | |

