***LAS 289 – LAS Internship***

***Fall 2016 Syllabus***

***Wednesday - CRN 14173 – LH 320***

*Robin B. Hursey, MALS (312) 996-0425*

*Senior Advisor - Internship Program (312) 413-8577 FAX*

*College of Liberal Arts and Sciences (MC 229)* *rhursey@uic.edu*

*UH 521 Office hours by appointment*

* *Internship Proposal must be approved*
* *Register for LAS 289*
* *Must work at your internship a minimum of 60 hours during the semester for each elective credit earned, ex. 60 = 1 cr. hr., 120 = 2 cr. hrs. and 180 = 3 cr. hrs.*
* *Monthly progress reports (minimum of 2 pages) due Fridays on September 16, October 14, and November 11. Send your reports via email to: rhursey@uic.edu*
* *Attend 3* ***mandatory*** *monthly seminars – Wednesdays on September 21, October 19, and November 16.*
* *Final reflection paper (minimum of 4 pages) due last day of finals week, December 9.*
* *Final evaluation of internship site from supervisor due December 9.*
* *Satisfactory/Unsatisfactory grading*

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| ***Date*** | ***Requirement*** |  |
| *September 16, 2016* | *1st Monthly Report due* |  |
| *September 21, 2016* | *Internship Seminar* *Wednesday, 3:00pm-4:30pm* | ***Last Day to turn in Work-Learning Objectives Forms*** |
| *October 14, 2016* | *2nd Monthly Report and Resume draft due* |  |
| *October 19, 2016* | *Internship Seminar Two* *Wednesday, 3:00pm-4:30pm* |  |
| *October 28, 2016* |  | ***✹Last Day to withdraw from course to receive “W”*** |
| *November 11, 2016* | *3rd Monthly Report and Final Resume due* |  |
| *November 16, 2016* | *Internship Seminar Three* *Wednesday, 3:00pm-4:30pm*  |  |
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| *December 9, 2016* | *Final Reflection Paper Due – 4 page minimum**Supervisor’s Evaluation Form Due* |  |
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***⌘Tentative schedule – subject to change⌘***

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***\*Internship Proposal*** *– The form is available via email. Contact my office for a copy. Must be submitted and approved before registering for LAS 289.*

***\*Learning Objectives*** *– You and your internship supervisor’s will set four work-learning objectives at the beginning of your internship. This form will be sent directly to your supervisor via email. After completing, it should be sent back to my office with you and your supervisor’s signatures. It can either be emailed or faxed by your supervisor or can be hand-delivered by you. This form is due no later than September 16th.*

*\*****Monthly Progress Reports –*** *Your first monthly report should discuss what you have done during the month at your internship. (I will assign new writing topics for your second and third papers.)* *These reports should be 2-3 pages, typed. College-level writing is expected. You should be concise and to the point, should not use slang or contractions, should be grammatically clear, should use complete sentences, should be proofread and corrected for spelling errors****.*** *Consider this a monthly report to your boss.*  *Email the reports to:* *rhursey@uic.edu****All writing project assignments should be typed in 10-12 point font, and double spaced with one-inch margins. The first page should include an appropriate header. Overall presentation counts.***

***\* Monthly Seminars –*** *You are* ***required*** *to attend all three of the monthly seminars. The seminars begin at 3:00 pm. until 4:30 pm.* ***Plan for this. There is no excuse for not attending, participating and staying until the seminar is complete.*** *You should consider this a mandatory business meeting for your internship (job.)*

***\*Final Reflection Paper –*** *This final paper should be an overall review of your entire internship experience. Did you meet all the work-learning objectives you set at the beginning with your supervisor? Did you network with other employees? Did you obtain a better understanding of your career choices? Overall did you feel that this internship gave you real-world experience? Do you plan to continue on this career path or have you decided that this career choice is not for you?*

***\*Supervisor’s Evaluation Report*** *– Your internship supervisor will complete the final appraisal of your internship and discuss the evaluation with you. You and the supervisor will sign and return the completed evaluation to my office no later than December 9th. The report can be mailed, emailed, faxed or hand delivered to me.*

*All paperwork must be turned in by you and/or your supervisor before your grade can be posted. If the paperwork is not in my office by the end of the semester you will receive an “I” incomplete grade until the paperwork has been received.*

***My contact with your supervisor: I may be making a site visit or calling your supervisor during the semester to discuss how your internship is progressing. If you are having difficulties during your internship, please contact me immediately.***