



## BIO 489: Internship Syllabus

**Course Instructor:** TBD

**Office contact:** Erica Ward, DVM

**Email:** erica@loopabroad.com

### **Required Course Materials**

- Laptop
- Specific clothing or gear may be required depending on placement (closed-toed shoes, wristwatch, etc). You will be notified ahead of time of any clothing or supply requirements.

**Required Readings:** Specific readings related to internship country and placement area will be assigned a few weeks prior to arrival.

**Credit Per Hour:** Every 40 internship hours=1 credit hour

**Course Attendance Policy:** Full participation for the entirety of the experience is mandatory.

### **Course Description**

Internships are off-campus experiential learning activities designed to provide students with opportunities to make connections between the theory and practice of academic study and the practical application of that study in a professional work environment. Internships offer the opportunity to “try out” a career while gaining relevant experience and professional connections. Internships are completed under the guidance of an on-site supervisor or supervisors. Interns will have the chance to gain relevant work experience, learn about their project site, ask questions, and build an understanding of how the project site functions as a whole. They will be asked to reflect on their observations.

Importantly, internships abroad provide a student the opportunity to live and work within another culture. Culture shock is a very real thing. Interns may face challenges of cultural differences, including cultural norms around time, schedule, animal care, communication, and directness. Interns are asked to reflect on these differences while realizing that their goal is to learn from their hosts within their host culture.

### **Course Objectives**

- An understanding of how past coursework ties to professional careers of interest
- Gain insight into a possible career path of interest while learning about the industry in which the organization resides, organizational structure, and roles and responsibilities within that structure.
- Develop professional connections and identify a strategy for maintaining those connections
- Reflection on internship abroad, including:
  - Cultural differences in the workplace
  - Cultural differences in communication
  - Insight into what parts of one’s own beliefs or habits may be informed strongly by culture
  - Understanding of the relationship between culture and workplace environment
- Reflection on the internship experiences, including:
  - Ability to articulate what was learned and how it will be apply to your professional career goals
  - Identification of professions that may be of interest as a result of this experience
  - Identification of additional skills that will need to be developed to ensure career readiness. This might include learning a new technology, developing a broader network, additional coursework, etc.

### **Internship Job Description**

Internships will offer approximately 35-40 hours per week for the intern at a placement project or combination of placement projects. The intern's role may vary but will include the opportunity to work on-site at the project and learn from a supervisor or supervisors about the various roles in the organization, the organization's mission and objectives, and how the organization functions.

### **Internship Evaluation**

The internship supervisor will complete an evaluation of the intern (see attached document). This evaluation will be an opportunity for the supervisor to share the ways in which the intern has grown in their position. Please note that a significant portion of this evaluation relates to the intern's attitude and demeanor relating to others in the workplace, being flexible, taking directions, and asking for support when needed. These are valuable workplace skills that may be hard to build in a classroom and are an important part of internships. In addition, as the intern is a representative for their university, for Loop Abroad, and for their country, it is important that they behave in a way that is professional and culturally respectful.

In addition, the intern will be evaluated on their ability to complete the tasks which they are assigned and to contribute to the organization's goals.

### **Course Requirements and Documentation of Internship Activity**

<b>Assignment</b>	<b>Description</b>	<b>Due Date/Time</b>	<b>Points</b>
Weekly Reflections	Please submit a written reflection of 250-300 words. This assignment should focus on the learning and cultural activities that happened during the week. It can include things that surprised you, you learned, you found challenging, or you found particularly enjoyable about the learning experience. Rather than just stating the events of the week, we are looking for a reflection on your individual experience.	(weekly on Sundays)	10
Midterm Assignment	Identify what you have learned to date and how this will be relevant to your career goals. Establish 5 goals for the remainder of your internship and actions to achieve those goals. This assignment should be 400-450 words.	(after middle program week)	10
Final Reflection	Analyze your internship experience, reflecting on lessons learned and how your education prepared you for the internship. Address whether the profession you learned about is still of interest (why or why not) and actions you will need to take to effectively pursue your chosen career. This assignment should be 400-450 words.	(final program day)	10
Supervisor's assessment of student	Should be submitted directly from the site supervisor to the faculty sponsor	(final program day)	70

*Note that some completed assignments may become a permanent part of departmental and/or school records which other faculty and staff may read as part of the ongoing process of assessment.*

### **Grading Process and Criteria**

Assignments will be graded based on satisfactory completion of each by the deadlines.

Total points available for all aspects of internship is 100 points. The final letter grade for the class will be based on the number of points earned in total on the above assignments and assessments.

### **Grading**

Grading at Culver-Stockton College is on a 4.0 scale as follows:

A=work of outstanding quality; excellent mastery of coursework; 4.0 quality points; 90-100%

B=Good work and achievement of course material; 3.0 quality points; 80-89%

C=Satisfactory achievement of course material; 2.0 quality points; 70-79%

D=Deficiency in mastering course material; 1.0 quality points; 60-69%

F=Failure to meet course requirements; 0.0 quality points; Below 60%

### **Late Assignment Policy**

Students are expected to complete and submit assignments on time. Please plan ahead and avoid waiting until the deadline to submit an assignment. Students are expected to contact their instructor ASAP if they are having technical issues submitting an assignment. Students will automatically receive a 20% score reduction for assignments turned in late up to a final deadline determined by the instructor. All assignments MUST be submitted by the final deadline to receive credit for the assignment. Assignments not turned in before the final deadline will receive a 0% mark for the assignment.

### **Roles & Responsibilities**

#### **Intern**

- Communication with site supervisor regarding course objectives and site supervisor deliverables
- Adheres to professional work standards including: regular attendance, punctuality, working within agreed upon hours, wearing appropriate attire as stated by the organization, and abiding by all code of conduct policies
- Completion of agreed upon course assignments while meeting professional work obligations
- Notify Loop Abroad if in need of assistance or if uncomfortable in internship environment

#### **Site Supervisor**

- Provide site information including employee handbook and any code of conduct information
- Set forth expectations for the work to be completed and associated timelines
- Establish preferred method and frequency of communication with intern
- Identify opportunities for intern to meet learning objectives
- Introduce intern to key people (other staff, vendors, managers) who can assist intern with their professional development and become part of their network
- Oversee work
- Conduct evaluation(s) and share performance feedback and skills development needs with intern



## Supervisor Evaluation of Internship

Name of Evaluator: \_\_\_\_\_

Internship Organization: \_\_\_\_\_

Intern Name \_\_\_\_\_

Date \_\_\_\_\_

Evaluator Signature \_\_\_\_\_

	Always (100)	Almost Always (85)	Sometimes (75)	Never (50)
<b>Quality of Work</b> Intern completes all work-related tasks carefully and efficiently				
<b>Dependability</b> Intern attends required sessions and is punctual, prepared and focused				
<b>Initiative and Creativity</b> Intern can solve problems independently, thinks outside the box and actively seeks out growth in their role				
<b>Character</b> Intern responds well to supervision and functions well as part of a team				
<b>Organization Fit</b> Intern understands and actively supports the organization's mission, culture and goals				

Overall Score: \_\_\_\_\_

Comments: \_\_\_\_\_

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