COURSE DESCRIPTION

COURSE GOALS
This course is designed to provide a capstone experience in which students are able to apply knowledge and skills gained through course work, and to demonstrate their capacity to function successfully in a professional setting. Specifically, students should be able to:

1. Exhibit professionalism in a career setting.
2. Create sample products (e.g., technical reports, letters, emails, presentations, and so on) that demonstrate their ability to communicate effectively within the discipline.
3. Reflect, through written work logs, weekly summaries, and a final report, on the structure and outcomes of the internship experience.
4. Create an internship portfolio that contains examples of work completed in the professional work setting and other required artifacts.

COURSE REQUIREMENTS
Setting up your internship:

1. You are responsible for securing a suitable internship position with an employer in a field related to your program. The position may be paid or unpaid. You must work a minimum of 40 hours on the job for every one semester hour of internship credit. Placements that are unrelated to the content area, that include family member supervisors, or that are done from home will not be considered suitable for the internship experience.

2. Write a 2-page internship proposal (typed, double-spaced) that includes:
   a. A short description of the employer and setting.
   b. A brief overview of the tasks you'll engage in during the internship.
   c. A listing of your objectives for this internship (i.e., statements about what you hope to gain, or your desired outcomes, from this internship).

3. The internship supervisor (in most cases, your program coordinator) must approve the internship placement.

4. Complete and get the necessary signatures on the internship form, and submit it to Amy Miller in the main Department of Technology office. You will not be enrolled in Internship hours until you turn in a completed, signed form and proposal.
Carrying out your internship:

5. Treat the internship as you would any job: be punctual, be conscientious about completing your work to the best of your ability, and communicate regularly with your supervisor(s).

6. Maintain a daily work log that describes your tasks for the day and any highlights, issues, or problems encountered.

7. At the end of each week, submit via email to your university supervisor a weekly written summary of the week’s work. This should be typed as a Word document and written with attention to grammar and spelling, then submitted as an e-mail attachment with your name and the date clearly indicated at the top of the page. Note that you will be given a series of discussion questions/prompts to address in each weekly summary. Weekly summaries will be considered confidential communications, and will not be shared with your employer.

8. Exhibit professionalism in all email and/or telephone communications with your university supervisor. Emails should include a salutation (for example, “Dear Dr. Smith,”) and be written using standard, business English. Include a closing phrase and your name at bottom (for example, “Sincerely, Jane Doe”). You might find the following short video, which supports the importance of professionalism in communication, helpful: http://www.youtube.com/watch?v=A42TabBu6A.

9. Approximately halfway through your internship, have your employer complete the midterm evaluation. Your employer should send this evaluation directly to the university supervisor either via fax or by mail (instructions are provided on the form).

Completing your internship:

10. After you have completed your final week on the job, you must prepare and submit a final paper on the internship experience (see assignment guidelines below). This is to be typed, double-spaced, and submitted as part of your internship portfolio.

11. You are responsible for making sure that your employer completes and sends the final evaluation form.

12. Prepare a formal thank you letter to your employer, thanking him or her for the opportunity.

13. Prepare and submit a final portfolio (if an electronic portfolio is permitted, PDF files of the following items, organized sequentially, is the best format) to your university supervisor. Your final internship portfolio should include:
   a. Copies of your daily work logs
   b. Copies of your weekly summaries
   c. Samples of work that illustrate the skills you applied on the job, with explanatory notes, as needed
   d. (Optional) Photographs or other artifacts that help to illustrate the nature and quality of your internship work experience
   e. A copy of your final report
   f. A copy of your thank you letter to your employer
COURSE EVALUATION

TEC 4900 is graded on an S/U basis. You will not receive credit for this course until all items listed have been submitted. Each item is worth a specified number of points*, as follows:

a. Daily work logs (10 points)
b. Weekly summaries (20 points)
c. Samples of work (20 points)
d. Other supporting materials (additional 10 bonus points possible)
e. Final report (20 points)
f. Thank you letter to your employer (5 points)
g. Overall professionalism demonstrated, including a complete portfolio (25 points)

Scoring:  75 – 100 points (Satisfactory)
          74 points or less (Unsatisfactory)

*Points will be deducted for work that is turned in late, assignments that are missing information, or that is lacking in the level of professional quality expected.

SPECIFIC ASSIGNMENTS

Weekly Summaries

Maintain a daily log of internship activities, problems, solutions, and reflections on what you have learned. Submit a weekly, 2-3 page typed summary of your daily logs. Be sure to indicate the number of internship hours worked each week. This summary will provide an overview of your activities as well as a short description of the actual job setting as you have found it. Send all summaries via email as attached MS Word files. As part of your weekly summaries, for each week respond in writing to the following prompts (complete through the number of weeks worked; if you only work four weeks, address prompts one through four):

**Week One:**  What are your first impressions of this workplace? Describe your work environment, and include a picture of yourself at work, if possible.

**Week Two:**  What have you learned about this company and its history? How has it changed in recent years to reflect changes in the economy or its business focus?

**Week Three:**  Who at your workplace do you particularly admire or look up to? What attributes does this individual exhibit that you appreciate or aspire to?

**Week Four:**  What kinds of marketing strategies does this company make use of? Do you feel these are effective? How could they be made more effective?

**Week Five:**  In what ways does your employer motivate employees to work harder or more effectively? Are there strategies used that you think are particularly helpful in motivating people? What strategies might you suggest to improve employee morale?

**Week Six:**  What have you learned about interacting with customers or clients (if applicable)? What strategies lead to more effective customer/client relations?
Week Seven: Based on your seven weeks of experience on the job, have you determined whether this field is right for you? Why or why not?

Week Eight: What outside influences impact your employer and his/her business? For example, are there licensing issues, state statutes, economic concerns, or other external pressures that play a big role in the success of this business? What are they, and how do they impact this business?

Final Report
The final report should be 8-10 pages in length, typed, double-spaced. It should include:

- A reflection on the ways in which this internship experience has helped/will help you be better prepared for professional employment after you graduate.
- A reflection on the ways in which this internship reflected the content of your university course work, and suggestions for ways that university courses might be modified to better prepare students for employment after graduation.
- An assessment of the degree to which you have met your internship objectives.
- A description of your short- and long-term professional goals, and how they may have changed as a result of this internship (if applicable).
- Your opinion regarding the appropriateness of this company for future internships.

ACADEMIC INTEGRITY
Honesty in academic pursuits is an important part of the university ethic, as it is in professional life. Failing to give due credit for work done by others, cheating on exams, and plagiarism are all examples of violations of the ASU Academic Integrity Code. Students who are found to be in violation of the Code are subject to reduced or failing grades on the assignment or the course. The Academic Integrity Code can be found at: http://studentconduct.appstate.edu/. Click on “Academic Integrity Code” and follow the links to the document.

STUDENTS WITH SPECIAL NEEDS
“Appalachian State University is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Those seeking accommodations based on a substantially limiting disability must contact and register with The Office of Disability Services (ODS) at <http://www.ods.appstate.edu/> or 828-262-3056. Once registration is complete, individuals will meet with ODS staff to discuss eligibility and appropriate accommodations.”

Students who are experiencing emotional, psychological, or other problems are encouraged to make use of the free services provided through the ASU Counseling and Psychological Services Center in the Miles Annas Student Services Building (262-3180).