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**Course Location:** Internship site (a company, non-profit organization, or government agency office)

**Academic Internship Program:** <http://bellevuecollege.edu/internships/sac.html>

**CONNECT:** <https://bellevue-csm.symplicity.com/students/>



## COURSE DESCRIPTION & GOALS

Please read this entire syllabus and ask any questions you may have about the course **before** your internship begins.

Bellevue College considers an internship to be a structured and supervised professional experience, within an approved organization, for which a student earns academic credit. It is guided by well-defined learning objectives and overseen by both academic and professional personnel.

**A well-designed internship can serve as a bridge between college and career**, helping you get from where you are now to where you want to be in a few years. A well-designed internship will allow you to apply your education in the world beyond the classroom, acquire and hone skills, explore career possibilities, and gain valuable experience and professional contacts. Furthermore, as Robert Inkster and Roseanna Ross noted in *The Internship as Partnership*, "Well-designed internships . . . nurture a life-long habit of turning experience into learning through reflection."

**The chief purpose of the Academic Internship Experience program is to help you create and complete a well-designed internship.** Specifically, the Academic Internship Experience course seeks to enhance your internship and ensure learning by helping you integrate your work experience and academic goals. Although students in EXPRL 191/192/193 don't meet together as a class, you will receive substantial one-on-one guidance from the Bellevue College Internship Coordinator and your Supervisor at the internship site.

The class has continuous enrollment, so you can register at almost any time during the year. A maximum of 15 credits can be completed during your education at Bellevue College. The number of credits you can receive each quarter depends on the total number of hours you work at the internship:

- 1 credit = 50 hours
- 2 credits = 100 hours
- 3 credits = 150 hours
- 4 credits = 200 hours
- 5 credits = 250 hours

## PREREQUISITES

Before you can register for this course, you must meet two prerequisites:

- 1) You are required to attend a pre-internship information session with the Bellevue College Internship Coordinator or meet with him one-on-one.
- 2) You must have secured an approved internship. You must document this internship by completing a Training Agreement (available from [bellevuecollege.edu/internships/sac\\_after\\_finding\\_internship.html](http://bellevuecollege.edu/internships/sac_after_finding_internship.html)) and having your supervisor complete and sign his/her portion of the agreement. Once you have

submitted a completed Training Agreement to the Internship Coordinator, you will be provided with an entry code so that you can register.

## DUE DATES

The Academic Internship Program allows for continuous registration, meaning you can register for the course almost any time during the year. Therefore, assignment due dates will be different for each person. **Due dates are recorded in the “My Internships” section of the CONNECT website.** If you do not already have an account, please create one:

<https://bellevue-csm.symplicity.com/students>

### To find your due dates:

1. From the login page, click the “Register” button on the right side of the screen.
2. You must fill out all of the required fields on the “My Profile” tab before you can use the rest of the site.
3. From the home page of CONNECT, click on the “My Internships” shortcut and then click the “Edit” button.
4. Scroll down to the “Assignments & Grades” section to view specific due dates. If you have any difficulty completing the internship or the assignments, make sure to communicate with the Internship Coordinator **in advance!**

Because internships vary in length, the amount of time it takes to complete the process will vary for each person. In most cases, students will complete their internships in one academic quarter (~11 weeks). In some cases, students may be given two quarters to complete the requirements. For example, if you start during Winter Quarter and do not finish by the end of the quarter, you will be given until the end of Spring Quarter to finish. At the end of Winter Quarter, you will receive a Y grade, which indicates that your internship is still in progress; this will be changed to a regular letter grade as soon as you have completed all of the course requirements.

## STUDENTS WITH DISABILITIES

Students with disabilities who have accommodation needs are required to meet with the the Disability Resource Center (located inside the Library Media Center in the D Building) to establish eligibility for accommodation. In addition, students are encouraged to review their accommodation requirements with the Internship Coordinator and their Supervisor during the first week of their internship. The Disability Resource Center phone number is (425) 564-2498 or TTY (425) 564-4110.

## GRADING POLICIES

You will receive a letter grade for this course. Your assignments will be evaluated on content, clarity of expression, and organization. **The central factor evaluated on all assignments is the quality of reflection**—whether or not you are actively engaged in the process of setting goals, learning skills, and analyzing accomplishments and obstacles during your internship. If your assignments demonstrate that you are keenly engaged in reflecting upon your internship—and they are clearly written—you will receive high marks. That said, these assignments are a form of professional writing, and multiple **mistakes are not acceptable in professional writing.** You should proofread and edit all your assignments carefully because grammatical and mechanical errors will impact your grade.

This course helps prepare you to transition from college to career. In order to succeed in your internship and in this class, you will need to be prompt, take responsibility, and communicate—just as you would at any job. **If you cannot turn in your assignments on time, you need to communicate with the Internship Coordinator in advance of the deadline to request an extension.** The Internship Coordinator is usually willing to grant short extensions because it is understood that things come up and internship structures change in the field, but **retroactive extensions will not be granted** under any circumstances (other than documented

medical emergencies). **In short, late assignments will be penalized.** Your score on an assignment will be reduced by **10% the first day it is late, and an additional 1% each day after that.** For example, an assignment that is 6 days late will be penalized 15% ( $10\% + 5 \cdot 1\% = 15\%$ ).

Every assignment will be graded on a 0 to 100 percentage scale. Percentage grades convert to letter grades according to the following formula:

93+% = <b>A</b>
90-93% = <b>A-</b>
87-90% = <b>B+</b>
83-87% = <b>B</b>
80-83% = <b>B-</b>
77-80% = <b>C+</b>
73-77% = <b>C</b>
70-73% = <b>C-</b>
67-70% = <b>D+</b>
60-67% = <b>D</b>
below 60% = <b>F</b>

## REQUIREMENTS & ASSIGNMENTS

Of course, some assignments are more important than others. Overall grades will be calculated according to the following formula:

If you do not wish to take this course for a grade, you may take it as a CR/NC course. In this case, you will receive credit if your overall grade is 60% or more.

Assignment	% of Overall Grade
Learning Objectives	30 %
Mid-Internship Reflection	10 %
Problem-Action-Result Worksheet	5 %
Updated Resume Featuring Internship	5 %
Final Paper	35 %
Portfolio and Final Meeting	15 %

You should treat your internship just as you would treat any job. That means **you must keep track of the hours that you work**—even if you aren't getting paid. You may count time spent in meetings, trainings, and working from home, but of course you can't count hours spent commuting to and from your internship site. You may document your hours using the form provided in the Internship Handbook or you may use timesheets provided by your employer. If you do use the employer's forms, be sure to keep copies for yourself. **At the end of your internship, your employer must verify your hours by signing your collected timesheet(s).**

Brief descriptions of each of the major assignments for the Academic Internship Experience appear below. Complete assignment guidelines, grading criteria, and examples of high-quality work can be found in the [Internship Handbook](#). **Consult the [handbook](#) BEFORE starting the assignments.**

### 1) Learning Objectives

Because your internship is a short-term experience, it is important to take full advantage of your time with the organization. Your experience will be greatly enhanced if you define your goals right at the start. Employers appreciate it when interns use learning objectives to guide their experience. Creating objectives provides direction and shows that you are serious about learning and committed to quality.

We therefore require every student to draft learning objectives that explain what you want to get out of your internship. Each objective should include what you will attempt to learn, what activities you will undertake to ensure this learning, and how you will evaluate whether these objectives have been met. Because this assignment will structure your entire internship, you will create multiple drafts of it. The [Internship Handbook](#) contains complete instructions, a copy of the worksheet you'll use for the assignment, and some examples of effective learning objectives created by past interns.

**Due Dates:** Shortly after your first week in the internship, you will either meet with the Internship Coordinator and bring the **first draft** of the Learning Objectives Worksheet to that meeting OR connect with the Internship Coordinator via email. The **final draft** of your learning objectives is usually due after the second week of your internship. See the "My Internships" section in CONNECT for this assignment's specific due dates.

### 2) Mid-Internship Reflection

It is through the process of reflection that individuals turn experience into learning. The Academic Internship Experience seeks to engrain the habit of reflection in order to help students become life-long learners. Thus, halfway through your internship, you will reflect on your progress. You'll answer a few questions in a very informal reflective piece of writing (about two double-spaced pages). The questions and complete instructions can be found in the [Internship Handbook](#).

**Due Date:** Due halfway through the internship. See the "My Internships" section in CONNECT for the specific date.

### 3) Final Paper

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After you've completed your internship, you will write a paper that is at least four double-spaced pages in length. You have two paper options from which to choose.

**Option A is a reflective paper.** This option asks you to discuss your experience, make connections between the classroom and the workplace, and analyze how well you met your learning objectives. The advantages of this option are that it builds directly on the mid-internship reflection and gives you a chance to consider how your internship has impacted your short-term and long-term career goals.

**Option B allows you to design your own paper topic.** The advantage of this option is that you will **create a piece of professional writing that you could add to your portfolio or use as a writing sample.** Your paper could also be a lasting asset for your employer. You could create a memo describing the top two or three action items for the next intern, a magazine article or Wikipedia entry about your organization's work, a report on a particular piece of software or equipment that the organization should buy, an executive summary of the quarterly financial report that you wrote, a letter to the editor arguing in favor of policy changes supported by your employer, or virtually any other topic you select. Although this option allows you enormous flexibility, there are some boundaries. Most notably, your paper topic must be accessible to a non-expert audience, and it must be approved by the Internship Coordinator. See the [Internship Handbook](#) for all the details regarding this option.

**Due Date:** Regardless of which option you choose, the rough draft of this assignment is typically due one week after the conclusion of your internship (or in the 9th-10th week of your internship for longer positions). See the "My Internships" section in CONNECT for the precise due date. If you wish, you can meet with the Internship Coordinator to get feedback and discuss revision strategies. If you do choose to revise your paper, the final version, which is submitted with your Internship Portfolio, will be the one that is graded by the Internship Coordinator.

### 4) Internship Portfolio

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At the end of your internship, you are required to create a portfolio to articulate the scope and outcomes of your internship. The portfolio is a great showcase of your accomplishments and a way to summarize your experience for potential employers. The portfolio will contain all of your completed assignments (Learning Objectives, Mid-Internship Reflection, and Final Paper), as well as the following new documents:

1. **Timesheet:** You can use the form provided in the [Internship Handbook](#) or have your supervisor sign any other document that shows this information. Whichever form you use **must be signed by your supervisor.**
2. **Problem-Action-Result worksheet:** The P-A-R worksheet will help you enunciate how you overcame obstacles during your internship.
3. **Updated resume:** This new resume must **feature your internship.**
4. **Any additional materials:** Such materials are optional but recommended. You could include copies of documents you created during your internship—or photos of you doing cool stuff at your internship.

**Due Date:** Bring the complete portfolio to your final meeting (see below).

## 5) Final Meeting

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Once you have finished your internship and completed your internship portfolio, a final meeting will be held in the Internship Coordinator's office. At the meeting, you will be asked to share your internship experience, review your portfolio, and reflect upon how well you met your learning objectives. You will not need to bring or prepare anything other than your Internship Portfolio.

**Due Date:** This meeting usually occurs about two weeks after the end of your internship (or during the 10th-11th week of longer internships.) See the "My Internships" section in CONNECT for the tentative date for the final meeting. You will call (425) 564-2279 to schedule the precise day and time.