

**Please make appointments for office hours here: <https://go.oncehub.com/ScottSelbergAvailability>**

**Course Overview and Objectives:** In this experiential education course, students will apply their classroom learning in a work-based setting, interpret their internship experience through a disciplinary lens, and leverage their internship for career development. Success will be based on a student's performance in both the scheduled assignments and the internship. Students must secure an internship and have it approved by the instructor before registering for this course.

**Internship Learning Outcomes:**

1. Students will become self-aware members of their academic and professional communities by:
  - identifying specific areas for professional, academic, and personal growth;
  - developing goals and tracking milestones to measure progress in those areas; and
  - reflecting on progress and achievement to evaluate gains in those areas.
2. Students will place internship experiences in the context of personal and community narrative by:
  - considering the impact of internship experiences on future academic and professional pursuits; and
  - sharing achievements and challenges with other interns enrolled in the course.
3. Students will engage in opportunities for networking and professional development by:
  - creating materials that communicate and demonstrate professional-level skills and experiences;
  - identifying key contacts and mentors and learning from their guidance; and
  - preparing to search for, apply to, and interview for future employment.
4. Students will develop professional skills and knowledge including:
  - exhibiting professional behavior, relational norms, and ethical conduct;
  - cultivating industry-specific and job-related skills that apply academic knowledge;
  - exercising time management, interpreting employer and industry expectations, and expanding capacity for increasing responsibility; and
  - pursuing areas of continued learning and skills development beyond curricular requirements.
5. Students will interpret their internship experiences through the frameworks of communication, so that experiential learning informs and supports their program of study.

## Course Policies:

**Student Conduct, Plagiarism, Discrimination, and Harassment:** The University maintains a helpful resource describing our policies on student conduct, including academic misconduct, plagiarism, discrimination, and harassment (<https://www.pdx.edu/dos/psu-student-code-conduct>). Please be sure that you have read and understand this information. If you have any questions concerning this material in general, be certain that you ask.

**Resources for Writing Improvement:** Because you are graded on your writing, it is important that you take the appropriate care in crafting your papers and posts. Please feel free to utilize the PSU Writing Center for assistance (<https://www.pdx.edu/writing-center/>).

**Advising and Career Services:** This course and syllabus are derived from a model developed by Advising and Career Services, which in turn based much of its work on existing courses in the School of Business, the University Honors College, and University Studies. Many of the readings and reference materials made available to you are drawn from the Advising and Career Services website. Students are encouraged to review the materials available on the website and to consider attending their free workshops and events. In addition to Advising and Career Services, some of the content for this syllabus and the material posted on D2L rely on the generous collaboration of previous students, internship supervisors, and instructors of this course.

**Access and Inclusion for Students with Disabilities:** The following statement is provided by PSU's DRC. "PSU values diversity and inclusion; we are committed to fostering mutual respect and full participation for all students. My goal is to create a learning environment that is equitable, useable, inclusive, and welcoming. If any aspects of instruction or course design result in barriers to your inclusion or learning, please notify me. The Disability Resource Center (DRC) provides reasonable accommodations for students who encounter barriers in the learning environment. If you have, or think you may have, a disability that may affect your work in this class and feel you need accommodations, contact the Disability Resource Center to schedule an appointment and initiate a conversation about reasonable accommodations. The DRC is located in 116 Smith Memorial Student Union, 503-725-4150, [drc@pdx.edu](mailto:drc@pdx.edu), <https://www.pdx.edu/drc>.

- If you already have accommodations, please contact me to make sure that I have received a faculty notification letter and discuss your accommodations.
- Students who need accommodations for tests and quizzes are expected to schedule their tests to overlap with the time the class is taking the test.
- For information about emergency preparedness, please go to the Fire and Life Safety webpage (<https://www.pdx.edu/environmental-health-safety/fire-and-life-safety>) for information."

**Absences and Non-Participation for Illness, Emergencies, or Religious Holidays:** All work is completed remotely, but participation through D2L is required in this class. In the case of illness or emergency, please notify me by email as soon as possible to discuss a plan to make up missed work. Absences or non-participation for any religious belief, observance, or practice will be accommodated when appropriate, however it is important that you discuss this with me in advance. Regardless of the reason for your absence, it is your responsibility to contact me to arrange an alternative plan for the completion of any missed work.

**Grading Issues:** Please familiarize yourself with University grading policies regarding issues such as drop/add and withdrawal. Please note that all due dates in this course fall on a Sunday. You must have your work turned in on D2L by 11:59 pm on the due date or it will be considered late. If you know you will be not be able to complete your work on time, you must arrange for an extension in advance of the due date or it will be considered late. Any work turned in after the due date will lose one letter grade for each day it is late. There are no extra credit opportunities in this class. If you have an issue with a grade you receive in this class, you must wait 48 hours before sending me an email describing your problem in detail. I reserve the right to raise or lower your grade at this point on a case-by-case basis. I will notify you of the results of my review by the end of the quarter at the latest.

**Assignment Due Dates and Grade Weights:** Each individual assignment will be graded on a 100 point scale. That will be the number you see posted in D2L as your grade. Those assignments will then be weighted with the following percentages for your final grade. They are weighted according to both the work required for their completion and their importance to the course.

Zoom meeting with Prof. Selberg	Complete by end of first week	3 %
Introductory Post	Due Sunday, October 4	5 %
Comments on Introductory Posts	Due Sunday, October 11	1 %
First Reflection Essay	Due Sunday, October 11	15 %
Informational Interview Protocol	Due Sunday, October 18	5 %
Slideshow Presentation	Due Sunday, October 25	10 %
Career Research Activity	Due Sunday, November 1	10 %
Comments on Slideshows	Due Sunday, November 8	1 %
Informational Interview Notes	Due Sunday, November 15	5 %
Updated Resume	Due Sunday, December 6	5 %
Final Paper or Essay/Video	Due Sunday, December 6	20 %
Supervisor Performance Review	Due Sunday, December 6	20 %

### Final Grade Rubric

#### Letter Grades:

A: 94-100%	C: 74-76.9%
A-: 90-93.9%	C-: 70-73.9%
B+: 87-89.9%	D+: 67-69.9%
B: 84-86.0%	D: 64-66.9%
B-: 80-83.9%	D-: 60-63.9%
C+: 77-79.9%	F: 0-59.9%

#### Pass/No Pass:

PASS: 74-100%
NO PASS: 0-73.9

## Assignment Descriptions:

**1) Meeting with Professor Selberg:** Schedule a Zoom meeting with me to take place anytime before the end of the first week of class. This is a good time to ask questions about the expectations for the course, but it is also an opportunity for me to learn more about you and your internship. Consider it good practice for your internship and informational interview.

**2) Introductory Post (due Oct 4):** Please post an introduction of yourself on D2L to the rest of the class. Include a short description of your internship, how you acquired it (i.e. online posting, referred by a friend, etc.), your career aspirations, and any other pertinent information you would like to share. This should be about 250-350 words in length. Once you see others have posted their introductions, please leave a comment on each classmate's introduction post. Please keep comments polite in nature. Please ensure you have commented on each classmate's post by **Friday, October 11** (that gives you at least a week to read the others' posts). Engaging with others will be part of the grade for this assignment.

**3) First Reflection Essay (due Oct 11):** Pick one task skill and one interpersonal skill that you wish to develop through your internship. These skills can come from the Skills Sheet posted on D2L or you can come up with other skills that you think pertain to your internship. Please write a 500-600 word paper describing which two skills you have chosen to develop through this internship, and how you anticipate this internship will complement your studies and your personal and professional goals.

**4) Informational Interview Protocol (due Oct 18):** Informational interviews are an excellent way to take advantage of your status as an intern to make connections in the field. It also gives you an insider's perspective on the field. Each student will be required to conduct one informational interview with a) someone who holds a position that you wish to hold in the future, or b) someone who works in the field or industry you wish to pursue. Do not use your internship supervisor for this assignment; branch out to choose someone else. For your interview, come prepared to introduce yourself briefly by explaining your interest in their field, and then to ask a series of questions you have developed in advance. You must submit an interview protocol to the instructor *before* you conduct your interview. The protocol should include a list of at least ten questions you plan to ask that are specific to that person or job. Generally speaking, the questions should be open-ended and exploratory (give your subject a chance to surprise you with their answer, and avoid yes/no questions if possible). If an opportunity presents itself for an informational interview before the due date, you are encouraged to take advantage of it, so you may want to submit your questions earlier in the course. Please alert me if you do this so I can provide timely feedback. See a sample protocol on D2L.

**5) Slideshow Presentation (due Oct 25):** Create a slideshow presentation of the organization you are working for. Include research on the history of the organization, the industry of which it is a part, and the type of work you are doing. You can find a sample of this assignment on D2L, but feel free to be creative with how you present the material to your classmates. If you want, you can ask your supervisor if there is anything they would like you to specifically address in your presentation (make-up of customers, project updates, etc.) If you do get any direction from your supervisor, clarify this early in your presentation, and be sure it still meets assignment

requirements. As you see others post their slideshows on D2L, please comment with your reactions to the work they have presented. Please keep comments constructive and polite in nature. Engaging with others on D2L will be part of the grade for this assignment. Be sure you have commented on each classmate's post by **Sunday, November 8**.

**6) Career Research Activity (due Nov 1):** This is a three-part activity where you will 1) research organizations you would consider working for, 2) research jobs you would like to pursue, and 3) use LinkedIn.com/alumni to identify potential contacts. Details for this assignment and a sample can be found on D2L.

**7) Informational Interview Notes (due Nov 8):** You should take notes when you conduct your informational interview. Please type up the notes you took and submit a copy to D2L. These notes do not need to be written out in full sentences, but try to fully transcribe what you learned. In addition to your notes, be sure to include the name of the person you interviewed, their position, and the length and manner of your interview (in person, Zoom, etc).

**8) Updated Resume (due Nov 15):** At the end of the course you will submit an updated copy of your resume that includes your new internship experience. See helpful resources on D2L.

**9) Final Reflection Paper or Essay/Video (due Dec 6):** This assignment requires you to reflect on your internship experience. At minimum, be sure to address the following questions: How did the internship relate to your Communications coursework? What have you learned about yourself? How has your competency improved with respect to the skills you selected at the beginning of the course? How do you think this internship experience will be valuable to your future endeavors? Look over the course learning objectives from the syllabus as a guide for other considerations for your argument. There are two options for completion of this final assignment. Choose option A or B and submit your work on D2L.

A) Write a single 800-1000 word paper that responds to the prompt above.

B) Write a 200-300 word essay and make a three minute video that each respond to the prompt above. Your video should not simply be a recording of your short paper; instead, elaborate or expand your perspective. Feel free to get creative with the video, as there are no specific formal rules for how it should look. Ultimately, you will be graded on how you respond to the prompt above rather than your video production skills, but your work should still be carefully composed. Should you choose this option, we may share your video on social media or directly with other Communication students to help celebrate your achievements and illustrate the different values of internships!

**10) Performance Review (due Dec 6):** I will ask your internship supervisor to complete an evaluation of your performance at the middle and the end of the term. I will arrange these reviews directly with your supervisor, so there is no need for you to turn in anything for this portion of your grade. Midterm evaluation of your performance may require that you improve your performance. Your supervisor's final evaluation will be shared with you, and you will have an opportunity to speak with me about their evaluation.