



UMSI Internship Program

SI 681/690 Summer 2019 Course Syllabus

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Office Hours:	Available upon request
Required Systems:	Access to iTrack and Canvas
Prerequisites:	Internship Proposal previously submitted via iTrack and approved by the UMSI-CDO and identified supervisor/mentor

Course Overview: This course is intended to be a supplemental educational opportunity for MSI students to receive academic credit for participation in an internship within a mentored setting. Grounded in Sweitzer & King's (2014) Developmental Stages of an Internship, the broad purpose of this course is to prepare graduate students for professional practice in various information professions. To achieve this goal, the course utilizes experiential learning pedagogy allowing students to participate in a range of guided reflective assignments scaffolded towards creating an Internship Learning Portfolio. This integrated learning experience will result in deeper self-assessment, defined learning outcomes, and the development of a learning portfolio contributing towards lifelong career management.

Due to the fact that SI 681/690 course participants commence internships between a range of dates, you will have access to all assignments at the beginning of the course. This will allow everyone the flexibility to start submitting assignments in alignment with their internship progression. You will notice that each assignment has a recommended deadline based on internship progression, as well as a deadline by which each assignment must be submitted. There is an activity to be completed at the beginning, middle and end of your internship, with all activities and assignments required to be completed by the end of the course, **Sunday, August 25, 2019.**

Regardless of internship start or end date, all course requirements (assignments, hours tracked and post-internship evaluations) must be submitted by Sunday, August 25, 2019. There will be an opportunity in August to request an extension if you will need to continue counting hours worked beyond August 25.

The curriculum has been created to facilitate personal development through guided reflective activities to be completed in small peer groups via Canvas. Students should complete these assignments over a range of time and not all at once. The readings and other information pertaining to the assignments are found in full in Canvas. The purpose of these activities is to provide an ongoing space for students to reflect on their internship and discuss their experience with peers. In your initial posting and replies to other postings, you should look for trends you and others observe, connect themes from experiences to courses, and pose additional questions for colleagues in your peer group.

Students are required to submit hours worked weekly or bi-weekly in iTrack. You must work and track the required number of hours for the credits you requested. Instructions for submitting hours can be found at the

end of this document as Appendix A, as well as in the Files section of the Canvas course site.

Additionally, all students and mentors are required to submit an evaluation of the internship experience in iTrack. Instructions for submitting the student Post-Internship Survey can be found at the end of this document as Appendix B, as well as in the Files section of the Canvas course site. The UMSI-CDO will send your mentor instructions for submitting their evaluation in August.

Learning Objectives: At the end of this course, students should be able to:

1. Analyze their movement through Sweitzer & King's (2014) Developmental Stages of an Internship through active reflection in order to reach deeper levels of self-awareness and lifelong professional learning.
2. Implement professional skills and ethical practices that provide the foundation for success in future professional environments.
3. Articulate and apply principles and theories learned in the classroom to professional work settings.
4. Showcase learned skills, goals accomplished, and self-understanding that will aid in lifelong career management.

iTrack: In addition to being UMSI's recruiting database, iTrack is utilized for managing and monitoring the UMSI Internship Program. Instructions for submitting hours can be found at the end of this document as Appendix A, as well as in the Files section of the Canvas course site. iTrack can be accessed at umsi.info/iTrack.

Canvas: Canvas is a learning management system utilized at UM. Students are expected to check our Canvas course site on a regular basis. Course readings, assignments, announcements, and other resources will be made available through this platform. Canvas can be accessed at canvas.umich.edu.

Non-Disclosure Agreements: *If you are a student who signed a Non-Disclosure or Confidentiality Agreement for your internship, this should not affect your ability to successfully complete course assignments and requirements.* The curriculum and associated assignments have been developed to provide you with an opportunity to reflect on your career development. Assignments should not focus on the actual day-to-day responsibilities or tasks at hand, which would violate the NDA, but should focus on your thoughts/feelings on the work that is being done, your career path, the mentor/supervisor, culture, industry trends you have noticed, how the work relates to coursework, what skills you're developing, future career plans, etc.

Accommodations: This course is intended for all U-M students. If at any point in the term, you find yourself not able to fully access the space, content, and experience of this course, you are welcome to reach out to us via email, phone, or during office hours to discuss your specific needs. We also encourage you to contact the Services for Students with Disabilities (SSD) office (734-763-3000; <http://ssd.umich.edu>). SSD typically recommends accommodations through a Verified Individualized Services and Accommodations (VISA) form. Any information you provide is private and confidential and will be treated as such.

Student Mental Health and Wellbeing: University of Michigan is committed to advancing the mental health and wellbeing of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, contact Counseling and Psychological Services (CAPS) at (734) 764-8312 and <https://caps.umich.edu> during and after hours, on weekends and holidays, or through its counselors physically located in schools on both North and Central Campus. You may also consult University Health Service (UHS) at (734) 764-8320 and <https://www.uhs.umich.edu/mentalhealthsvcs>, or for alcohol or drug concerns, see www.uhs.umich.edu/aodresources. For a listing of other mental health resources available on and off campus,

visit <http://umich.edu/~mhealth/>.

Course Credit: Students must be properly enrolled in SI 681/690 and complete the following minimum number of work hours to receive course credit for their internship. A plan for how many hours will be worked over the course of the semester must be determined prior to enrolling in SI 681/690 and be included as part of the student’s internship proposal. Students are responsible for tracking hours worked via iTrack, and this can only happen after the internship proposal has been approved by both the UMSI-CDO and the student’s identified mentor. Mentors will be asked to confirm total hours of worked at the end of the semester.

CREDIT	MINIMUM HOURS OF WORK REQUIRED
1	60+
2	120+
3	180+
4	240+
5	300+
6	360+

Course Grading: Although all assignments will be graded, ultimately the purpose of the assignments is for self-reflection. The reflections are a tool for students to use to reflect upon their internship experience and to create self-knowledge that will be used for future networking experiences, resume and cover letter writing, interviewing, and overall professional development. With this in mind, engage in the reflections in a way that will be useful for later. Students regularly report that after the internship course ended, they later went back and read their reflections and found them to be enlightening for career decision-making.

To receive full points for each assignment, please carefully review the chart below as well as reading the specific directions for each assignment in Canvas. Only assignments that follow the directions and meet the minimum requirements will receive full points.

In order to make an accurate and complete assessment of each student’s efforts and abilities, course grades are determined by an overall review of a variety of indicators. Pass (S) or Fail (U) will be the final grade for the course. 75% or higher will merit a passing grade for the course. Although actual quantitative assessment will not be given during the term, feedback will be provided to ensure that you are performing at 75% or above. Demonstrated effort in each of the areas of Measure is required in order to pass. The following are requirements of the course:

MEASURE	EXPLANATION OF GRADING	POINTS POSSIBLE
Approved Internship Proposal with Three Learning Objectives	<ul style="list-style-type: none"> Course and Career Connections response <p><i>Minimum requirements:</i> This section lists specific courses and skills that will be applied towards a students’ internship. The student has also mentioned how this experience connects to their potential career plans.</p>	<i>Prerequisite to enrollment</i>

	<ul style="list-style-type: none"> ● Defined Learning Objectives <p><i>Minimum requirements:</i> 3 complete Learning Objectives are written using the outline from the MSI & MHI Internship Handbook.</p>	
MSI: SI 681 Internship Course Prep Workshop Attendance	<ul style="list-style-type: none"> ● Attendance at one 90-minute workshop during April 2019 	<i>Optional</i>
Reflection & Discussions	<ul style="list-style-type: none"> ● Reflection/Discussion Submissions (3 total, 4 points each) ● Discussion Responses (3 total, 1 point each) <p><i>Minimum requirements:</i> Submit a Reflection/Discussion Submission and Discussion Response by the due date for each module. Be sure to carefully review the directions for the assignment components written in Canvas.</p>	15 points
Internship Learning Portfolio	<ul style="list-style-type: none"> ● Create an Internship Learning Portfolio with all of the following components: <ul style="list-style-type: none"> ● Organization information ● Internship description ● Learning objectives and outcomes ● Internship impact ● Two attachments <p><i>Minimum requirements:</i> Submit the link to your completed Internship Portfolio into the assignment dropbox in Canvas. Be sure to include all of the above components and refer to the detailed directions in Canvas to earn all points.</p>	10 points
Internship Performance	<ul style="list-style-type: none"> ● Tracking of all approved hours of work by last day of class for the semester ● Post-internship survey ● Mentor evaluation 	10 points

	<i>Minimum requirements:</i> Complete all of the above components before the end of the course.	
TOTAL		35 points total

Course Schedule:

ASSIGNMENT/REQUIREMENT	METHOD OF SUBMISSION	DUE DATE
Prerequisite for Course Enrollment: Internship Proposal	iTrack	The Internship Proposal is due prior to the start of your internship. Internship Proposals will be accepted until 11:59 p.m. Sunday, June 30.
Review Module 1 Information and Resources <ul style="list-style-type: none"> • Submit Module 1 Reflection/Discussion • Submit Peer Group Response 	Canvas Module 1	We recommend completing your reflection/discussion and group response within the first month of your internship. <ul style="list-style-type: none"> • Reflection/Discussion Submissions will be accepted until 11:59 p.m. Sunday, June 23 • Discussion Responses will be accepted until 11:59 p.m. Wednesday, June 26
Review Module 2 Information and Resources <ul style="list-style-type: none"> • Submit Module 2 Reflection/Discussion • Submit Peer Group Response <p>Please note that UMSI-CDO staff will be doing a check-in with mentors around this time.</p>	Canvas Module 2	We recommend completing your reflection/discussion and group response around the middle of your internship. <ul style="list-style-type: none"> • Reflection/Discussion Submissions will be accepted until 11:59 p.m. Sunday, July 28 • Discussion Responses will be accepted until 11:59 p.m. Wednesday, July 31
Review Module 3 Information and Resources <ul style="list-style-type: none"> • Submit Module 3 Reflection/Discussion • Submit Peer Group Response • Submit URL for Internship Learning Portfolio(s) <p>Please note that UMSI-CDO staff will be asking mentors to confirm hours worked and complete an evaluation around this time.</p>	Canvas Module 3	We recommend completing your reflection/discussion, group response and creating your learning portfolio the last week of your internship. <ul style="list-style-type: none"> • Reflection/Discussion Submissions will be accepted until 11:59 p.m. Sunday, August 25 • Discussion Responses will be accepted until 11:59 p.m. Wednesday, August 28 • Internship Learning Portfolio URLs will be accepted until 11:59 p.m. Sunday, August 25
Hours Tracked (Instructions for submitting hours can be found at the end of this	iTrack	Hours should be submitted weekly or bi-weekly. All hours should be submitted by 11:59 p.m. Sunday, August 25

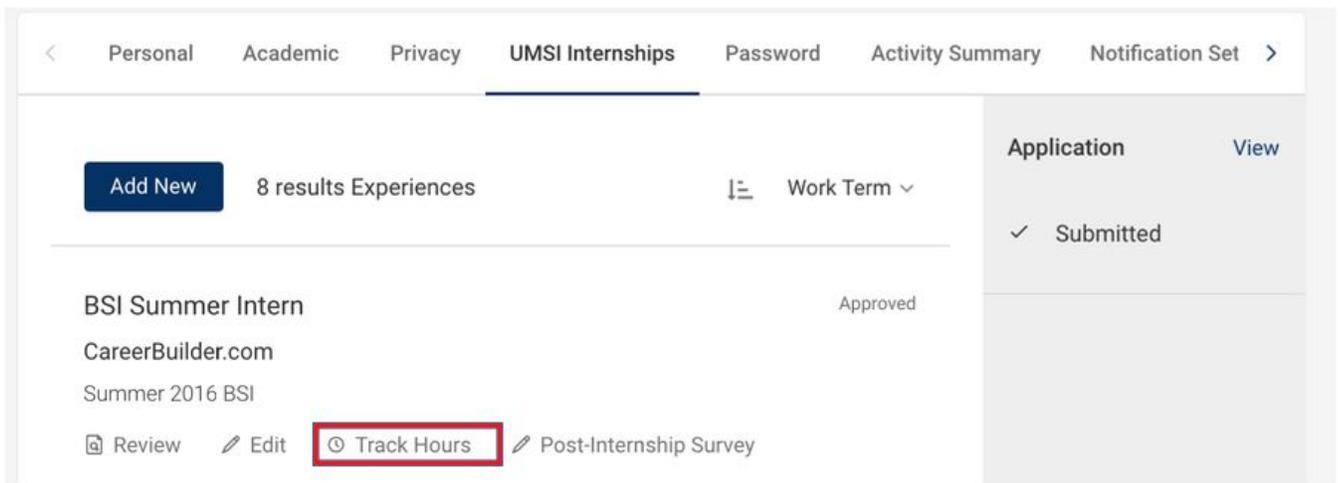
document as Appendix A, as well as in the Files section of the Canvas course site.)		
Post-Internship Survey (Instructions for submitting this can be found at the end of this document as Appendix B, as well as in the Files section of the Canvas course site.)	iTrack	Your survey should be submitted by 11:59 p.m. Sunday, August 25
Mentor Evaluation (UMSI-CDO will send link in August)	iTrack	We will ask your mentor to submit this by 5 p.m. Wednesday, August 28
All assignments, hours worked, and evaluations are due on Sunday, August 25, 2019		

Appendix A: Instructions for Tracking Hours

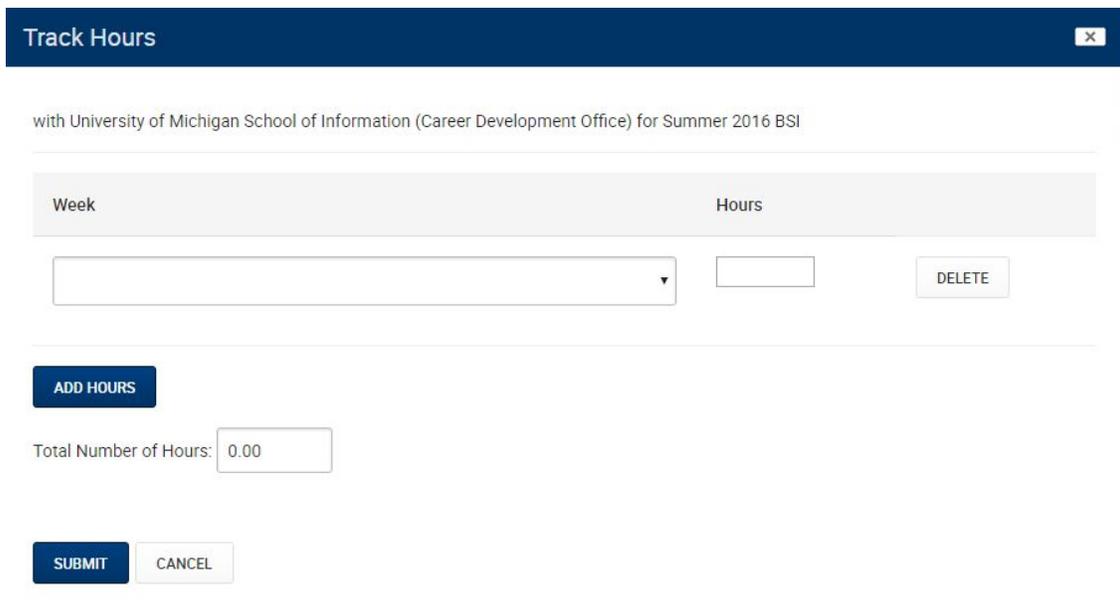
Find below instructions for posting your hours worked for your current approved internship(s). You should be entering your hours worked weekly or bi-weekly. It is your responsibility to regularly post your hours to allow for the course instructor to ensure you are progressing in your internship and will complete your total hours on time. **Please note that if you see a "Pending" or "Not Approved" notice, it likely means your mentor has not approved your Proposal.** Contact the UMSI-CDO at umsi.internships@umich.edu for re-sending the email notification to your mentor.

In order to track your hours, follow these instructions:

1. Log in to iTrack
2. Click on "UMSI Internship Program" under the shortcuts menu
3. Select "Track Hours" from the list of options under your current approved internship(s)



4. Select which week you are tracking hours for (Week 1 typically indicates the first week of your internship, however; you cannot count hours worked until after the date of your Part 1 approval), enter the number of hours worked
5. After adding your hours, click "Submit" in order to calculate the total number of hours worked
6. You will need to login weekly (or bi-weekly) to add this information

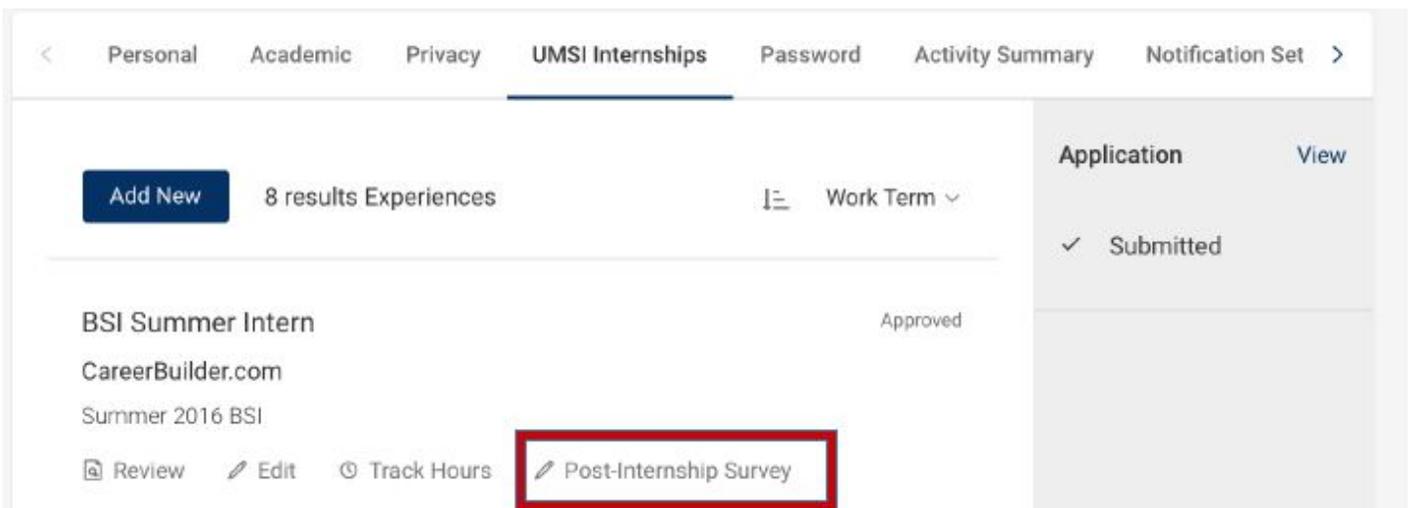
A screenshot of the 'Track Hours' form. The form title is 'Track Hours' and it includes a close button. Below the title, there is a text field containing 'with University of Michigan School of Information (Career Development Office) for Summer 2016 BSI'. The main part of the form is a table with two columns: 'Week' and 'Hours'. The 'Week' column has a dropdown menu, and the 'Hours' column has a text input field. To the right of the 'Hours' input field is a 'DELETE' button. Below the table, there is an 'ADD HOURS' button. At the bottom of the form, there is a 'Total Number of Hours:' label followed by a text input field containing '0.00'. At the very bottom, there are 'SUBMIT' and 'CANCEL' buttons.

Appendix B: Post-Internship Survey Instructions

Find below instructions for submitting the Internship Survey for your current approved internship(s). Please note this should not be submitted until you are nearing completion of your internship. It is your responsibility to communicate with the course instructor, beforehand, if you are not having a positive internship experience.

In order to submit the Internship Survey, follow these instructions:

1. Log in to iTrack
2. Click on “UMSI Internship Program” under the shortcuts menu
3. Select “Post-Internship Survey” from the list of options under your current approved internship(s)



The screenshot displays the iTrack user interface for UMSI Internships. At the top, a navigation bar includes links for Personal, Academic, Privacy, UMSI Internships (which is the active tab), Password, Activity Summary, and Notification Set. Below the navigation bar, there is a section for 'Add New' and '8 results Experiences'. A table lists the internships, with the first entry being 'BSI Summer Intern' from 'CareerBuilder.com', which is marked as 'Approved'. Below the internship name, there are several action buttons: 'Review', 'Edit', 'Track Hours', and 'Post-Internship Survey'. The 'Post-Internship Survey' button is highlighted with a red rectangular box. To the right of the main content area, there is a sidebar with a 'View' button and a 'Submitted' status indicator.