



UMSI Internship Program

SI 390 Summer 2017 Course Syllabus

Instructor:	Katie Dunn, Career Counselor and Internship Coordinator
Office:	UMSI Engagement Center, 777 N. University Ave., Suite 200
Phone:	(734) 615-5066
Email:	umsi.internships@umich.edu (monitored by several staff) / kgdunn@umich.edu
Office Hours:	Available upon request
Required Systems:	Access to iTrack, Canvas and Seelio
Prerequisites:	Internship Proposal previously submitted and approved by the UMSI-CDO and identified mentor

Course Overview: This course is intended to be a supplemental educational opportunity for BSI students to receive academic credit for participation in an internship within a mentored setting. The broad purpose of this course is to prepare students for professional information careers. To achieve this goal, the course utilizes experiential learning pedagogy allowing students to participate in a range of guided reflective assignments and Internship Exhibit building activities based on each student's experience within their internship. This integrated learning experience will result in deeper self-assessment, defined learning outcomes, and the development of an Internship Exhibit contributing towards life-long career development.

Regardless of internship start or end date, all course requirements (assignments, hours tracked and post-internship evaluations) must be submitted by Sunday, August 27, 2017.

The curriculum has been created to facilitate personal development through guided reflective activities to be completed in small peer groups via Canvas. Students should complete these assignments over a range of time and not all at once. The readings and other information pertaining to the assignments are found in full in Canvas. The purpose of these activities is to provide an ongoing space for students to reflect on their internship and discuss their experience with peers. In your initial posting and replies to other postings, you should look for trends you and others observe, connect themes from experiences to courses, and pose additional questions for colleagues in your peer group.

Students are required to submit hours worked bi-weekly in iTrack. Instructions for submitting hours can be found at the end of this document as Appendix A, as well as in the Files section of the Canvas course site.

Additionally, all students and mentors are required to submit an evaluation of the internship experience. The UMSI-CDO will send you and your mentor instructions for submitting the post-internship survey in August.

Learning Objectives: At the end of this course, students should be able to:

1. Utilize reflective learning skills in order to reach deeper levels of self-awareness and life-long learning.
2. Implement professional skills and ethical practices that provide for the foundation of success in future professional environments.
3. Articulate and apply principles and theories learned in the classroom to professional work settings.
4. Showcase learned skills, goals accomplished, and self-understanding that will aid in life-long career development.

iTrack: In addition to being UMSI's recruiting database, iTrack is utilized for managing and monitoring the UMSI Internship Program. Instructions for submitting hours can be found at the end of this document as Appendix A, as well as in the Files section of the Canvas course site. iTrack can be accessed at umsi.info/iTrack.

Canvas: Canvas is a learning management system utilized at UM. Students are expected to check our Canvas course site on a regular basis. Course readings, assignments, announcements, and other resources will be made available through this platform. Canvas can be accessed at canvas.umich.edu.

Seelio: Seelio is an online platform for capturing works, projects and passions. Each student in SI 390 will need to create a Seelio account in order to create an Internship Exhibit. Seelio can be accessed at <https://seelio.com>.

- If you need to create a Seelio account and join the BSI group, please read these instructions: <https://app.box.com/s/h5ur3o438c9es44jycax>
- If you already have an account, please follow these instructions to join the BSI group using the code "bsi-umsi": <https://app.box.com/s/2mhl6yun952wmc1ls8>

Non-Disclosure Agreements: If you are a student who signed a Non-Disclosure or Confidentiality Agreement for your internship, this should not affect your ability to successfully complete course assignments and requirements. The curriculum and associated assignments have been developed to provide you with an opportunity to reflect on your career development. Assignments should not focus on the actual day-to-day responsibilities or tasks at hand, which would violate the NDA, but should focus on your thoughts/feelings on the work that is being done, your career path, the mentor/supervisor, culture, industry trends you have noticed, how the work relates to coursework, what skills you're developing, future career plans, etc.

Accommodations: If you think you need an accommodation for a disability, please let me know at your earliest convenience. Some aspects of this course, the assignments, and the way the course is usually taught may be modified to facilitate your participation and progress. As soon as you make me aware of your needs, we can work with the Services for Students with Disabilities (SSD) office to help us determine appropriate academic accommodations. SSD (734-763-3000; <http://ssd.umich.edu>) typically recommends accommodations through a Verified Individualized Services and Accommodations (VISA) form. Any information you provide is private and confidential and will be treated as such.

Student Mental Health and Wellbeing: University of Michigan is committed to advancing the mental health and wellbeing of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, contact Counseling and Psychological Services (CAPS) at (734) 764-8312 and <https://caps.umich.edu> during and after hours, on weekends and holidays, or through its counselors physically located in schools on both North and Central Campus. You may also consult University Health Service (UHS) at (734) 764-8320 and <https://www.uhs.umich.edu/mentalhealthsvcs>, or for alcohol or drug concerns, see www.uhs.umich.edu/aodresources. For a listing of other mental health resources available on and off campus,

visit <http://umich.edu/~mhealth/>.

Course Credit: Students must be properly registered in SI 390 and complete a minimum of 180 work hours to receive course credit for their internship. A plan for how many hours will be worked over the course of the semester must be determined prior to enrolling in SI 390 and be included as part of the student’s internship proposal. Students are responsible for tracking hours worked via iTrack, and this can only happen after the internship proposal has been approved by both the UMSI-CDO and the student’s mentor. Mentors will be asked to confirm total hours of worked at the end of the semester.

Course Grading: Although all assignments will be graded, ultimately the purpose of the assignments is for self-reflection. The reflections are a tool for students to use to reflect upon their internship experience and to create self-knowledge that will be used for future networking experiences, resume and cover letter writing, interviewing, and overall professional development. With this in mind, engage in the reflections in a way that will be useful for later. Students regularly report that after the internship course ended, they later went back and read their reflections and found them to be enlightening for career decision making.

In order to make an accurate and complete assessment of each student’s efforts and abilities, course grades are determined by an overall review of a variety of indicators. Pass (S) or Fail (U) will be the final grade for the course. 75% or higher will merit a passing grade for the course. Although actual quantitative assessment will not be given during the term, feedback will be provided to ensure that you are performing at 75% or above. Demonstrated effort in each of the areas of Measure is required in order to pass. The following are requirements of the course:

MEASURE	EXPLANATION	% OF GRADE
Internship Learning Objectives (1)	<ul style="list-style-type: none"> • Learning Objectives 	15
Reflective Discussions (3)	<ul style="list-style-type: none"> • Reflection/Discussions 	15
Internship Exhibit (1)	<ul style="list-style-type: none"> • Organization information • Internship impact • Learning objectives • Learning outcomes • Two artifacts 	20
Internship Performance	<ul style="list-style-type: none"> • Tracking of all approved hours of work by last day of class for the semester • Mentor evaluation • Post-internship survey 	45
SI 390 Workshop Attendance	<ul style="list-style-type: none"> • Attend one 90-minute workshop during Winter 2017 term 	5
TOTAL		100%

Course Schedule:

ASSIGNMENT/REQUIREMENT	METHOD OF SUBMISSION	DUE DATE
<p>Internship Proposal</p>	<p>iTrack</p>	<p>Prior to start of internship. Deadline for fall internship proposal approval is Friday, June 16 at 5 p.m.</p>
<p>Login to Canvas course site and familiarize self with course assignments and resources. Review previously submitted Internship Proposal in iTrack.</p> <p>Complete Readings and Assignments in Canvas Module 1.</p> <p>Readings: <i>How to Write Learning Objectives, Reflective Writing</i> and <i>Reflective Writing: A Basic Introduction</i></p> <p>Assignment: Learning Objectives Develop and record personal learning objectives based on Internship Proposal.</p> <p>Reflection/Discussion: Internship-Course Connections Write a reflection on the connection between your internship and UMSI coursework. Reply to two of your peers' postings.</p>	<p>Canvas Module 1</p>	<p>Ideally within the first week of your internship. Deadline is Sunday, June 25 at 11:59 p.m.</p>
<p>Student initiates check-in meeting with mentor to assess progress on Internship Proposal and learning objectives. UMSI CDO staff will also do a mid-term check in with mentors.</p> <p>Complete Readings and Assignments in Canvas Module 2.</p> <p>Readings: <i>6 Management Styles and When to Use Them, Managing Up: How to Effectively Manage Your Boss, What Everyone Should Know about Managing Up, Dealing With a Bad Boss: Strategies for Coping,</i> and <i>8 Questions You Should be Asking Your Boss</i></p> <p>Reflection/Discussion: Management Styles Write a reflection on the meeting with your mentor and their management style. Reply to two of your peers' postings.</p>	<p>Canvas Module 2</p>	<p>Ideally at the mid-point of your internship. Deadline is Sunday, July 30 at 11:59 p.m.</p>
<p>Student initiates meeting with mentor to discuss outcomes of internship, learning objectives, and seek feedback. UMSI-CDO staff will send mentors a final evaluation to submit. In addition to all assignments,</p>	<p>Canvas Module 3 and Seelio</p>	<p>Ideally during the last week of your internship. Deadline is Sunday, August 27 at 11:59 p.m.</p>

<p>students should also submit the following course requirements:</p> <ul style="list-style-type: none"> • Complete Internship Survey provided by UMSI-CDO • Finish tracking hours worked in iTrack • Mentor Evaluation due (collected by UMSI-CDO staff) <p>Complete Readings and Assignments in Canvas Module 3.</p> <p>Readings: <i>5 Questions to Ask When You're Looking for Feedback, How to Get the Feedback You Need, and How (and Why) to Ask for Criticism</i></p> <p>Reflection/Discussion: Your Internship Experience</p> <p>Write a reflection on your internship experience, feedback provided by your mentor, and how this has impacted your career goals. Reply to two of your peers' postings.</p> <p>Assignment: Internship Exhibit</p> <p>Create and submit URL for Seelio Internship Exhibit to share the outcomes of your experience.</p>		
<p>Hours Tracked (Instructions for submitting hours can be found at the end of this document as Appendix A, as well as in the Files section of the Canvas course site.)</p>	<p>iTrack</p>	<p>Hours should be submitted weekly or bi-weekly. Deadline is Sunday, August 27 at 11:59 p.m.</p>
<p>Post-Internship Survey (UMSI-CDO will send link in August)</p>	<p>TBD</p>	<p>Deadline is Sunday, August 27 at 11:59 p.m.</p>
<p>Mentor Evaluation (UMSI-CDO will send link in August)</p>	<p>TBD</p>	<p>Deadline is Sunday, August 27 at 11:59 p.m.</p>
<p>All assignments, hours worked, and evaluations are due on Sunday, August 27, 2017</p>		

Appendix A: Instructions for Tracking Hours

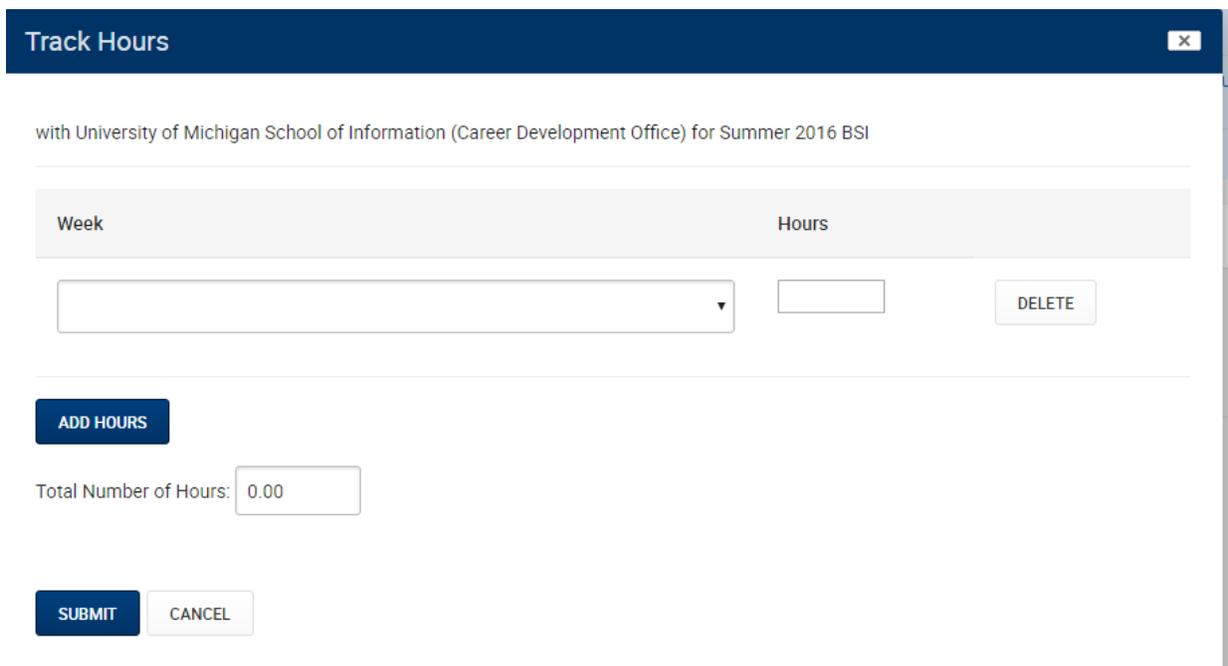
Find below instructions for posting your hours worked for your current approved internship(s). You should be entering your hours worked weekly or bi-weekly. It is your responsibility to regularly post your hours to allow for the course instructor to ensure you are progressing in your internship and will complete your total hours on time. **Please note that if you see a "Pending" notice, it likely means your mentor has not approved your Proposal.** Contact the UMSI-CDO at umsi.internships@umich.edu for re-sending the email notification to your mentor.

In order to track your hours, follow these instructions:

1. Login to iTrack
2. Click on "UMSI Internships" under the shortcuts menu
3. Select "Track Hours" from the list of options under your current approved internship(s)



4. Select which week you are tracking hours for (your Week 1 will be the first week of your internship, not the first week of the term), enter the number of hours worked
5. After adding your hours, click "Submit" in order to calculate the total number of hours worked
6. You will need to login weekly (or bi-weekly) to add this information

A screenshot of the 'Track Hours' form. The form title is 'Track Hours' with a close button (X) in the top right corner. Below the title, it says 'with University of Michigan School of Information (Career Development Office) for Summer 2016 BSI'. The form contains a table with two columns: 'Week' and 'Hours'. The 'Week' column has a dropdown menu, and the 'Hours' column has a text input field. To the right of the 'Hours' input is a 'DELETE' button. Below the table is a blue 'ADD HOURS' button. Underneath that, it says 'Total Number of Hours: 0.00' with a text input field. At the bottom, there are two buttons: 'SUBMIT' and 'CANCEL'.