

Gen St 350, Sections C & D

Instructors

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Autumn Quarter 2018 & Spring Quarter 2019

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Winter Quarter and Summer Quarter 2019

Course Description

This Canvas-based online course is one option for students seeking to earn Gen St 350 credit for the demonstrated learning associated with an internship. The course aims to enhance students' career readiness through guided self-reflection, peer dialogue, and employer feedback. Through active participation in online discussions and thoughtful completion of structured assignments, students will reflect on their internships and identify how their internships relate to their coursework, personal identity, and professional future.

Learning Objectives

Upon completion of this course, students will be able to:

- Set measurable goals and develop a plan to achieve them
- Identify how their internship relates to their academic courses and major (if applicable)
- Communicate in a workplace environment in a clear and confident manner
- Evaluate their own performance, accept feedback from others, and embark upon change based on internal and external feedback
- Articulate their experience and skills to potential employers
- Identify and articulate next steps in their career trajectory
- Communicate effectively in an online environment, with an emphasis on coherent, concise, and respectful dialogue

Course Expectations

This course is graded as Credit / No Credit and can be taken for 1-6 credits. To earn credit, you must:

- Make 20 Canvas posts (10 self-initiated posts and 10 in response to classmates)
- Turn in all assignments
- Earn 75 out of a total 90 possible points on assignments (separate from required canvas posts)
- Receive a favorable evaluation from your internship site supervisor indicating you have fulfilled your commitment and responsibilities to the organization
- Work at least 3 hours at internship site per week for 10 weeks for each credit you seek to earn:

Credits	Weekly hours at internship*	Minimum total hours at internship
1	3	30
2	6	60
3	9	90
4	12	120
5	15	150
6	18	180

*Based on a 10-week quarter

Late work:

Assignments are due in Canvas by 11:59pm on the date noted in the syllabus. Late work will be penalized 10% each day (24-hour period) past the due date. Students who anticipate having difficulties meeting a deadline should reach out to the instructor.

Course point breakdown:

- Canvas posts, 10 points
- Written assignments, 90 points

Week	Dates	Assignment Due (by 11:59pm on date noted)	Discussions Due (by 11:59pm each Thurs)
1	Jan 7 - Jan 13	Maximizing your internship / Thurs, Jan 10	Week 1 post
2	Jan 14 - Jan 20	Learning agreement / Thurs, Jan 17	Week 2 post Week 1 peer response
3	Jan 21 - Jan 27		Week 3 post Week 2 peer response
4	Jan 28 - Feb 3	Informational interview / Thurs, Jan 31	Week 4 post Week 3 peer response
5	Feb 4 - Feb 10	Employer check-in meeting / Thurs, Feb 7	Week 5 post Week 4 peer response
6	Feb 11 - Feb 17		Week 6 post Week 5 peer response
7	Feb 18 - Feb 24	Internship description / Thurs, Feb 21	Week 7 post Week 6 peer response
8	Feb 25 - Mar 3	STAR story / Thurs, Feb 28	Week 8 post Week 7 peer response
9	Mar 4 - Mar 10		Week 9 post Week 8 peer response
10	Mar 11 - Mar 17	Employer performance eval. / Thurs, Mar 14	Week 10 post Week 9 peer response
11	Mar 18 - Mar 24	3-4 page final paper / Thurs, Mar 21	Week 10 peer response

Course Assignments

Below is a brief summary of required assignments. Detailed descriptions are available in Canvas.

- **Maximizing Your Internship** (5 pts) – Watch and reflect on video clips featuring interns and intern supervisors giving tips about how to maximize your internship.
- **Learning Agreement** (15 pts) – Set learning goals for your internship, establish a strategy for achieving your goals, and discuss your goals with your supervisor.
- **Informational Interview** (10 pts) – Interview somebody who works in your internship field and produce a brief write-up of the experience.
- **Employer Check-In Meeting** (10 pts) – Receive written and oral feedback from your site supervisor about your efforts at your internship site.

- **Internship Description for Resume** (5 pts) – Synthesize your internship tasks and accomplishments in a compelling format for future employers.
- **STAR Story** (5 pts) – Identify and write a story from your internship that highlights skills and accomplishments you might want to share in future interviews.
- **Employer Performance Evaluation** (20 pts) – Receive structured feedback about your performance at your internship site and about your career readiness.
- **Final Paper** (20 pts) – Synthesize your learnings from your internship and connect them with your academic experiences and professional goals.

Policies

Inclusivity:

At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity and justice for all. It is important that we – as a community of learners in this course – respect, honor, and explore diversity in *all* of its forms. It is critical that each of us carefully listen to others' experiences, respect the validity of others' experiences, and be willing to reconsider our own perspectives in light of new information.

Access and Accommodations:

Your experience in this class is important to us. If you have already established accommodations with Disability Resources for Students (DRS), please communicate your approved accommodations to us at your earliest convenience so we can discuss your needs in this course. If you have not yet established services through DRS, but have a temporary health condition, mental health concern, or permanent disability that requires accommodations, you are welcome to contact DRS at 206-543-8924, uwdrs@uw.edu, or disability.uw.edu so that we can work together to create an inclusive and accessible learning environment.

Academic Integrity:

Students have the responsibility to know and observe UW's Student Conduct Code and section on Academic Responsibility - <http://depts.washington.edu/grading/pdf/AcademicResponsibility.pdf>

Communication:

Instructors will communicate with students individually using students' UW email addresses. You are encouraged to check your UW email frequently. Additionally, students will receive announcements via Canvas and students are responsible for seeing and understanding the information posted there.

Assignment Descriptions

Maximizing Your Internship (5 points)

Purpose:

To learn tips from interns and intern supervisors about how to maximize your internship.

Details:

In order to reap maximum benefits from your internship, you need to be thoughtful about how you engage with colleagues, approach your work, and view yourself within the larger organizational context. The Career & Internship Center produced 9 short video clips that feature interns and intern supervisors giving simple tips to help you make a good impression and make the most of your experience. Please view the videos here - <https://careers.uw.edu/internships/engage-maximize/> - and then write 2 key takeaways/learnings (using 2+ sentences each) that you think will help you maximize your internship this quarter.

Learning Agreement (15 points)

Purpose:

To reflect upon what you want to learn from your internship, set learning goals, establish a strategy for achieving your goals, and discuss your goals with your supervisor.

Details:

An intentional focus on learning is what distinguishes internships from jobs. Furthermore, thoughtful attention to what one wants to gain from an experience can help ensure one maximally benefits from the experience. Subsequently, the learning agreement assignment is foundational to this course. Prior to arriving at your internship, you should review the 9 competencies identified by the National Association of Colleges & Employers (NACE) as critical to the success of new college graduates and start brainstorming internship goals that align with one or more of the competencies. During your first week, you should discuss your proposed learning goals and your proposed schedule with your internship supervisor. Together, you should complete the Learning Agreement template. The Learning Agreement has four major parts: (1) SMART Goals, (2) Intern Roles, Responsibilities, & Schedule (3) Intern Assumption of Risk, and (4) Signatures. Please discuss with your supervisor, have your supervisor sign it, scan or photograph it, and then upload it to Canvas.

Resources:

You can read about the NACE Career Readiness Competencies at

<https://tinyurl.com/careercompetencies>

You can download the Learning Agreement from Canvas.

A short video about writing effective SMART goals can be found at <https://tinyurl.com/o3fewpo>

More information, including sample internship learning objectives, can be found at

<http://uncw.edu/career/documents/WritingSMARTLearningObjectives.pdf>

Informational Interview (10 points)

Purpose:

To learn more about your internship field by interviewing somebody who works in the field and to practice one form of networking.

Details:

You may interview somebody at your internship site, or somebody at another workplace that relates to your internship. **You may not interview your direct intern supervisor, another intern, or a family member.** Consider asking your internship supervisor to suggest possible interview candidates and to facilitate an introduction, as appropriate.

Informational interviews are more structured than casual conversations so you should prepare questions in advance (and perhaps share them with your interviewee in advance). You can learn more about planning, conducting, and following up after informational interviews at the link below.

After your informational interview, complete the **Canvas quiz**, which includes these questions:

- (1) interviewee name
- (2) interviewee job title
- (3) interviewee place of employment
- (4) date of interview
- (5) how did you first meet or come to know the interviewee?
- (6) why did you think they would be interesting to interview?
- (7) what did you learn about how to conduct an effective informational interview?
- (8) what is a key takeaway you learned from the person you interviewed?
- (9) what is a next step you can take to learn more about the field?

Resources:

Page 19 of online career guide, available at <https://careers.uw.edu/resources/career-guide/>

Employer Check-In Meeting (10 points)

Purpose:

To ensure that you and your supervisor are on the same page and to receive valuable feedback that you can use to enhance your success both at your internship site and in the future.

Details:

Please download a 3-question form from Canvas, send it to your site supervisor by week 4 and schedule a meeting to review the completed form during week 4 or 5. Once the evaluation meeting is complete and the form is signed, please scan or photograph the form and upload to Canvas.

Questions:

- What progress is the intern making in terms of meeting the SMART goals they laid out in their learning agreement?

- What do you perceive to be the intern's greatest strengths? If possible, please give specific examples/stories to illustrate your intern's strengths.
- What areas of growth could improve your intern's success at your workplace? If possible, please give specific examples to illustrate your points.

Internship Description for Resume (5 points)

Purpose:

To synthesize and articulate your internship tasks and accomplishments to prospective future employers in a compelling and engaging written format.

Details:

When reviewing resumes, recruiters want to learn about what you have done in previous positions. They respond well to action verbs and quantifiable results. Please research resume guidelines and submit a description of your internship in standard resume format. Your submission should include: (1) your title, internship site, and dates of employment and (2) at least 3 bullet points describing what you worked on and accomplished at your internship using action verbs.

Resources:

View 30 second video clips about creating effective resumes -

<https://careers.uw.edu/resources/video-resources/>

View sample resumes -

<https://careers.uw.edu/resources/career-guide/>

Submit your resume for a quick online resume review -

<https://careers.uw.edu/online-resume-review/>

Have your resume reviewed by a career coach in drop-ins -

<https://careers.uw.edu/drop-in-coaching/>

STAR Story (5 points)

Purpose:

To share a story from your internship that highlights your contributions using a structured concise approach preferred by employers when interviewing job candidates.

Details:

In job interviews, candidates are often asked behavioral questions such as "Tell me about a time when you ____". The ability to tell a descriptive yet concise story often separates a good interview from a great interview. The **STAR** method is a common strategy for answering behavioral based questions. STAR stands for **S**ituation, **T**ask, **A**ction, and **R**esult. Please utilize resources to learn more about the STAR method. Then, think of a **specific skill** you might want to share with a potential employer and a **specific story** from your internship that demonstrates that skill. List the skill you are trying to prove and write your STAR story via the quiz in canvas. Stories should be written as if they could be shared with a potential employer during a job interview.

Resources:

You can learn more about behavioral questions and the STAR method on pages 28-30 in the Career Guide at <https://careers.uw.edu/resources/career-guide/>

The following URL is also a good resource on this topic - <https://tinyurl.com/h3ohfdu>

Employer Performance Evaluation (20 points)

Purpose:

To experience a structured performance evaluation similar to what you might experience in positions after graduation and to receive feedback – both positive and constructive – about your performance at your internship site.

Details:

Your supervisor will evaluate your performance according to the Career Readiness Competencies, as defined by the National Association of Colleges & Employers. You will send this evaluation form to your supervisor during week 8 and schedule a time with your supervisor to go over your completed evaluation during week 9 or 10. Once the evaluation meeting has been completed, please scan or photograph the signed copy and upload to Canvas.

Resources:

This page has some tips for preparing for a performance evaluation meeting.
<https://uni.edu/hrs/pd/perf-appraisal-employee>

Final Paper (20 points)

Purpose:

To think “big picture” about your internship – connecting dots between your internship, academics, and professional goals.

Details:

Students will synthesize their learnings from both the internship itself and the internship course; connect their internship-related learnings to their past and future academic experiences; and pose future next steps for furthering their career preparation and professional development.

Students should produce a paper **3-4 pages in length** (double-spaced) and should **reference 2 sources** (both in the paper and in a works cited list).

Please organize your paper using these category headings: Summary/Synthesis; Reflection on Employer Feedback; Connection to Academics & Other Activities; Looking Ahead

Below are some guiding questions to assist with your reflection, but please do not attempt to answer all of these questions as posed.

Summary/Synthesis:

- What was your most significant learning in your internship and/or in this course about 1) yourself, 2) workplace operations and relationships, and 3) industries/sectors?
- How did the various topics you learned about at your site and in this class interact and inform each other?
- Please describe any new ideas, perspectives, or cultures you encountered in your internship and share how you might incorporate these into your future professional and community endeavors.
- Pick one or more questions that stand out to you from the handout called *After Internship: Strategic Analysis* linked from <https://careers.uw.edu/internships/reflect-strategize/> and provide your answer(s).

Reflection on Employer Feedback:

- What stood out to you during your mid-quarter employer check-in and, if you've already had it, your final performance evaluation meeting?
- How will you integrate the feedback you received when engaging in future experiences?
- What skills do you think you still need to develop to be effective in a workplace such as your internship site?

Connection to Academics & Other Activities:

- How did your prior experiences (jobs, volunteer, activities, etc.) prepare you for your internship?
- How has the learning from your internship connected to your coursework at UW? Confirmed or contradicted what you've learned in classes?
- How might you further explore any disconnects between your coursework and your internship experience?

Looking Ahead:

- What unresolved tensions or questions are you still wrestling with and what resources can you turn to for help with them?
- How do you think your internship will be valuable as you design your life after UW?
- What next steps should you take to further explore careers? Build experience? Develop a professional network?
- What action item(s) from the handout called *After Internship: Next Steps* linked from <https://careers.uw.edu/internships/reflect-strategize/> would be helpful for you? Why?

Feel free to think broadly about the two sources you reference for this paper. You may reference more traditional academic sources such as journals and textbooks, but you may also reference websites, TED Talks, YouTube videos, news articles, blogs, etc.

Papers will be graded according to this rubric:

- Adequately addresses topics in each of the 4 required categories (8 points)
- Content demonstrates skills in reflection and integration (4 points)
- Includes two sources (in the text and works cited list) (4 points)
- Appropriate length (2 points)
- Generally well-written with few grammar, spelling, and punctuation errors (2 points)

Discussion Prompts

Discussion Topic 01 – **Introductions**

Please introduce yourself to your classmates by stating 1) your preferred name, 2) name of the place where you are interning, and 3) a 2-3 sentence description of what you think you will be doing at your internship.

Discussion Topic 02 – **Learning Goals**

Briefly describe one goal from your learning agreement and a rough plan of how you will accomplish it.

Discussion Topic 03 – **Surprises**

What is something that has surprised you about the place where you are interning, your work there, or your own reactions to the internship experience?

Discussion Topic 04 – **Informational Interview**

Regarding the informational interview assignment: 1) Who did you interview? 2) What was a key takeaway/learning for you (about internships, careers, etc.)? 3) What tips would you give others who are planning to conduct an informational interview?

Discussion Topic 05 – **Performance Reflections**

What's one thing you've done well and one thing you could have handled better at your internship site thus far?

Discussion Topic 06 – **Thinking Ahead to Final Paper**

Review the instructions for the final assignment. What is a topic or guiding question you want to be sure to cover in your paper?

Discussion Topic 07 – **Goal-Setting**

Consider the goals you established in your Learning Agreement, the feedback you received about your progress towards them in your mid-quarter check-in, and your own feelings about your performance. What have you learned about effective goal-setting?

Discussion Topic 08 – **Academic Integration**

How has your internship confirmed, countered, or related to what you've learned in your academic courses?

Discussion Topic 09 – **Diverse Perspectives & Backgrounds**

What thoughts has your internship experience elicited regarding creating an environment that welcomes diverse perspectives and backgrounds?

Discussion Topic 10 – **Career Plans**

How has your internship informed, confirmed, or altered your plans for your future?

General Studies 350: Independent Fieldwork (Gen ST 350)
Sections C & D: Distance Learning

Learning Agreement

Student Information

Student name:	Email:	Name of internship site:
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Internship Site Supervisor Information

Supervisor name:	E-mail:	Phone:
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Guidelines for Using the Learning Agreement

The GEN ST 350 Learning Agreement serves to structure and guide interns' experiences, reflections, and professional development. It is a living document that should be revisited, refined, and adjusted throughout the internship to adapt to the needs of both the intern and the organization.

The Learning Agreement Consists of Four Parts

1. SMART Professional Development Goals
2. Intern Duties, Responsibilities, & Schedule
3. Intern Assumption of Risk
4. Signatures

Part One: SMART Professional Development Goals

Interns should review the 9 career readiness competencies identified by the National Association of Colleges & Employers (NACE) as critical to the success of new college graduates. Brief definitions can be found at <https://tinyurl.com/careercompetencies>.

Interns should develop **Specific, Measurable, Actionable, Relevant, and Timely** professional goals that (1) **relate to the career readiness competencies** and (2) will help them develop the **skills** and **knowledge** relevant to their field of interest. These goals are an opportunity for interns to work collaboratively with their site supervisor to identify gaps in skills and knowledge and to structure the internship, as appropriate, so they have the opportunity to grow in those areas.

Students enrolled in 1-3 credits of Gen St 350 are required to write 2 goals. Students enrolled in 4-6 credits are required to write 4 goals. Goals can focus on Skill Development or Knowledge Acquisition.

First Goal:	
To which of the NACE career readiness competencies does your goal relate?	
What do you specifically hope to accomplish?	
How will you measure your progress towards this goal?	
What actions will you take to achieve this goal?	
How is this goal relevant to your internship, academic interests, and/or career aspirations?	
What is your timeline for progressing towards this goal?	

Second Goal:	
To which of the NACE career readiness competencies does your goal relate?	
What do you specifically hope to accomplish?	
How will you measure your progress towards this goal?	
What actions will you take to achieve this goal?	
How is this goal relevant to your internship, academic interests, and/or career aspirations?	
What is your timeline for progressing towards this goal?	

Third Goal: (required for students enrolled in 4-6 credits of Gen St 350)	
To which of the NACE career readiness competencies does your goal relate?	
What do you specifically hope to accomplish?	
How will you measure your progress towards this goal?	
What actions will you take to achieve this goal?	
How is this goal relevant to your internship, academic interests, and/or career aspirations?	
What is your timeline for progressing towards this goal?	

Fourth Goal: (required for students enrolled in 4-6 credits of Gen St 350)	
To which of the NACE career readiness competencies does your goal relate?	
What do you specifically hope to accomplish?	
How will you measure your progress towards this goal?	
What actions will you take to achieve this goal?	
How is this goal relevant to your internship, academic interests, and/or career aspirations?	
What is your timeline for progressing towards this goal?	

Part Two: Intern Duties, Responsibilities, & Schedule

Intern Duties and Responsibilities:

Please describe your internship. What are your anticipated day to day responsibilities, projects, and deliverables?

Intern Schedule:

What is your approximate weekly schedule? What days/times do you expect to be interning? If necessary, please distinguish between hours at your internship site and hours working remotely.

Part Three: Intern Assumption of Risk

I acknowledge that there are certain risks inherent in internships, including but not limited to physical injury or death. I acknowledge that not all risks can be prevented and I assume those risks beyond the knowledge and control of the University staff. I represent that I am able, with or without accommodation, to participate in the Internship, to use the equipment and/or supplies required, and have obtained any required immunizations and health examinations.

Should I require emergency medical treatment as a result of accident or illness arising from work on the Internship, I consent to such treatment. I acknowledge that the University of Washington does not purchase health and accident insurance for students. I agree to be financially responsible for any medical bills incurred as a result of working on the Internship, unless the Internship Employer has purchased workers compensation coverage on my behalf. I acknowledge that I have been advised to purchase medical insurance, and have been provided with information about the insurance options available to me (www.uw.edu/ship/affordable-care/). I will provide the Internship Employer with written information regarding medical conditions about which emergency medical personnel should be informed.

Intern Signature: _____

Date Signed: _____

Intern Printed Name: _____

Part Four: Signatures

Student:

By signing below, I acknowledge that I:

- Read the Learning Agreement in its entirety
- Collaborated with my supervisor to develop learning goals, responsibilities, and a schedule that meets my needs and those of the internship site
- Will be professional – punctual; polite; and respectful of my supervisor and the policies, regulations, and rules of both the employer and the UW
- Will fulfill the terms of this agreement to the best of my ability

Intern Signature: _____

Date Signed: _____

Supervisor:

By signing below, I acknowledge that I:

- Read the Learning Agreement in its entirety
- Collaborated with my intern to develop their learning goals, responsibilities, and a schedule that meets their needs and those of the internship site
- Will be intentional in creating a welcoming learning environment for my intern
- Agree to meet on a regular basis (preferably weekly) with my intern
- Will complete a mid-quarter and end-of-quarter intern evaluation form (provided by my intern) and will meet with my intern to discuss both forms
- Will fulfill the terms of this agreement to the best of my ability

Supervisor Signature: _____

Date Signed: _____

Employer Check-In Meeting

Instructions:

- Students should send this form to their site supervisor by week 4 of the quarter.
- Supervisors should fill out the form and review with their intern in-person during week 4 or 5 of the quarter.
- Students should upload the signed form to Canvas on or before the due date listed in the syllabus.

What progress is the intern making towards meeting the SMART goals laid out in their learning agreement?

What do you perceive to be the intern's greatest strengths? If possible, please give specific examples/stories to illustrate your intern's strengths.

What areas of growth could improve your intern's success at your workplace? If possible, please give specific examples to illustrate your points.

Intern Signature:	Date:
Supervisor Signature:	Date:

Intern Performance Evaluation Template

Intern's Name: _____

Your Name: _____

Your Organization: _____

Your Email Address: _____

Dates of Internship: _____

The questions on this evaluation align with the Career Readiness Competencies identified by the National Association of Colleges & Employers as critical for a successful transition from college to the workplace. This form is intended to help interns learn more about their strengths and the areas they might need to focus on in order to be maximally successful in the workforce after graduation. Managers are encouraged to complete the form and review it with their intern in a scheduled one-to-one meeting. Please rate your intern in the following areas:

Critical Thinking / Problem Solving	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Shows a sincere interest in understanding the organization, their role, and their assigned tasks					
2. Practices sound judgment based on an analysis of available data and information					
3. Demonstrates creativity in approaching tasks, solving problems, and overcoming obstacles					
4. Seeks out resources and/or asks for help when unsure about how to proceed on tasks					

Comments:

Communication / Leadership	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Clearly and efficiently conveys ideas orally to persons inside and outside the organization					
2. Communicates ideas clearly in writing in a manner suited to the intended audience					
3. Manages their own emotions and works to understand and empathize with others					
4. Takes initiative and seeks opportunities to contribute					

Comments:

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Teamwork / Collaboration / Intercultural Fluency	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Builds constructive working relationships with individuals from a range of backgrounds					
2. Demonstrates inclusiveness, sensitivity, and respect for individuals' differences					
3. Contributes effectively to collaborative projects					
4. Adapts well to emerging requests from managers, coworkers, and customers					

Comments:

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Professionalism / Work Ethic / Technology	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Demonstrates respect for organizational staff, policies, and norms					
2. Maintains a regular schedule, makes up missed hours, and is punctual and present					
3. Organizes and prioritizes work, manages time, and sees tasks through from start to finish					
4. Identifies and effectively uses appropriate technologies and programs to complete work					

Comments:

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Career Management	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Accepts constructive feedback from others and is able to learn from mistakes					
2. Self-advocates in a professional manner					
3. Can identify their strengths and weaknesses					
4. Can articulate next steps to further prepare them for their future					

Comments:

If learning or performance goals were established, please describe the intern's progress towards their goals.

What do you perceive to be the intern's greatest strengths that are assets to your organization? If possible, please give specific examples/stories to illustrate your intern's strengths.

What areas of growth could improve the intern's success in your field? If possible, please give 1-3 specific examples.

Supervisor Signature: _____

Date Signed: _____

Intern Signature: _____

Date Signed: _____