EDCP 108I: Academic Transition into Internships
Spring 2014 | Section 101

Instructors:
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Course Description:
EDCP 108I is designed to provide students with the full experience of searching for an internship, integrating the internship experience with an understanding of academic theory. In addition, students will learn about internship requirements including; setting learning objectives, interviewing, cover letter and resume, making the most of the internship experience, and evaluating internship offers.

Class Outcomes:
As an active participant in this class the student will be able to:
1) produce a clear, concise resume and cover letter;
2) conduct an internship job search and initiate contact with employers;
3) clearly communicate interests and skills to potential employers;
4) articulate personal and professional goals in an interview;
5) apply relevant academic theories to the work environment;
6) utilize an internship experience to guide future career goals.

Class Sessions:
Section 101: Thursday 11:00 AM – 12:15 PM
Oakland Hall, Room 0318

Blackboard:
Most of the assignments and some additional material will be available on Canvas. This is where you will turn in many of your written assignments. All assignments are expected to be turned in on Canvas before class on the day that it is due. We will discuss Canvas and how to use it during the first class for anyone who is unfamiliar with the system. You will access the course space by visiting http://elms.umd.edu and logging in with your university directory ID and password.
Organizational Matters

**Documented disabilities:** If you have a documented disability and wish to discuss academic accommodations, please see me as soon as possible.

**Code of Academic Integrity:** The University has a code of academic integrity available on the web at [http://www.jpo.umd.edu/](http://www.jpo.umd.edu/). This code prohibits academic dishonesty by cheating, fabrication, plagiarizing, or facilitating academic dishonesty. Students are asked to review this code.

**Religious Holidays:** You will not be penalized for the observance of religious holidays. Please inform me within the first week of class if your religious beliefs will cause you to miss any class or assignment.

**Inclement Weather:** In the unlikely event of inclement weather, please consult the University website ([www.umd.edu](http://www.umd.edu)) or call (301) 405-SNOW for information regarding class cancellation. You can also consult the Blackboard course site where information will be updated. If the University closes, class will be made up at the end of the term (if deemed necessary).

**CourseEvalUM:** The course evaluation system will be open for students to complete evaluations for Spring 2013 courses a few weeks before the end of the term. Students can go directly to the website ([www.courseevalum.umd.edu](http://www.courseevalum.umd.edu)) to complete their evaluations.

Student participation in this system makes a real contribution to UMD’s academic programs. Faculty and administrators value this student feedback, and students will benefit from having evaluation data for all courses readily available.

**Assignments**

- Internship Tools (25%)
- Relevant Experience (25%)
- Final Project (30%)
- Attendance & Participation (20%)

**Internship Tools (25%)**

Throughout the semester you will develop several tools to assist you in obtaining an internship, including a resume and cover letter. You will learn the process of searching for internships online and through print resources. This portion of your grade consists of the following assignments:

- Career Research Assignment (5%)
- Resume (10%)
- Cover Letter (10%)

**Relevant Experience (25%)**

You will be asked to participate in three activities that will allow you to obtain and practice some of the inter-personal skills necessary for a successful internship experience. This portion of your grade consists of the following assignments:

- Career Fair Assignment (5%)
- Informational Interview (10%)
- Mock Interview Reflection (10%)
Final Project (30%)

The final project for the course consists of two parts: first, a 4 page (double-spaced) action plan where you outline your goals for your internship, a timeline for the steps you will take to achieve these goals, and your expectations for what you will learn during your internship. Second, you will present your action plan to the class and receive constructive feedback and suggestions.

- Action Plan (15%)
- Individual Presentation (15%)

Attendance & Participation (20%)

Due to the nature of this course and the importance of class activities, it is essential that you attend all class sessions. Your active participation will enhance this experience for you and for your classmates. If an emergency situation should arise that will cause you to miss a class, be sure to contact the instructor beforehand. Regarding participation in class, I am well aware of the fact that all students have different personalities and different methods of participating. When it comes to class participation, quality is emphasized over quantity. Unexcused absences and a lack of participation in class will hurt your overall grade.

- Attendance (20%)

You will be graded on the following scale:

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<th>Score Range</th>
<th>Grade</th>
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<td>97-100</td>
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<td>A-</td>
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Course Schedule

Week 1 – January 30th: INTRODUCTION
- Class Introduction [Icebreaker]
- QOTD [Question of the Day]
- What is an Internship?
- Review Syllabus and Course Requirements
- Introduction to Canvas
- Overview of UCC Services
- How to Develop a Resume [Review Terp Guide & How to Organize Your Resume]

Homework Due by 2/6:
Submit your 1st Draft Resume on ELMS

Week 2 – February 6th: RESUME WRITING & CAREER FAIR PREP
- QOTD [Question of the Day]
- How to Develop a Resume [Cont’d]
- How to Work a Career Fair
- The Art of Networking: Your 30-Second Commercial

Homework due by 2/20:
Print Your Updated Resume and Bring To Class on 2/20
Submit your Career Fair Assignment on ELMS

Week 3 – February 13th: CAREER FAIR -- NO CLASS

Week 4 – February 20th: ESSENTIAL TOOLS FOR AN INTERNSHIP: COVER LETTER WRITING & ONLINE PRESENCE
- QOTD [Question of the Day]
- How to Develop a Resume [Cont’d]
- How to Develop a Cover Letter
- LinkedIn.com Overview

Homework due by 2/27:
Submit your Cover Letter on ELMS
Create a LinkedIn profile
Browse Careers4Terps

Week 5 – February 27th: THE INTERNSHIP SEARCH PROCESS
- QOTD [Question of the Day]
- Cover Letter Peer Critique
- Finding Internships: Careers4Terps & Internships.com
- International Internships: Globally Engaged
- Internship Search Plan & Checklist
- Alternate Sources: Federal Government, Non-Profits, and Beyond
- Informational Interviews

Homework due by 3/6:
Begin Informational Interview Assignment (Due March 13th)
Career Research Assignment
**Week 6 – March 6th: INTERVIEWING SKILLS**
**Employer Guest Speaker – TBA**
- QOTD [Question of the Day]
- The Internship Interview Experience
- Preparing for the Interview & Interviewing Techniques
- Dress for Success

**Homework due by 3/13:**
Complete Online Mock-Interview (Using Interview Stream)
Informational Interview due via ELMS

**Week 7 – March 13th: NO CLASS**

**Homework due by 3/27:**
Mock Interview Reflection

**Week 8 – March 20th: SPRING BREAK (No Class)**

**Week 9 – March 27th: WORKPLACE DYNAMICS**
- QOTD [Question of the Day]
- Developing a work ethic
- Interpersonal and Employable Skills Assessment
- Case studies
- Supervisors, Coworkers, & Mentors
- Appropriate Communication

**Homework due by 4/3:**
Complete ‘Employability Skills Assessment’ Online - (No Submission Needed)

**Week 10 – April 3rd: EVALUATING OFFERS AND MAKING THE MOST OF THE EXPERIENCE & THE IMPORTANCE OF NETWORKING**
- QOTD [Question of the Day]
- Internship Offers – Your Final Decision
- Narrowing & Targeting
- Etiquette & Dilemmas
- Learning Objectives
- Transferable Skills
- Internship Portfolio
- Earning Credit
- Self-Assessment

**Homework due by 4/10:**
Final Paper (Due April 10th)

**Week 11 – April 10th: PRESENTATIONS & EVALUATIONS**
- Individual Final Presentations
- Course Evaluations