

# PSC 491: Political Science Internship

[International & Political Affairs](#)  

Professor: Dr. Nicole R Foster Shoaf 

Email: [Shoaf-N@MSSU.edu](mailto:Shoaf-N@MSSU.edu)

Office: Justice Center 111

Office Hours <sup>1</sup>	Tuesdays	1230 pm – 230 pm
	Wednesdays	1000am – 100 pm - Online
	Thursdays	1230 pm – 130 pm
	By Appointment	<a href="#">Click here to schedule</a>

## 1 COURSE DESCRIPTION (FALL 2022)

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Observation of and participation in governmental, policy, legal, or non-profit work under the direct supervision of a faculty member and a professional who is employed in the position being observed. Repeatable up to 9 credit hours. (1-9 hours)

## 2 LEARNING OBJECTIVES

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- Students will be learning the skill of professional responsibility as they participate in all aspects of their assigned supervisor's position.
- Students will develop problem solving skills and identify the political values which are central to the day-to-day operations of the profession.
- Students will consider how their academic program fits with the observed professor and assess their interest in and preparedness to join the profession.

## 3 COURSE MATERIALS

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Course materials may be assigned on a case-by-case basis, depending upon the nature of the internship. At a minimum, students must have regular access to Blackboard and their MSSU email account.

## 4 COURSE OUTLINE

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Internship activities will vary. All interns will be required to submit regular internship logs, complete a survey assessing the internship experience, and complete a reflection paper at the end of the internship. See the course schedule at the end of this syllabus for details. Additional assignments may be required, depending upon the nature of your internship, and any such additions will be posted on Blackboard by your faculty supervisor. All non-academic work will be coordinated with your on-site supervisor.

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<sup>1</sup> *Office Hours* are the times each week that faculty are required to spend in the office, making ourselves available to students to discuss class and advising issues. There will be times when faculty will need to adjust regularly scheduled office hours to accommodate other obligations and there are students who might not be able to make a particular faculty member's office hours. In these cases, all students are encouraged to schedule an appointment with their faculty member to meet at another time. You may use this link to view my availability and add yourself to my calendar if my scheduled office hours do not work for you: [Click here](#)

## 5 EVALUATION & PROCEDURES

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The student's grade will be determined by the evaluation supplied by the student's on-site supervisor, observations made by the faculty supervisor, and performance on the required assignments. Students will communicate with the instructor regularly via email and/or assignments on Blackboard. Students are encouraged to meet with their faculty supervisor to discuss any questions or concerns they may have about the internship.

## 6 TIME ON TASK

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The amount of time you should expect to spend on task will vary by internship. You will coordinate your on-site internship schedule with your on-site supervisor. You should expect to spend up to 1 hour per week on academic work for the internship, although this will vary by student and by week. See the course schedule at the end of the syllabus for details on the academic workload. Please note that these are the minimum hours required, and if approved by your on-site supervisor, you may exceed these hours.

- 1 credit hour internships = 45 total hours
- 2 credit hour internships = 90 total hours
- 3 credit hour internships = 135 total hours
- 4 credit hour internships = 180 total hours
- 5 credit hour internships = 225 total hours
- 6 credit hour internships = 270 total hours

When you are close to meeting your required hours, you need to speak with your on-site supervisor about scheduling a stop date for your internship. When you have confirmed your last day with your on-site supervisor, email this date to your faculty supervisor.

If you are unable to meet your total required number of hours, you have 2 options.

1. You may take a penalty on your internship grade. The exact degree of the penalty will be determined by your faculty supervisor.
2. You may request an IP (In Progress) grade from your faculty advisor, no later than the Monday of the last week of regularly scheduled classes (a week before final exams begin). To request an IP, you must explain why you were unable to meet your required number of hours, specify how many hours you have remaining, you must speak with your on-site supervisor and receive permission to continue the internship past the end of the semester, and you must provide an estimate date of completion for the remaining hours.

## 7 RESEARCH INTERNSHIPS

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Students enrolled in research internships will engage in practical, hands-on academic research alongside a faculty member. The purpose of research internships is to develop practical research skills that can be applied to graduate school, law school, or work in local government, government agencies, non-profit organizations, etc. In addition to developing transferable research skills, research interns may request permission to use datasets and/or materials developed during the internship for their own purposes, including course papers, conference presentations, or master's theses. Research interns agree not to publish or share datasets without the permission of their faculty supervisor.

Faculty supervisors of research internships will oversee the development of research and provide substantive feedback on the intern's performance throughout the internship. Supervisors should provide interns with clear instructions and work to help students develop professional research skills. Whenever possible, research interns should be given the

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opportunity to present the results of their research publicly, whether at the [MSSU Student Research Symposium](#), at a professional conference, at an undergraduate research conference, and/or in a special presentation.

## 8 NON-RESEARCH INTERNSHIPS

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Internships conducted off-campus will be supervised by a faculty supervisor and an on-site supervisor from the organization sponsoring the internship. Work schedules, dress codes, and specific tasks will be negotiated between intern and on-site supervisors. Faculty supervisors will provide academic oversight for the internship, including but not limited to assessing grades, determining and assessing written work, and soliciting feedback from on-site supervisors regarding the intern's performance.

## 9 COURSE POLICIES

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### 9.1 COURSE PARTICIPATION & ATTENDANCE

Regular participation in the course is required. In this course, participation is defined by the submission of assigned work at least weekly. If circumstances arise that will prevent you from actively participating in the course for more than a week, you need to get in contact with me. Failure to actively participate in the course for 2 weeks will result in a report of non-attendance, which may have consequences for extracurricular activities or financial aid.

### 9.2 COURSE STRUCTURE & TIME ON TASK

The time on task expected in this course varies by credit hour. The time to be spent on course related activities for the duration of the semester are outlined below.

- 1 credit hour internships = 45 total hours
- 2 credit hour internships = 90 total hours
- 3 credit hour internships = 135 total hours
- 4 credit hour internships = 180 total hours
- 5 credit hour internships = 225 total hours
- 6 credit hour internships = 270 total hours

### 9.3 OFFICE HOURS

If you ever have questions or concerns about this course, please consider visiting my office hours. Office hours are times faculty members are scheduled to be available to meet with students – you will not be bothering me or imposing if you visit my office hours.

I will be available for online/remote office hours 6 hours each week; I will be available for in-person meetings during 3 of these hours. In addition, I am available by appointment to meet with you online or live. It will be helpful if you schedule an appointment to meet in person this fall, as my office does not allow for adequate physical distancing and in-person meetings will need to be held in one of the classrooms, but you will not be turned away if you show up without an appointment. [Click here](#) to schedule an appointment.

### 9.4 COURSE COMMUNICATION

Important information will be circulated via Blackboard and the MSSU email system. Check your MSSU email account and Blackboard sites regularly. I recommend having your MSSU email sent to your phone and/or forwarded to an account you check frequently. Information about exams, due dates, and assignments will be posted on Blackboard, and

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Blackboard announcements are sent directly to your MSSU email. You are responsible for any information you miss if you choose not to read your MSSU email or check Blackboard announcements regularly.

The best way to contact me is via email at [Shoaf-N@mssu.edu](mailto:Shoaf-N@mssu.edu). I will make every effort to respond to your email as quickly as possible. Please be considerate when sending emails. Odds of receiving a prompt, useful reply increases substantially when you adhere to the following email etiquette guidelines:

1. **Syllabus:** It is a good idea to check the syllabus, course schedule, and Blackboard before you send an email to your professor. If the info is there, you will not only get your answer quicker, but you can avoid being that student who asks, "When is assignment X due?" when it is written in 3 places in the syllabus. If the syllabus is not clear, do ask for clarification. It is the professor's job to make course expectations clear. It is your job to read the syllabus. Do not be surprised if you receive an email response that simply says, "Syllabus" or an amusing meme that reminds you to look in the syllabus.
2. **Salutation:** Titles matter. You can address me as "Dr. Shoaf" or "Professor Shoaf." If the instructor has a PhD, "Dr." is appropriate. If not, or if you do not know, err on the side of caution and refer to the instructor as "Professor". This is safe, and you can avoid giving the impression that you are being disrespectful.

Think twice - maybe 3 times - about referring to female professors as "Mrs." or "Miss" unless they have specifically asked to be referred to in that manner. Trust me on this. The tendency to omit the academic and professional titles of female scholars and professionals is called, "untitling" and is a pervasive symptom of a culture that values the expertise of men more than women. Do not be part of the problem.

- <https://www.linkedin.com/pulse/untitling-women-academia-raza-m-mirza-ph-d->
- <https://www.fastcompany.com/90596628/we-need-to-stop-untitling-and-uncrediting-professional-women>
- <https://www.bbc.com/worklife/article/20210216-why-do-professional-titles-actually-matter>

3. **Subject:** Use the subject line and be specific. It helps determine which emails should be reviewed first, and which can wait. But do not be dramatic - "END OF THE WORLD" subject lines are hard to take seriously.
4. **Introduction:** Explain who you are - "I am Madison Jackson, from PSC 120 TR @ 11:00 am" is extremely helpful when you are asking for information about a class. (If this sounds tedious, you could set up a signature to go out in every email with your name, email, and list of current courses). This is especially helpful if this is the first course you have taken with me or it is early in the semester. Don't make me go through the Blackboard gradebooks of 5 different courses to figure out with whom I am corresponding.
5. **Proofread:** Be professional and proofread before sending. Your friends might not mind reading a message 3 times to figure out what you are trying to say, but in a professional environment like a university you want to come across as competent. In addition, err on the side of formality and professionalism in emails to professors. Emails do not need to be long or complicated but understand that tone is difficult to communicate in email and a few extra seconds reviewing a message can build good will.

**Note on Email Responses:** You can generally expect email responses from me within 48 hours, Monday – Friday @ 200 pm.

### 9.5 LATE WORK POLICY

All assignments are expected to be submitted on time. If you are unable to meet the deadlines in the schedule, you are encouraged to request an extension from the faculty supervisor. In the absence of an extension, late work may be

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docked up to 50%. No late work will be accepted after Thanksgiving in the fall, April 30 in the spring, or July 25 in the summer.

### 9.6 CLASS CANCELLATION / INCLEMENT WEATHER POLICY / PUBLIC HEALTH EMERGENCY

If it is necessary to cancel class due to an emergency or inclement weather, information will be posted on Blackboard.

If it becomes necessary to suspend live courses this fall due to a public health emergency (or any other emergency), we will move the course online, with asynchronous lectures and assignments on Blackboard and options for synchronous communication via Blackboard Collaborate Ultra (or Zoom, if needed).

### 9.7 CLASS RULES AND NORMS

*It Is Your Grade.* If you are ever confused or unsure about the material or expectations, ask immediately (before assignments are due). The longer you wait, the less opportunity there is to get on track. Grades are determined by the quality of work submitted and the degree to which your performance meets the course requirements. While I empathize with the demands of the world outside of my classroom, only your performance affects your grade.

*Respect is required at all times.* You will interact with the professor and classmates and at times, the subject matter may be controversial and the discussions provocative. We will maintain a respectful environment at all times. You are encouraged to express your opinions and engage your classmates; however, all interactions must be done in a respectful manner. This course is an academic exercise, and disrespect and hostility will not be tolerated.

## 10 UNIVERSITY POLICIES

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### 10.1 UNIVERSITY DATES & DEADLINES

- August 29 Drop/Add Fees & Late Registration Charges Begin
- September 2 Last Day for Full Refund of Charges
- September 5 Dismissal for Labor Day
- September 14 Withdrawal after this Date No Refund of Charges
- October 17-18 Fall Break
- November 23-25 Dismissal for Thanksgiving Holiday
- December 5 Last Day to Withdraw from a Class with a "W"
- December 9 Last Day of Classes
- December 12-15 Final Examinations
- December 17 Commencement

### 10.2 CLASS CANCELLATION / INCLEMENT WEATHER POLICY / PUBLIC HEALTH EMERGENCY

If it is necessary to cancel class due to an emergency or inclement weather, information will be posted on Blackboard.

If it becomes necessary to suspend live courses this fall due to a public health emergency (or any other emergency), we will move the course online, with asynchronous lectures and assignments on Blackboard and options for synchronous communication via Blackboard Collaborate Ultra (or Zoom, if needed).

### 10.3 BASIC NEEDS STATEMENT

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Students experiencing personal or academic distress, food insecurity, and/or difficulty navigating campus resources are encouraged to contact the Office of Student Affairs (417.625.9392 / [studentaffairs@mssu.edu](mailto:studentaffairs@mssu.edu)) for support. If you are uncomfortable making this contact, please notify your instructor so they can assist you in locating the needed resources.

Students who are experiencing challenges securing food for themselves and their families, and who believe this may affect their performance in this course, are encouraged to visit the Lion Co-op, which is located in the MSSU Residential Life Emergency Shelter and is open three times a week. Students are also encouraged to contact the Student Life and Conduct Office (BSC 347, 417-625-9531), ACTS (HEARNES 314, 417-625-9324), and/or your instructor for assistance in securing additional resources. Follow the Lion Co-Op on Facebook.

### 10.4 DISABILITY ACCOMMODATION STATEMENT

If you are an individual with a disability and require an accommodation for this class, please notify the instructor or the Coordinator of Student Disability Services, at the Student Success Center (417) 659-3725.

### 10.5 INSTRUCTIONAL FORMAT / COURSE DELIVERY

The teaching format for MSSU classes is subject to change at the university's discretion. Students should be prepared to handle alternative or online formats, if they should become necessary.

### 10.6 ACADEMIC INTEGRITY STATEMENT

Missouri Southern State University is committed to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Submitting work that is not one's own is unacceptable and is considered a serious violation of University policy. Cheating is a serious offense that invalidates the purpose of a university education. Any student who takes credit for the work of another person, offers or accepts assistance beyond that allowed by an instructor, or uses unauthorized sources for a test or assignment is cheating. Students must be conscious of their responsibilities as scholars, to learn to discern what is included in plagiarism as well as in other breaches of the Student Handbook and must know and practice the specifications for citations in scholarly work. When dealing with cases of academic dishonesty, the course instructor may choose to use the campus judicial system; this includes filing an incident report with the Dean of Students, who may act on the report by issuing a written warning or by recommending disciplinary probation, suspension or expulsion. Penalties for academic dishonesty may include a failing grade on the assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate.

### 10.7 REPETITION OF COURSES

Students may only receive credit value for a repeated course once. Students may repeat courses in which grades 'F, D, C, B, U, LP, or P' have been earned. When a course is repeated, the highest grade will be used when computing GPAs. The grade of B is considered higher than P for repeating purposes. Transfer courses may be repeated if Missouri Southern offers the same course. Once a degree is earned, a student is no longer eligible to exclude the grade of the first course in their GPA.

### 10.8 NON-DISCRIMINATION AND TITLE IX STATEMENT

Missouri Southern State University emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, students, third parties on campus, and

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applicants for employment and admissions. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally protected class, in employment or in any program or activity offered or sponsored by the University, including, but not limited to, athletics, instruction, grading, the awarding of student financial aid, recruitment, admissions, and housing. Questions, concerns, and reports about Title IX, including sexual misconduct or pregnancy educational planning, should be directed to the Title IX Coordinator in the Student Affairs Office at (417) 625-9532.

I will seek to keep information private to the greatest extent possible. However, as an instructor, I have a mandatory reporting responsibility. I am required to share information regarding sexual misconduct or information about a crime that may have occurred related to Title IX. Students may speak to someone confidentially by contacting a counselor in the Advising, Counseling, and Testing Services Office (ACTS) at (417) 625-9324. Crime reports to law enforcement can be made at (417) 623-3131.

### 10.9 ACADEMIC IMPACT FOR UNIVERSITY-SPONSORED ACADEMIC AND ATHLETIC ABSENCES

Students participating in University sponsored academic and athletic events are considered representatives of the University and scheduled activities/competitions resulting in a missed class may be considered excused absences. Missed classes qualify as excused absences if the student informs the instructor(s) in advance, is responsible for all information, tests, materials and assignments, and completes assigned work prior to the departure, unless the instructor has agreed to other arrangements.

Faculty are encouraged to work with students, whenever possible, to facilitate their participation in University sponsored academic and athletic events; however, in some cases, it is not possible to replicate missed course content. In these cases, students may need to attend class. Whenever possible, students participating in University sponsored academic and athletic events should work with their advisor to create a schedule that will avoid missed class time.

Students should not be penalized if absent from a test, lecture, lab or other activity because of an excused absence. Policies should be fair and equitable in application. For example, excused absences should not be penalized with point reductions or require students utilize the dropped grade option for a University sponsored activity or athletic event. Inclement weather and other factors may preclude a student's ability to provide notification in advance and/or to complete assigned work prior to departure or return to campus. It may be necessary to provide make-up opportunities in these cases.

No class time shall be missed for practices or home events except for time required to prepare or warm-up before the activity/competition. Logistics necessary for home activities or competitions will vary by activity/sport so students and instructors should collaborate to handle this missed class time as part of the absence if possible. For away competitions students shall not miss class prior to 30 minutes before the scheduled time of departure.

Students who will miss class due to participation will identify themselves to their instructors at the beginning of each semester using the approved documentation and provide a schedule with departure times to identify class meetings in conflict with event dates. In addition, the student is responsible for reminding the instructor by e-mail and/or in person of each upcoming absence. The student who fails to properly communicate with her/his instructor in this regard may be penalized for an absence per the course syllabi. The amount of lead time for upcoming absences should be discussed by the instructor and student as this may vary with the situation. Sponsors and coaches are asked to confirm an accurate roster of students traveling for each event. Students who are unable to participate or have not been cleared to play should attend class.

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### 10.10 COPYRIGHT STATEMENT (REQUIRED FOR ONLINE COURSES)

You are encouraged to use the materials from these courses to learn. You can listen, read, view and interact with the pages. You can print them out for your own use. You may not, however, let others not registered in the courses hear audio, view or read pages, either on the screen or printed out. You may not make copies of these copyrighted and all rights reserved materials electronically or optically without express permission from the copyright holder. You may not incorporate these copyrighted materials or derivatives into other works. The copyright includes the course artwork.

Some portions of the courses use material from other copyrighted material. These materials are noted and are used with permission of the author, or under compliance with federal guidelines. You are encouraged to use materials you create as part of the course; however, you may not use materials created by others taking the course without their written permission. This includes but is not limited to written assignments submitted to the instructor, postings to discussion groups or any online comments or other collaborative events.

MSSU will not use any of your work for purposes other than your learning without getting your written permission. If we use your materials with your permission, we will credit your work if you so desire.

### 10.11 COURSE INTERACTION (REQUIRED FOR ONLINE COURSES)

Students can expect responses to emails within 24 hours, except on weekends. If you do not receive a response within 24 hours, please send a second email to follow up – it is possible your message was overlooked or accidentally deleted.

Scores and feedback on quizzes will generally be available within 72 hours. Scores and feedback on homework and exams will generally be available within 2-5 days of the due date. The exact timeline will depend upon the length and complexity of the activity being reviewed, and the amount of feedback that is appropriate.

Feedback will be shared via Blackboard (written or audio) or via email. You are encouraged to follow up on any feedback with an appointment for a video chat.

### 10.12 COURSE SCHEDULE

At the end of this syllabus is a detailed course schedule with a list of assignments, due dates, and exam dates. Please note that this schedule is subject to change – if anything changes, an updated schedule will be posted on Blackboard. I do not expect you to memorize due dates – I certainly do not – this is why there is a schedule.



## 11 COURSE SCHEDULE – 16 WEEKS

Week	Date	Assignments <i>Unless otherwise noted, all assignments due at 11:59 pm via Blackboard.</i>
1	23 Aug	<ol style="list-style-type: none"> <li>1. Submit <a href="#">IPA Internship Student Learning Agreement</a></li> <li>2. Submit <a href="#">Student Intern Waiver</a>, if interning on campus</li> <li>3. Submit a job description</li> <li>4. Submit a resume</li> </ol>
2	30 Aug	No assignments due.
3	06 Sep	<b>Internship Log 1 Due</b> Upload your updated Internship Log. Download the log template <a href="#">here</a> . In the log: Describe the types of activities you have been engaged in at your internship since your start date. What is the most surprising or most interesting thing about your internship experience to date?
4	13 Sep	No assignments due.
5	20 Sep	<b>Internship Log 2 Due</b> Upload your updated Internship Log. Download the log template <a href="#">here</a> . In the log: Describe the types of activities you have been engaged in at your internship.
6	27 Sep	No assignments due.
7	04 Oct	<b>Internship Log 3 Due</b> Upload your updated Internship Log. Download the log template <a href="#">here</a> . In the log: Briefly describe your internship activities for the last week. Your internship is about ½ over. What would you still like to do or learn in your internship? Are there any changes you would like to see in your internship, or experiences you would like to have in your internship before it ends?
8	11 Oct	Midterm Assessment – Surveys Sent to Supervisors <ul style="list-style-type: none"> <li>• No assignments are due this week, but you should take a few minutes to check your progress towards your required number of hours and look at the assignments coming due for the second half of the semester.</li> <li>• <a href="#">Schedule</a> a midterm meeting with your faculty supervisor for no later than October 24</li> </ul>
9	18 Oct	<b>Internship Log 4 Due</b> Upload your updated Internship Log. Download the log template <a href="#">here</a> . In the log: Briefly describe your internship activities for the last week. Think about your experiences in your internship. Draft an essay that discusses: <ul style="list-style-type: none"> <li>• how your internship has shaped your understanding of career opportunities available to you after graduation</li> <li>• what impact the internship has had on your personal career goals and why</li> <li>• what skills or expertise you are developing in your internship</li> <li>• how what you learned in your coursework is (or is not) related to your practical internship experience</li> </ul>
10	25 Oct	No assignments due
11	01 Nov	<b>Internship Log 5 Due</b> Upload your updated Internship Log. Download the log template <a href="#">here</a> . In the log: Briefly describe your internship activities for the last week.

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		<p><b>Submit an updated resume</b></p> <p>Make an appointment to meet with someone in <a href="#">Career Services</a> to discuss polishing your resume. After meeting with Career Services, submit a professional, polished resume that includes the new skills you are developing in your internship.</p>
12	08 Nov	<p><b>Internship Log 6 Due</b></p> <p>Upload your updated Internship Log. Download the log template <a href="#">here</a>. In the log: Briefly describe your internship activities for the last week.</p> <p>Request a meeting with your on-site supervisor prior to November 30.</p>
13	15 Nov	No assignments due
14	22 Nov	<p><b>Internship Log 7 Due</b></p> <p>Upload your updated Internship Log. Download the log template <a href="#">here</a>. In the log: Briefly describe your internship activities for the last week.</p>
15	29 Nov	<p><b>On-Site Supervisor Meeting</b></p> <p>Meet with your on-site supervisor to discuss your performance in the internship. Ask about your strengths, weaknesses, and improvement over the course of the internship. Show your on-site supervisor your resume and ask for their feedback. You may also take this time to discuss career options in the field, if desired.</p>
16	06 Dec	<p><b>Internship Survey Due – Link on Blackboard</b> (A survey will be sent to your on-site supervisors, as well)</p> <p><b>Reflection Paper Due</b> (2+ pages, single spaced)</p> <ul style="list-style-type: none"> <li>• Describe your attitude and expectations going into the internship.</li> <li>• Describe what you learned during the internship, about your major, your career options, about the work you did, etc (be specific).</li> <li>• If you had to repeat the internship, what would you do differently?</li> <li>• What was the best and worst aspects of the internship?</li> <li>• Now that the internship is complete, what advice would you give to the students following you through the program?</li> <li>• The reflection paper must be polished, organized and thorough. Address each of the points thoughtfully. 2-4 pages, single spaced, but there is not maximum length.</li> </ul>
17	12 Dec	<b>Final Project:</b> Assignment depends upon your internship. Details will be posted on Blackboard.

## 12 COURSE SCHEDULE – 8 WEEKS

Week	Date	Assignments		
<i>Unless otherwise noted, all assignments due at 11:59 pm via Blackboard.</i>				
9	18 Oct	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">                     1. Submit <a href="#">IPA Internship Student Learning Agreement</a>                      2. Submit <a href="#">Student Intern Waiver</a>, if interning on campus                 </td> <td style="width: 50%; padding: 5px;">                     3. Submit a job description                      4. Submit a resume                 </td> </tr> </table>	1. Submit <a href="#">IPA Internship Student Learning Agreement</a> 2. Submit <a href="#">Student Intern Waiver</a> , if interning on campus	3. Submit a job description 4. Submit a resume
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10	25 Oct	<b>Internship Log 1 Due</b> (1/2 – 1 page) Upload your updated Internship Log. Download the log template <a href="#">here</a> . In the log: Describe the types of activities you have been engaged in at your internship since your start date. What is the most surprising or most interesting thing about your internship experience to date?		
11	01 Nov	<b>Internship Log 2 Due</b> Upload your updated Internship Log. Download the log template <a href="#">here</a> . In the log: Describe the types of activities you have been engaged in at your internship.		
12	08 Nov	<b>Internship Log 3 Due</b> Upload your updated Internship Log. Download the log template <a href="#">here</a> . In the log: Briefly describe your internship activities for the last week. Your internship is about ½ over. What would you still like to do or learn in your internship? Are there any changes you would like to see in your internship, or experiences you would like to have in your internship before it ends?		
13	15 Nov	<b>Internship Log 4 Due</b> Upload your updated Internship Log. Download the log template <a href="#">here</a> . In the log: Briefly describe your internship activities for the last week.		
14	22 Nov	Request a meeting with your on-site supervisor prior to the end of your internship		
15	29 Nov	<b>Internship Log 5 Due</b> Upload your updated Internship Log. Download the log template <a href="#">here</a> . In the log: Briefly describe your internship activities for the last week. <b>Submit an updated resume</b> Make an appointment to meet with someone in <a href="#">Career Services</a> to discuss polishing your resume. After meeting with Career Services, submit a professional, polished resume that includes the new skills you are developing in your internship.		
16	06 Dec	<b>On-Site Supervisor Meeting</b> Meet with your on-site supervisor to discuss your performance in the internship. Ask about your strengths, weaknesses, and improvement over the course of the internship. Show your on-site supervisor your resume and ask for their feedback.		
17	12 Dec	<b>Internship Survey Due – Link on Blackboard</b>  <b>Reflection Paper Due</b> (2+ pages, single spaced) <ul style="list-style-type: none"> <li>• Describe your attitude and expectations going into the internship.</li> <li>• Describe what you learned during the internship, about your major, your career options, about the work you did, etc (be specific).</li> <li>• If you had to repeat the internship, what would you do differently?</li> <li>• What was the best and worst aspects of the internship?</li> <li>• Now that the internship is complete, what advice would you give to the students following you through the program?</li> <li>• The reflection paper must be polished, organized and thorough. Address each of the points thoughtfully. 2-4 pages, single spaced, but there is not maximum length.</li> </ul> <b>Final Project:</b> Assignment depends upon your internship. Details will be posted on Blackboard.		

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