**TEC 4900 Internship**

**Course Syllabus**

**Summer 2013**

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**COURSE DESCRIPTION**

TEC 4900. Internship (6 hours). Graded on an S/U basis.

**COURSE GOALS**

This course is designed to provide a capstone experience in which students are able to apply knowledge and skills gained through course work, and to demonstrate their capacity to function successfully in a professional setting. Specifically, students should be able to:

1. Exhibit professionalism in a career setting.

2. Create sample products (e.g., technical reports, letters, emails, presentations, and so on) that

demonstrate their ability to communicate effectively within the discipline.

3. Reflect, through written work logs, weekly summaries, and a final report, on the structure and

outcomes of the internship experience.

4. Create a portfolio that contains examples of work completed in the professional work setting.

**COURSE REQUIREMENTS**

1. Treat the internship as you would any job: be punctual, be conscientious about

completing your work to the best of your ability, and communicate regularly with your

supervisor(s).

2. Maintain a **daily work log**, typed in Microsoft Word, that describes your tasks for the

day and any highlights, issues, or problems encountered. The daily log should be several sentences in length to describe in detail what you did on each day. The logs for each week should be combined in a single Word file and submitted via ASULearn on the Monday night after the week.

3. At the end of each week, submit via email to your university supervisor a **weekly written summary** of the week’s work. This document should describe in a prose style your week and be at least a full two pages in length, typed either single or 1.5 spacing as a Word document and written with attention to grammar and spelling. The weekly summary should be submitted via ASULearn with your name and the date clearly indicated at the top of the page. At the end of the syllabus you will find a series of discussion questions/prompts to address in each weekly summary. Weekly summaries will be considered confidential communications, and will not be shared with your employer. *Weekly summaries are due no later than 10 pm on the Monday night following the work week.* Late submissions will result in a deduction of 20 points for each day late.

4. Exhibit **professionalism** in all email and/or telephone communications with your university supervisor. Emails should include a salutation and be written using standard, business English. Include a closing phrase and your name at bottom (for example, “Sincerely, Jane Doe”).

5. Approximately halfway through your internship, have your employer complete the **midterm evaluation**. Your employer should send this evaluation directly to the university supervisor either via fax or by mail (instructions are provided on the form).

6. Between the half-way point and the end of the internship, the university supervisor will conduct a **site visit** with you and your employer. It is your responsibility to set up the site visit appointment with you, your employer, and the university supervisor. If you are at a substantial distance, the site visit may be conducted via telephone.

*Completing your internship:*

1. After you have completed your final week on the job, you must prepare and submit a **final report** on the internship experience (see assignment guidelines below). This report is to be typed, double-spaced, and submitted as part of your internship portfolio.

2. You are responsible for making sure that your employer completes and sends the **final evaluation** form before the end of the semester.

3. Prepare a **formal thank you letter** to your employer, thanking him or her for the internship opportunity and describing some of the key positive outcomes.

4. Prepare and submit a **final portfolio** in a combined PDF file via ASULearn as well as a printed, bound copy, which should be mailed to the instructor’s contact information. The final portfolio should be professionally organized, well written, and well presented. Photos and work samples are highly encouraged. The portfolio should include:

a. Professional binding for hard copy

b. A well designed cover

c. Table of Contents

d. Tabs and cover sheets of each section/chapter

e. Copies of your daily work logs

f. Copies of your weekly summaries

g. Samples of work that illustrate the skills you applied on the job, with explanatory notes, as needed

h. Photographs or other artifacts that help to illustrate the nature and quality of your internship work experience

i. A copy of your final report

j. A copy of your thank you letter to your employer

k. A copy of your proposal, forms, and evaluations

**COURSE EVALUATION**

TEC 4900 is graded on an S/U basis. You will not receive credit for this course until all items listed have been submitted. Each item is worth a specified number of points\*, as follows:

a. Internship Proposal (5 points)

b. Daily work logs (10 points)

c. Weekly summaries (20 points)

d. Samples of work (20 points)

e. Other supporting materials (additional 10 bonus points possible)

f. Final report (20 points)

g. Thank you letter to your employer (5 points)

h. Overall professionalism demonstrated, including a complete portfolio (20 points)

Scoring: 75 – 100 points (Satisfactory)

74 points or less (Unsatisfactory)

**\***Points will be deducted for work that is turned in late or is missing information, or that is

lacking in the level of professional quality expected.

\*\*An incomplete grade will be given only if there are extenuating circumstances that limit the

completion of the internship. All work and assignments must be completed by the end of the

term or an unsatisfactory grade (U) will be given.

**SPECIFIC ASSIGNMENTS**

**Weekly Summaries**

Maintain a daily log of internship activities, problems, solutions, and reflections on what you

have learned. Submit a weekly, 2-3 page typed summary of your daily logs. Be sure to indicate

the number of internship hours worked each week. This summary will provide an overview of

your activities as well as a short description of the actual job setting as you have found it. Send

all summaries via email as attached MS Word files. As part of your weekly summaries, for each

week respond in writing to the following prompts (complete through the number of weeks

worked; if you only work four weeks, address prompts one through four):

* Week One: What are your first impressions of this workplace? Describe your work environment, and include a picture of yourself at work, if possible.
* Week Two: What have you learned about this company and its history? How has it changed in recent years to reflect changes in the economy or its business focus?
* Week Three: Who at your workplace do you particularly admire or look up to? What attributes does this individual exhibit that you appreciate or aspire to?
* Week Four: What kinds of marketing strategies does this company make use of? Do you feel these are effective? How could they be made more effective?
* Week Five: In what ways does your employer motivate employees to work harder or more effectively? Are there strategies used that you think are particularly helpful in motivating people? What strategies might you suggest to improve employee morale?
* Week Six: What have you learned about interacting with customers or clients (if applicable)? What strategies lead to more effective customer/client relations?
* Week Seven: Based on your seven weeks of experience on the job, have you determined whether this field is right for you? Why or why not?
* Week Eight: What outside influences impact your employer and his/her business? For example, are there licensing issues, state statutes, economic concerns, or other external pressures that play a big role in the success of this business? What are they, and how do they impact this business?

**Final Report**

The final report should be 8-10 pages in length, typed, double-spaced. It should include:

* A reflection on the ways in which this internship experience has helped/will help you be better prepared for professional employment after you graduate.
* A reflection on the ways in which this internship reflected the content of your university course work, and suggestions for ways that university courses might be modified to better prepare students for employment after graduation.
* An assessment of the degree to which you have met your internship objectives.
* A description of your short- and long-term professional goals, and how they may have changed as a result of this internship (if applicable).
* Your opinion regarding the appropriateness of this company for future internships.

**ACADEMIC INTEGRITY**

Honesty in academic pursuits is an important part of the university ethic, as it is in professional life. Failing to give due credit for work done by others, cheating on exams, and plagiarism are all examples of violations of the ASU Academic Integrity Code. Students who are found to be in violation of the Code are subject to reduced or failing grades on the assignment or the course. The Academic Integrity Code can be found at: http://studentconduct.appstate.edu/ . Click on “Academic Integrity Code” and follow the links to the document.

**STUDENTS WITH SPECIAL NEEDS**

“Appalachian State University is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Those seeking accommodations based on a substantially limiting disability must contact and register with The Office of Disability Services (ODS) at <http://www.ods.appstate.edu/> or 828-262-3056. Once registration is complete, individuals will meet with ODS staff to discuss eligibility and appropriate accommodations."

Students who are experiencing emotional, psychological, or other problems are encouraged to make use of the free services provided through the ASU Counseling and Psychological Services Center in the Miles Annas Student Services Building (262-3180).