College of Natural Sciences Internship Course Fall 2015
NSC 322 (Unique Number 46602)

Meeting Times: Course is offered online via Canvas
Students must attend an Information Session in the Career Services office prior to the start of their internship

Canvas: http://canvas.utexas.edu/

PROGRAM OBJECTIVES & INTENDED OUTCOMES

The purpose of the course is to allow you to engage in an experiential learning opportunity where you can apply scientific knowledge and skills to real-world work as it relates to your interests within the Natural Sciences.

• Opportunities to put your academic learning into practice
• Immersion in a career-related work environment
• Increased professional skills
• Enhanced ability to recognize preferences and abilities and match them with appropriate career-related choices

INTERNSHIP INSTRUCTOR

Grace Goodman, grace.goodman@austin.utexas.edu, 512-232-2673

CONTACT YOUR INSTRUCTOR IMMEDIATELY WITH ANY CONCERNS OR QUESTIONS RELATED TO YOUR INTERNSHIP

OFFICE HOURS

Career Services, PAI 5.03: 8:00am – 5:00pm, call 512-471-6700 or visit the Career Services website to schedule a 1-1 appointment with your instructor.

Textbook: There is no textbook for this course. All materials will be posted on Canvas.

STUDENT EXPECTATIONS

Work Hours: You must intern for a minimum of 120 hours during the semester. Only those weeks and hours that fall within the University’s official semester calendar will be accepted.

Complete Assignments: Submit all assignments by their due date through your course on Canvas.

HOW THE COURSE IS GRADED

Grading: The internship course is graded on a pass/fail basis, based on the successful completion of your internship and submission of course requirements. Grades will be posted online, along with all of your other course grades, at the end of the semester. A grade of “CR” will be given to those students who fulfill ALL of the course requirements. **A grade of “F” will be given to those students who do not fulfill ALL of the course requirements.**

How do I earn a grade of CR? Complete all assignments listed in the Course Requirements & Assignments section, which will include:

• Completion of all written and online assignments by due dates
• Receive no more than four late journal entry concessions
• Complete a minimum of 120 work hours in the fall/spring semester; minimum 160 hours in the summer
• Respond to Instructor’s communications via email or Canvas in a timely manner

How do I earn a grade of F that will be placed on my transcript and calculated into my grade point average?

• Successfully meet employer expectations while failing to complete all assignments in the course
• Successfully meet employer expectations while receiving more than four late journal entry concessions
• Successfully complete all assignments and meet due dates while failing to meet employer expectations

Make-Up Policy: If you require a make-up assignment, please contact your Internship Instructor prior to assignment’s due date.

Academic Dishonesty: We have no tolerance for acts of academic dishonesty. Such acts damage the reputation of the school and the degree, and demean the honest efforts of the majority of students. Students found to be engaging in academic dishonesty will be given a course grade of “Incomplete,” along with additional work at the discretion of the course Instructor. The University defines academic dishonesty as cheating, plagiarism, unauthorized collaboration, falsifying academic records, and any act designed to avoid participating honestly in the learning process. Scholastic dishonesty also includes, but is not limited to, providing false or misleading information to receive a postponement or an extension on a test, quiz, or other assignment, and submission of essentially the same written assignment for two courses without the prior permission of the instructor. By accepting this syllabus, you have agreed to these guidelines and must adhere to them. Scholastic dishonesty damages both the student's learning experience and readiness for the future demands of a work-career. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. For more information on scholastic dishonesty, please visit the Student Judicial services web site at http://www.utexas.edu/depts/dos/sjs/.

Honor Code: The core values of the University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community. http://registrar.utexas.edu/catalogs/gi09-10/ch01/index.html

COURSE ASSIGNMENTS & REQUIREMENTS

Agreement Forms
Using the links provided on Canvas, you and your supervisor will be required to each electronically sign an agreement form. The forms will serve to ensure that both you and your supervisor understand your role and expectations and what constitutes as a legitimate internship experience. NOTE: You are responsible for disseminating the agreement form link to your supervisor.

Journal Entries
This is a record of what you do and learn on the job. Writing a journal during your internship is a useful way to keep a record of your professional growth and development. It will be helpful for updating your resume, completing performance reviews and interviewing for future positions. It is easy to forget exactly what projects you worked on, and what experiences you had after the job or internship is over. This journal will allow you to process your thoughts and articulate your new skills and abilities.

Submitting a journal also allows your instructor to track your progress and be sure that your internship is going well and that there are not any concerns. All assigned journal entries must be submitted by 11:59pm on their respective due date. Each entry must be 250 – 500 words. You may not submit journal entries ahead of time – a unique journal entry must be submitted each time.

You will be granted FOUR concessions for late journal entry submissions. You will be docked an initial concession when you fail to submit your journal entry on time. You have 48 hours (Tuesday at 11:59pm) to submit your entry; failure to do so will result in the loss of another concession. More than four concessions will result in immediate class failure and you will receive an F on your transcript and this will be calculated into your grade point average.

Journal entries should always consist of two parts, please include both Part I and Part II in one document.
Part I – Write about the topics listed in the schedule below. These journal entries should be reflective, comprehensive, and well composed. This section should be between 1 and 1.5 pages in length, with 12-point text, 1-inch margins, and double-spaced.

Part II – Write a brief description of an interesting observation or epiphany you had that week, including the relevance of this epiphany or observation. It may be directly or indirectly related to your internship, personal and professional goals, career objectives, or daily goals. This section can be just a paragraph or two, with 12-point text, 1-inch margins, and double-spaced.

Industry/Sector and Site Report
Write a two (2)-page report regarding your current industry/sector. This will not only help you to learn more about your chosen industry, but also provide a means for you to learn more about the company where you are working. Because others may see this information, it is important that you not include any confidential information about the company for whom you are working. The paper should be formatted with 12-point text, 1-inch margins, and double-spaced.

Your Report Should Answer the Following Questions

Your Industry
- What is the main goal of this industry?
- Is this industry growing or declining?
- What is the latest news about this industry?
- What is the predicated future of this industry?

Your Site
- How does your site operate in the larger industry framework?
- Is your site a good example of the industry?

Additional Information
- Discuss the aspects of your industry that do and/or do not appeal to you.

Research Paper
Write a two (2)-page paper regarding a specific issue of significance to your organization. Explain the significance of this issue, what it means to your site, how the issue is being managed, and your general opinion concerning the issue. It will provide an opportunity to research a topic that is of particular interest to you. For example, a student interning at a start-up could research the seed-funding process, a student working in a lab could research the regulations on that topic, or students interning in a political office could research a policy issue. The paper should be formatted with 12-point text, 1-inch margins, and double-spaced.

Resume
Update your pre-existing resume with your current experience’s information. Tailor the resume, such that it targets a specific job, company, or industry of interest to you. For help creating your resume, visit the Career Services office in PAI 5.03, or see their online resources here.

Informational Interview
Identify a professional currently working in a position of interest to you either at your internship site or elsewhere. Conduct an informational interview with this person, and transcribe your questions and the interviewee’s answers. You should not interview a peer intern or your supervisor—this is a chance for you to network and meet someone in another department or position of interest to you. Please include a minimum of 10 questions and answers. For more information regarding informational interviews, visit the Career Services office in PAI 5.03, or see the Career Services’ online resources here.

Academic Connection Paper
Write a two (2)-page paper demonstrating the connections between your academic studies and your internship. You can focus on the connection between your major and the work you performed, a particular class and the organization’s mission, or any other relevant connections. The paper should be formatted with 12-point text, 1-inch margins, and double-spaced.

Your paper should address:

- Why you study what you study
- Why you are working where you are working
- What the connection is between your studies and your experience
- How your studies have helped you succeed in the position
- How your internship will help you succeed in future classes

**Final Paper**

This paper is designed to help you integrate everything you learned during your position, and is also meant to be a reflection on what skills you have gained during your experience. Provide background about your work, and summarize the work you completed by describing the techniques and skills used while there. Evaluate how well prepared you were for fulfilling the expectations of your supervisor. Describe ways that your performance could have improved and/or other skills you wish you would have gained. How will your new skills help you in a future job or career, and how will you work towards obtaining the other skills you wish you would have gained? The paper consists of two parts; please upload them all as one document. The paper should be formatted with 12-point text, 1-inch margins, and double-spaced.

**Part I** – Write a two (2)-page reflection of your experience. What have you learned about the work environment, as well as yourself?

**Part II** – Write a one (1)-page response to the following scenario. In a future interview, a recruiter asks you, “Why would you make an ideal hire?” Using your recent experience as a foundation for your response, write a qualitative overview demonstrating your advantages over other potential candidates. Include your top two or three strengths, attempting to avoid common “interview strengths,” such as communication, time management, and organization. Also, include concrete examples of how you developed these strengths during your internship. Consider using the PARL method.

**Evaluations**

You will submit an evaluation of both yourself and of the experience at the conclusion of the semester. Additionally, your supervisor will need to complete a final evaluation of your performance in the role. Both student and supervisor evaluations should be submitted as an online web form, the link for which is located on Canvas. It is your responsibility to provide your supervisor with the link to the online web form.

**ASSIGNMENT SCHEDULE AND DUE DATES**

All assignments, unless otherwise stated, MUST be uploaded to Canvas. Make sure that you upload a document. DO NOT copy and paste the assignment into Canvas. **All assignments are due at 11:59 pm CST on the due date.** All assignments will be considered late, if they are not submitted by this time.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Assignment</th>
<th>Assignments Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td>Course Material</td>
<td>No Assignment Due. Review: Internship Information Packet and Course Syllabus, available in the Canvas “Course Syllabus” section.</td>
</tr>
<tr>
<td>9/14/15</td>
<td>Agreement Forms</td>
<td>Ensure that both you and your supervisor electronically sign the agreement forms. Links are available in Canvas.</td>
</tr>
<tr>
<td>Date</td>
<td>Assignment</td>
<td>Details</td>
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<tr>
<td>9/14/15</td>
<td>Journal 1</td>
<td>Picture yourself on the last day of your internship. What new skills will you have gained? How will you have changed?</td>
</tr>
<tr>
<td>9/28/15</td>
<td>Industry/ Sector and Site Report</td>
<td>Details available in the Canvas “Assignments” section.</td>
</tr>
<tr>
<td>10/5/15</td>
<td>Journal 2</td>
<td>What would you like to share about your internship experience, colleagues, or projects? What are you up to? How is it going?</td>
</tr>
<tr>
<td>10/19/15</td>
<td>Research Paper</td>
<td>Details available in the Canvas “Assignments” section.</td>
</tr>
<tr>
<td>10/26/15</td>
<td>Journal 3</td>
<td>What is the next step for you? Find three internships, or full time positions if you’re graduating, that interest you, and that you could possibly apply for next semester/summer. Provide the organization’s name and the position you would apply for, including a brief summary regarding why these internships interest you and why you would be a good candidate for these internships.</td>
</tr>
<tr>
<td>11/2/15</td>
<td>Informational Interview</td>
<td>Details available in the Canvas “Assignments” section.</td>
</tr>
<tr>
<td>11/9/15</td>
<td>Resume</td>
<td>Details available in the Canvas “Assignments” section.</td>
</tr>
<tr>
<td>11/16/15</td>
<td>Journal 4</td>
<td>What is your ultimate dream job? How will your current experience help you do that?</td>
</tr>
<tr>
<td>11/23/16</td>
<td>Academic Connection Paper</td>
<td>Details available in the Canvas “Assignments” section.</td>
</tr>
<tr>
<td>11/30/15</td>
<td>Journal 5</td>
<td>Assume that a UT student has been hired by your company or organization for the same internship you currently hold, next semester; if the student were to ask how to make the most of the internship, what advice would you give the student?</td>
</tr>
<tr>
<td>12/2/15</td>
<td>Student and Supervisor Final Evaluations</td>
<td>Evaluation links in the Canvas “Assignments” section.</td>
</tr>
<tr>
<td>12/2/15</td>
<td>Final Paper</td>
<td>Details available in the Canvas “Assignments” section.</td>
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**ADDITIONAL INFORMATION**

**NOTE:** For those students whose internship starts or ends before/after the fall session (August 26 – December 4), your Internship Instructor will check-in with you weekly via email (again, only during those weeks that are not during the fall session dates) to be sure things are going well. During the fall session you will be required to submit journal entries to Canvas as outlined above.

**Students with Disabilities:** Upon request, the University of Texas at Austin provides appropriate academic accommodations for qualified students with disabilities. Services for Students with Disabilities (SSD) is housed in the Office of the Dean of Students, located on the fourth floor of the Student Services Building. Information on how to register, downloadable forms, including guidelines for documentation, accommodation request letters, and releases of information are available online at [http://deanofstudents.utexas.edu/ssd/index.php](http://deanofstudents.utexas.edu/ssd/index.php). Please do not hesitate to contact SSD at (512) 471-6259, or via e-mail if you have any questions.

**Observance of Religious Holy Days:** By UT Austin policy, you must notify your instructors of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

**Adding and Dropping the Course:** The academic calendar for each semester is provided at [http://registrar.utexas.edu/calendars](http://registrar.utexas.edu/calendars). The College of Natural Sciences adheres strictly to the published deadlines of the University. The following information is generally true during each new long semester.

- **Dropping courses electronically (by FILL IN DATE):** Students may add and drop courses with the Registrar’s online registration service. After this date, changes in registration may require the approval of the department chair and usually the student’s dean.
• **Dropping a class with possible refund (by FILL IN DATE):** Students may drop courses online, but must go to the department offering the course to seek permission to add a course. Be advised that some departments do not allow adds/drops after the fourth class day. Students who wish to add a class after the fourth class day should be required to go to the Student Division of the Dean's Office (first floor of W. C. Hogg) to provide justification for the proposed change. The student must have written permission and documentation of class attendance from the instructor and departmental approval.

• **Last day to drop a course with approval (FILL IN DATE):** A student wishing to drop a course will get the forms from the Dean's Office (WCH 1.106) or their departmental advising center and ask the instructor to sign the drop form.

• **Nonacademic Q-drop:** After the last day for academic Q-drop, students with substantiated nonacademic reasons (as determined by the Dean’s Office) may be allowed to drop a course. Faculty will be asked to provide information on student performance up to the time of the nonacademic Q-drop request but are not responsible for making the decision about assigning a grade of Q.

• **One-time Drop Policy:** Students have the option once in their undergraduate degree to drop a class or drop out of all classes in a semester right up until the last class day. This policy is available at http://www.utexas.edu/faculty/council/2010-2011/legislation/EPC_OTE.html. According to the policy as approved by the Provost, a student who has completed at least two long semesters here at UT can drop a class only if he or she has an average grade of D+ or below in the class at the time of the request and if there are no pending investigations of scholastic dishonesty for the course in question.

**Amendments to the Syllabus:** This syllabus may be amended or changed at any time during the semester at the instructor’s discretion. You will be responsible for all information that has been distributed or communicated in class. You are also responsible for checking Canvas for any announcements, changes, or updates that affect assignment due dates or changes in topics covered in class.

**RESOURCES**

[Career Services]

[Handshake]