

Course # - Internship in _____

Instructor:

Contact Information:

Office Hours:

Course Description: *See catalog description for each major*

Course Objective:

At the completion of this course, the student will demonstrate skills in the following:

- Demonstrate knowledge and comprehension of theory through practical application within a professional setting.
- Analyze, synthesize, and evaluate current best practices within a professional setting.
- Analyze, synthesize, and evaluate their experience within a professional setting.
- Uphold the highest level of professionalism (i.e. attendance, behavior, dress, etc.) within a professional setting.
- Customize to major
- Customize to major

Required Text/ Readings:

| Evaluation Type | Number | Points Each | Total |
|------------------------|---------------|--------------------|--------------|
| Hours Completion | | | |
| Customize to Major | | | |
| Customize to Major | | | |
| Customize to Major | | | |
| Customize to Major | | | |

Grading Scale

Grade _____%

Description of Evaluation Type

Hours Completion: Students must complete 45 working hours per 1 credit hour. Hours must be signed off weekly by supervisor.

Customized Major Requirement:

Customized Major Requirement:

Make Up Work:

Course Policy: Students are reminded that cheating and plagiarism will result in an F for the course (see academic dishonesty policy information in the McKendree University Student Handbook).

ADA Policy: In accordance with the Americans with Disabilities Act (ADA), McKendree University provides services, auxiliary aids, and accommodations to meet the unique learning needs of students with disabilities.

Students with officially documented disabilities, medical needs, legal problems, or who are the victims of crimes may qualify for educational accommodations. A student requiring assistance should contact the McKendree Student Success and Advising Center (SSAC). The SSAC provides coordination and implementation of special accommodations for students with documented disabilities.

Accommodations must be renewed every academic year and an accommodation letter from the SSAC must be presented to faculty every semester. Accommodations begin in the classroom, both virtual and face-to-face, the day that the accommodation letter is provided to the faculty member. Accommodations are not retroactive.

For further information regarding university or course policies, please consult with your instructor and/or refer to the catalog.

Description of Administrator/ Instructor Reviews

Midterm Evaluation: Midterm evaluations occur among the student, instructor, and on-site supervisor. Evaluation is to be completed by instructor during an on-site visit, virtual visit, or phone call. Results are reviewed by student.

Final Evaluation with Employer: Evaluations must be completed on-line by employer. Results are reviewed by instructor and student.

Cell Phone Policy and Etiquette Policy:

Cell phones:

Cell phones are to be placed on vibrate or silent during internship hours, and should not disturb internship responsibilities. This includes refraining from texting, browsing the internet, and/or talking on the phone during internship time. If an internship supervisor or instructor feels that a student is not using appropriate discretion with a phone, the internship supervisor or instructor has the right to ask the student to leave the internship site for the day. The student may be recorded absent for that day.

Attendance and Professional Courtesy:

Students are expected to be on-site and prepared to participate at the scheduled start time of the arranged internship schedule. The Internship schedule is set-up according to the internship supervisor's schedule. Students should communicate with the internship supervisor and instructor prior to any planned late arrivals.

Students arriving later than 5 minutes after the start time:

1. Should quietly join the internship activities and speak to the internship supervisor and instructor about the unplanned late arrival following internship activities.
2. May be asked to leave if multiple unplanned late arrivals have occurred.

In accordance with Division, as well as program missions, all students are expected to conduct oneself in a reasonable, responsible and professional manner during all academic activities. Remember that part of your academic preparation involves learning to think and behave like a professional. Your individual behavior and performance reflects on you, as well as, the entire McKendree University community.

Internship Course Outline

Dates/Weeks

Assignment

Week 1

Week 2

Alternate Plan: Course outline subject to change.

