



**Instructor**

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**Course Description**

This course is designed to enhance and enrich your educational experience by integrating an academic component with the practical experience gained at your internship site. When you earn credit for your internship, you enter into a contract with your instructor and your internship site-supervisor. You will be evaluated on your performance at your internship site (i.e., mid-term and final supervisor evaluations) as well as on your academic work (i.e., written assignments and blog entries).

**Course Objectives**

Throughout your internship it is expected that you will do the following:

- learn about the functions of the organization with which you are affiliated;
- define more clearly your career objectives and begin to network;
- develop professional understanding and ethics through first-hand experience;
- develop and hone observational and evaluative techniques;
- improve your analytical, research, and writing skills.

**Required Materials**

- True, M. (2013). *InternQube: Professional skills for the workplace*. Intruention, LLC. (available from the publisher at Internqube.com or on Amazon.com for Kindle)

**Academic Credit**

In compliance with Faculty Senate Policy 42-23, at least 40 hours of work are required per credit. The chart provides the number of work hours required for varying numbers of credits. The maximum number of credits allowed for this course is three per internship; you may work more hours than required by your number of credits with the approval of your site supervisor.

# credits	1	2	3
# work hours	40	80	120

For purposes of *verifying full-time enrollment only*, students enrolled in LA 495 for one or more credits are considered to be full-time students. This full-time designation does not apply for financial aid eligibility; please check with the Office of Student Aid if you have questions about how your internship could affect any student aid.

## Enrollment and Scheduling

Before securing an internship, whether on your own or through the college's network, [Simplicity](#), consult the internship instructor (above) to ensure that the experience merits academic credit. If the internship is deemed worthy, the instructor will enroll you for the appropriate number of credits once you secure the internship and the details are confirmed. It is University policy (Senate policy 34-81) that **you must be registered for the internship credits in the semester during which you are completing the internship**. You must be a degree-seeking, current Penn State student in good academic standing (cumulative GPA of 2.0 or above) to be eligible to enroll in this course. Although individual internship start and end dates may vary, they should be roughly consistent with the start and end dates of Penn State's semester.

## Academic integrity

Penn State defines academic integrity as the pursuit of scholarly activity in an open, honest, and responsible manner. All students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts (Faculty Senate Policy 49-20). Dishonesty of any kind will not be tolerated in this course. Dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Students who are found to be dishonest will receive academic sanctions and will be reported to the University's Judicial Affairs office for possible further disciplinary sanction. See the College of the Liberal Arts academic integrity Web site for a full description of the college's academic integrity policy and related resources: [http://www.la.psu.edu/CLA-Academic\\_Integrity/integrity.shtml](http://www.la.psu.edu/CLA-Academic_Integrity/integrity.shtml) . Plagiarism is the act of representing someone else's work as your own, and is considered an act of academic dishonesty. Proper citation of all sources used in your written work is essential. Evidence of plagiarism will be handled in accordance with college policy. Explore the resources listed on the site below to protect yourself against the dangers of unintentional plagiarism: [http://www.la.psu.edu/CLA-Academic\\_Integrity/plagiarism.shtml](http://www.la.psu.edu/CLA-Academic_Integrity/plagiarism.shtml) .

## Course Evaluation and Grading

Your grade is derived from an equally weighted combination of your performance at your internship site (50 percent) and your performance on the academic assignments (50 percent). It is of the utmost importance that you view the academic portion of this course as you would any other course you take at Penn State. This applies to the time you spend on assignments, meeting deadlines, proper research and citation practices, the quality of your writing, etc.

Grade	Points Range
A	95 - 100
A-	90 – 94.9
B+	87.9- 89.9
B	83.3 – 86.9
B-	80 – 83.2
C+	75 – 79.9
C	70 – 74.9
D	60 – 69.0
F	59.9 and below

## ANGEL

LA 495 will appear in your ANGEL account which will contain the assignments and supervisor evaluation forms. You may communicate with the instructor via ANGEL as well. If you have trouble with any aspect of ANGEL, please see the online documentation available at <https://cms.psu.edu/frameIndex.htm> or contact the ANGEL Helpdesk at (814) 863- 2494.

## ASSIGNMENT GUIDELINES *(These guidelines apply to all course assignments)*

1. All assignments must follow MLA format or APA format. If you're not familiar with these formats, then you can find on-line resources to assist you. Points will be deducted if your assignments are not in MLA or APA format.
2. Register with Network Symplicity (<https://la-psu-csm.symplicity.com/students/>), complete your profile, and upload a copy of your resume prior to the start of the course. Your revised resume must be submitted via your student account in Symplicity by the noted due date. All other assignments are due on ANGEL by the noted dates unless otherwise discussed with the instructor well before the due date.
3. Include the following information in the top left corner of each assignment: your name, LA 495, the assignment title, the semester, your internship site, and the word count.
4. Submit your work as Microsoft Word documents and double space your essays. When you upload your revised resume and comments to Symplicity, they will automatically be saved as PDFs as well. If you have questions or encounter problems, contact me for assistance. Save and upload each assignment with a name that identifies both you and the assignment. For example, "JoeSmith SD.doc" would suffice. The name "SD.doc" would not.
5. You are responsible for all notices and updates conveyed about the course through the ANGEL website, so check frequently for messages from me and/or have your ANGEL e-mails forwarded to your regular e-mail account.
6. You are evaluated on the quality of your writing, its organization, and the substantive material it contains. Please review your work for content, style, and grammar and eliminate spelling and punctuation errors.
7. Cite all sources used according to MLA or APA style. Whatever style you use, be consistent; do not use both styles within the same paper. The Penn State [Information Literacy and You](#) Web site (through the University Libraries) provides a wealth of information on identifying and locating resources, using periodicals and journals, using online sources, citing your sources, and more. [A Writer's Reference](#) by Diana Hacker provides very thorough information on how to cite your research materials. Specific samples illustrate the appropriate style for works cited, in-text citations, manuscript formats, and more.
8. Please contact me as soon as possible via e-mail ([pnm10@psu.edu](mailto:pnm10@psu.edu)) or telephone (814) 633-1080 if you have any questions about your assignments or if you experience any difficulties at your internship site.

## INTERNSHIP ASSIGNMENTS

Due Date	Assignment	Grade
Weekly (2/9-4/20)	Blog posts (see specific topics below)	10%
2/28, 3/24, & 4/25	LEAD Program (Schedule Interview by 2/28, Submit Report 3/24; Essay by 4/25)	10%
3/3	Writing about the profession (see assignment 2 for details)	10%
4/25	Student Profile	5%
4/25	Revised Resume	5%
4/25	Digital Portfolio	10%
3/3	Mid-course supervisor evaluation	20%
4/25	Final course supervisor evaluation	30%

*As you can see from the chart, in this internship experience, your academic and work performance are equally important. **Your grade is derived from an equally weighted combination of your performance at your internship site (50 percent) and your performance on the academic assignments (50 percent).***

*It is extremely important that you view the academic portion of LA 495 as you would any other course you take at Penn State. This applies to the time you spend on assignments, meeting deadlines, proper research and citation practices, the quality of your writing, etc.*

*Your on-site work performance will be evaluated by your site supervisor at two points—the midpoint of your internship and the end of your internship. It is imperative that you understand your*

*supervisor's expectations and requirements before your internship begins. Also, you should conduct yourself in a professional manner at all times during your internship. **Remember, you are representing Penn State!***

### 1. **BLOG POST REQUIREMENTS:** (see link on ANGEL)

You are required to comment on 10 blog posts throughout the course of your internship. Follow the guidelines below for writing your comments.

- **INSIGHTFUL:** See the blog post criteria below regarding content of your posts. We want you to provide insightful, reflective responses to the topics, including connections to others' experiences, external sites and resources, etc.
- **EXEMPLARY:** Provide specific examples from your internship, coursework, and life experience to supplement your blog posts. Help your audience understand the nuances of your internship experience by providing descriptive details.
- **HEURISTIC:** In addition to your posts, you are encouraged to read and comment on your peers' posts as well. This site is intended as a resource for you to learn more about others' internship sites and experiences and to generate discussion and reflection, allowing interns to share insights and advice based on their experience.
- **FREQUENT:** Posts are due weekly, with the first post due the second week after the drop/add period and weekly thereafter.

**BLOG POST TOPICS:** One of the following posts will appear on our blog site (see link on ANGEL) each week (starting on 2/3). Based on the relevant chapter in your *InternQube* book, answer the corresponding posts by replying/commenting to the post.

1. After reading the first chapter, *Making the most of your internship*, identify your learning objectives, activities/resources, and evaluation/verification.
  2. Read chapter 4, *What employers want*, and identify some of the transferrable skills you will seek to develop during your internship.
  3. Based on Chapter 5, *Organizational culture*, identify the cultural components of your internship by answering some of the questions posed in the reading.
  4. Read chapter 8, *Understanding and working with your supervisor*, and identify some of your supervisor's expectations/preferences.
  5. After reading chapters 14, *Networking*, and 15, *Networking: The art of mingling*, identify your goals for networking during your internship. Also, post a link to your LinkedIn page (create one if you do not have one already – LinkedIn.com).
  6. Chapters 16, *Communication – Oral*, and 17, *Communication – Written*, provide valuable advice for effective communication behaviors. Identify how you can improve your oral and/or written communication for your internship.
  7. Chapter 19, *Ethical behavior*, discusses some golden rules of professional behavior. Indicate some of the ethical behaviors you have demonstrated, or intend to demonstrate, during the course of your internship.
  8. Based on Chapter 22, *What to do when you make mistakes*, reflect on a mistake you made during your internship, from which you learned a valuable lesson.
  9. Chapter 25, *Critical thinking/Problem solving*, discusses an effective problem solving procedure. Describe a problem you encountered during your internship and the steps you followed to solve the dilemma. How did your procedure differ from the given steps?
  10. Chapter 29, *Personal branding and transitioning to employment*, provides tips for turning your internship experience into a career. Explain some ways in which you are promoting and capitalizing on your internship experience.
2. **LEAD Program:** Complete the Leadership Enrichment through Assessment and Development (LEAD) program outlined here: <http://laus.la.psu.edu/network/network/lead> Once you have completed the program, submit your LEAD report to the internship instructor. By the end of the semester, submit a 1000-word essay in which you discuss how you can apply your strengths to specific careers and how, specifically, you plan to improve on your skills that were not as highly rated. If you have any questions or concerns about the LEAD program, please contact [LEAD.psu@gmail.com](mailto:LEAD.psu@gmail.com).
3. **WRITING ABOUT THE PROFESSION:** This assignment is designed to give you insights in to the profession in which you are interning. **Choose one of the following:**
- **Shadowing experience essay (1000 words, double-spaced):** detail your experience "shadowing" a professional at your internship during the course one work day, learning about the routine functions of the person's position. In addition

to a detailed account of your day(s) spent shadowing, your paper should include the person's name, title, and function within the organization, your reasons for selecting this individual, and your overall impressions of the experience.

- **Structured interview essay** (*1000 words, double-spaced*): summarize your interview with a professional at your internship site. Be sure to include the person's name, title, and function within the organization, your reasons for selecting this individual, and your overall impressions of the interview. Include your list of at least twenty questions and the corresponding answers by the interviewee.
- 4. **RESUME:** Now that you are approaching the end of your internship experience, you should think about how to describe your experiences and acquired skills in your resume. You already have submitted a draft of your resume to Network Symplicity at the start of the semester. Add your internship experience and share the new draft with a professional at your assignment, asking for feedback. Revise your resume, and submit the draft, the marked copy with the professional's feedback, and your final draft for this assignment on ANGEL. Also, you should update your resume on Symplicity with your final draft. Since resumes are subjective, it is not expected that you will implement all feedback. However, this is a great opportunity to learn from a professional exactly what s/he is looking for in candidate's resumes.
- 5. **Student Profile:** Complete the Student Profile form by visiting the following link: <http://sites.psu.edu/cenfunding/> Click on the 'Enrichment Funding Assignment at the top of the page, give your consent, and fill out your information. Select 'Profile Questionnaire from the drop down menu. For examples of student profiles, visit <http://laus.la.psu.edu/network/internship-profiles>
- 6. **Digital Portfolio:** Check with your internship site supervisor to ensure that any materials you use/share are appropriate and not in violation of privacy concerns. The objective of creating a professional portfolio is to assemble a variety of materials that will demonstrate practiced and learned professional work throughout your internship experience. Your portfolio will serve as a professional compilation of your accomplishments and can underscore significant events/experiences from your internship. Portfolios **must be digital** and capable of being uploaded to an ANGEL dropbox.

**Criteria:** Describe each portfolio artifact or work sample with clear and precise language, provide details/facts, and indicate your specific role/contribution. If relevant, discuss how this artifact could be improved. All artifacts and work samples should be clearly and directly related to the purpose of the internship and approved by your internship supervisor. Portfolios should be professional, well-written, and free from grammatical errors and misspellings. Below are some examples of previous students' submissions:

- Writing samples, whether it be email correspondence, letters to clients, surveys you've developed/written, memos, press releases, proposals, etc.
- Print outs of daily calendars, work logs, daily task journals, etc.
- Agendas to meetings attended
- Marketing outlines
- Presentations given

- Any internship contracts you had to sign as an intern (about company or organization policy or procedures)
- Information from any conferences
- A final summary of your experience (you can use the final internship evaluation as a guide for writing)
- Blogs, web pages, or other digital media to which you contributed content.
- Mementos from events you've attended throughout your internship, pictures of people you may have met, etc.

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## SUPERVISOR EVALUATIONS

You are required to obtain evaluations of your on-site performance from your direct supervisor. The evaluation process is described below. Evaluations may be downloaded from the ANGEL course page after you are enrolled in the course.

**MID-COURSE AND FINAL SITE SUPERVISOR EVALUATION:** These evaluations must be completed by your direct supervisor, not a colleague. It is your responsibility to give the mid-course and final evaluation forms to your supervisor in time to meet your established deadline (i.e., before finals week). A minimum of two weeks prior to the deadline is recommended. **The evaluation should be e-mailed directly from your supervisor to the instructor.** You should plan to discuss your mid-course evaluation with your field supervisor before the second half of your internship period begins. Both evaluations must be received for a course grade.

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## ADDITIONAL REQUIREMENTS

**SITE VISIT:** When possible, the internship coordinator and/or members of the Career Enrichment Network may schedule a visit to your internship site to witness you in action and understand better your working environment. The internship coordinator will contact you individually to schedule such a site visit. Virtual site visits (e.g., Skype) may also be arranged if the internship site is not local.

**EXIT INTERVIEW:** Before your final grade is submitted, the internship coordinator will conduct an informal interview with you about your internship experience. The goals of the exit interview are to develop a better understanding of your experience and seek your advice that could benefit potential interns in the future. The internship coordinator will contact you to schedule an exit interview in person or via phone at the end of the semester.

