



CENTER FOR CAREER CONNECTIONS  
ACADEMIC INTERNSHIP PROGRAM

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**Office:** A265, Center for Career Connections, in the A Building

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

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

# Experiential Learning (EXPRL) 191/192/193

## Academic Internship Experience



### COURSE DESCRIPTION & GOALS

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

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

**A well-designed internship serves 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 allows 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 a 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 a Bellevue College internship coordinator OR meet with an internship coordinator individually.
- 2) You must have secured an approved internship. You must document this internship by completing a Training Agreement (available from <http://www.bellevuecollege.edu/internships/forms.html>) and having your supervisor complete and sign his/her portion of the agreement. Once you have submitted a completed Training Agreement to an internship coordinator, you will be provided with an entry code so that you can register.

## **AFFIRMATION OF INCLUSION: COLLEGE POLICIES EXTEND TO OFF-CAMPUS INTERNSHIPS**

Bellevue College is committed to maintaining an environment in which every member of the college community feels welcome to participate in the life of the college, free from harassment and discrimination. Academic internships are integral to BC's educational programs and activities, and they are therefore governed by the same [anti-discrimination policies and procedures](#) that apply to all of our work. Bellevue College expressly prohibits discrimination on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity; or veteran status. The responsibility for this commitment extends to students, faculty, staff, administrators, contractors, and those who develop or participate in college programs. As a Bellevue College student, you are obligated to honor the college's [affirmation of inclusion](#) and [equal opportunity policy](#) while you are at your internship. Similarly, if you feel that you are experiencing discrimination or harassment at your internship site, you are encouraged to notify your BC internship coordinator immediately.

Title IX of the Education Amendments of 1972 is a federal law that prohibits gender-based discrimination in all college programs and activities. It strictly prohibits stalking and sexual harassment, intimidation, and violence, including dating violence. Anyone experiencing sexual harassment or misconduct at their internship site is encouraged to talk to their internship coordinator so they can get the support needed and Bellevue College can respond appropriately. Any disclosure of sexual misconduct requires Bellevue College employees to share this information with the campus's Title IX Coordinator. If you wish to speak confidentially about an incident of sexual misconduct, you may contact the BC Counseling Center at (425) 564-2212. Additional information regarding Title IX, support for people experiencing sexual misconduct, and reporting options can be found at <http://www.bellevuecollege.edu/titleix/>.

## **SUPPORT FOR STUDENTS WITH DISABILITIES**

The Disability Resource Center (DRC) serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge and if you feel you may need accommodations in order to be successful in college, please contact the DRC as soon as possible. The DRC office is located in B132 or you can call the reception desk at 425.564.2498. Students can reach the DRC by videophone at 425.440.2025 or by TTY at 425.564.4110. Please visit the DRC website for application information and other helpful links: [www.bellevuecollege.edu/drc](http://www.bellevuecollege.edu/drc)

If you already have academic accommodations, you are encouraged to talk to your internship coordinator about the possibility of disclosing your disability to your internship supervisor and/or requesting workplace accommodations. Your internship coordinator can help you strategize about whether and how to approach your employer about these issues, but you will always remain the ultimate authority in all decisions regarding disclosure.

## **DUE DATES**

Assignment due dates depend on the length of your internship and when you start your internship. As such, they are different for each person. **Due dates are sent to you via email.**

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 (about 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.

# 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:** you will be graded on how actively you engage in setting goals, learning skills, and documenting 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 your internship coordinator in advance of the deadline to request an extension.** The internship coordinators are usually willing to grant short extensions because they understand that things come up and internship structures change in the field. However, **retroactive extensions will not be granted under any circumstances** (other than documented medical emergencies). **All late assignments—including ungraded drafts—will be reduced by 10% the first day they are late, and an additional 1% each day after that.** For example, an assignment that is 6 days late will be penalized 15% ( $10\% + 5 \times 1\% = 15\%$ ).

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>

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 Pass/Fail course. In this case, you will pass if your overall grade is 60% or more.

Assignment	% of Overall Grade
<b>Learning Objectives</b>	30%
<b>LinkedIn Profile</b>	5%
<b>Mid-Internship Reflection Paper</b>	15%
<b>Final Paper</b>	20%
<b>Final Meeting</b>	5%
<b>Updated Resume featuring internship</b>	5%
<b>Problem-Action-Result Worksheet</b>	5%
<b>Final Portfolio Content</b>	5%
<b>Timesheet and Evaluations</b>	10%

# REQUIREMENTS & ASSIGNMENTS

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. Remember that you must work at least 50 hours per internship credit. You may document your hours using the form provided in the Internship Handbook or you may use timesheets provided by your employer. If you 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

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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.

Learning objectives explain, very specifically, 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, it is worth 30% of your overall grade. 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:** The **rough draft** of your learning objectives is generally due in the second week of your internship. That draft is ungraded, but it is REQUIRED. After submitting the draft, you will meet with your internship coordinator to receive feedback, and the **final draft** of your learning objectives is usually due in the third week of your internship.

## 2) LinkedIn Profile

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Growing your network is an integral part of career development but many students find networking to be somewhat daunting. LinkedIn can help. It is a great way to hold on to the connections that you make during your internship, demonstrate the value you bring to employers, display the recommendations of your supervisors and peers, and expand your network. **Becoming a skilled user of LinkedIn will accelerate your career development and help you turn your internship into a launching pad.** Full instructions for this assignment can be found in the [Internship Handbook](#).

**Due Dates:** Your **Initial LinkedIn Profile** is usually due in the 3rd or 4th week of your internship. The initial version is REQUIRED but ungraded; you will discuss it at your mid-internship meeting. At the end of your internship, your internship coordinator will evaluate your updated profile and give you a grade on this assignment. **For your due dates contact your internship coordinator.**

### **3) Mid-Internship Reflection and Meeting**

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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.

### **4) 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 your 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 the paper is typically due at the conclusion of your internship. You will generally send the draft to your internship coordinator a few days before your final meeting and then get feedback and discuss revision strategies at the final meeting. The final draft of the paper is usually due a few days after the meeting.

### **5) Final Meeting**

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Once you are nearing the completion of your internship, you must schedule a final meeting with your internship coordinator. You should bring your final documents (described below) to this meeting or email them to your coordinator before the meeting. The final meeting is generally very informal, but you should be prepared to talk about highlights and challenges from your internship experience, discuss your final assignments, and reflect upon what is next for you after your internship. Your coordinator also usually gives you feedback on your final paper and on your resume at this meeting.

**Due Date:** This meeting occurs soon before or soon after the end of your internship. Call (425) 564-2279 to schedule the precise day and time.

## **6) Final Documents (Timesheet, Resume, P-A-R, and Evaluations)**

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After concluding your internship, you will submit four small assignments. These assignments are not particularly time-consuming, but they are important because they help you reflect on what you accomplished during your internship. Taken together, these assignments are worth approximately 30% of your overall grade in the internship course.

1. **Timesheet:** You can use the form provided in the [Internship Handbook](#) or have your supervisor sign any other document that shows this information. Your supervisor must sign whichever form(s) you use. **This assignment is ungraded but REQUIRED.** You cannot pass this course unless you submit a signed timesheet (or timesheets) that indicate that you worked at least 50 hours per internship credit.
2. **Updated resume:** This new resume must **feature your internship.** Your internship coordinator will give you feedback on your resume, and you will have the option of revising and resubmitting your resume if you are not happy with your grade on this assignment.
3. **Problem-Action-Result worksheet:** The P-A-R worksheet will help you enunciate how you overcame obstacles during your internship and thus practice a form of storytelling that is useful during job interviews. Full guidelines and a sample of a completed P-A-R appear in the [Internship Handbook](#).
4. **Student Evaluation and Employer Evaluation.** After your internship, you must complete a student evaluation and your supervisor must complete an employer evaluation. **You will not be graded on the content of these evaluations—merely on whether these documents have been received.**
5. **Any additional documents:** 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. Your internship coordinator can award extra credit for such documents.

**Due Date:** You may either email all your assignment to your internship coordinator before your final meeting or bring them with you to your final meeting.