



UMSI Internship Program

SI 690 Fall 2018 Course Syllabus

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Office Hours:	Tuesdays 3:30-4:30 p.m. at the UMSI Engagement Center (unless out of office)
Required Systems:	Access to iTrack and Canvas
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 MSI students to receive academic credit for participation in an internship within a mentored setting. The broad purpose of this course is to prepare graduate students for professional practice in various information professions. To achieve this goal, the course utilizes experiential learning pedagogy allowing students to participate in a range of guided reflective assignments scaffolded towards creating an Internship Learning Presentation.

Students enrolled in SI 690 will have the option of completing assignments via in-person monthly group meetings, or online via Canvas. Dates for assignment deadlines, and the group meetings, are shared in the course schedule. Students that are unable to attend the monthly group meetings, or choose not to attend, will submit assignments via Canvas.

Students receiving only one credit for their internship will have reduced course requirements. Special attention should be paid to the course schedule and course grading. Those students will still have several assignments required to be completed by the end of the fall semester on Tuesday, December 11, 2018.

Regardless of internship start or end date, all course requirements (assignments, hours tracked and post-internship evaluations) must be submitted by Tuesday, December 11, 2018. If you will need to continue tracking hours, you will be able to request an extension in December.

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. Students will be expected to log into iTrack for tracking hours worked and submitting their post-internship survey. iTrack can be accessed at umsi-csm.symplcity.com/students.

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.

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 690 and complete the following number of 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 690 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.

CREDIT	HOURS OF WORK
1	60+
2	120+
3	180+
4	240+
5	300+
6	360+

Course Grading: 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 GRADING	POINTS POSSIBLE
Approved Internship Proposal	<ul style="list-style-type: none"> Course and Career Connections response (10 points) <p><i>Minimum requirements:</i> This section lists specific courses and skills that will be</p>	10 points

	<p>applied towards a students' internship. The student has also mentioned how this experience connects to their potential career plans.</p>	
Internship Learning Objectives	<ul style="list-style-type: none"> ● Defined Learning Objectives (1 point each, 3 points total) <p><i>Minimum requirements:</i> 3 complete Learning Objectives are written using the SMART goal framework.</p>	3 points
Reflective Assignments	<ul style="list-style-type: none"> ● Reflection Submissions (3 total, 4 points each) <p>OR</p> <ul style="list-style-type: none"> ● Attendance and Participation at a Monthly Meeting (3 total, 4 points each) <p><i>Minimum requirements:</i> Submit a Reflection by the due date for each module. Be sure to carefully review the directions for the assignment components written in Canvas. In lieu of submitting a Reflection, attend and actively participate in a Monthly Meeting.</p>	12 points
Internship Learning Presentation	<ul style="list-style-type: none"> ● Presentation Slide Deck Submission (10 points) <p><i>Minimum requirements:</i> Submit a slide deck that articulates the value of your internship experience. Be sure to refer to the detailed description in Canvas to earn all points.</p>	10 points
Internship Performance	<ul style="list-style-type: none"> ● Tracking of all approved hours of work by last day of class for the semester (3 points) ● Post-internship survey (1 point) ● Mentor evaluation (1 point) <p><i>Minimum requirements:</i> Complete all of the above components before the end of the course.</p>	5 points

TOTAL		40 points total
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Course Schedule:

ASSIGNMENT/REQUIREMENT	METHOD OF SUBMISSION	DUE DATE
Prerequisite for Course Enrollment: Internship Proposal	iTrack	Part 1 of the Proposal is due prior to start of internship and Part 2 must be submitted during the first week of your internship. Part 1 of Internship Proposals will be accepted until 5 p.m. Friday, Sept. 21.
Review Module 1 Information and Resources <ul style="list-style-type: none"> Submit 3 Learning Objectives (<i>these must be submitted in Canvas, regardless of attending the group meeting</i>) Submit Module 1 Reflection (Topic: Three Key Experiences) 	October group meeting OR Canvas Module 1	Participate in October meeting on Monday, Oct. 22 at 5 p.m. OR Submit via Canvas by Monday, Oct. 22 at 11:59 p.m.
Review Module 2 Information and Resources <ul style="list-style-type: none"> Submit Module 2 Reflection (Topic: Successes and Challenges) <p>Please note that UMSI-CDO staff will be doing a check-in with mentors around this time.</p>	November group meeting OR Canvas Module 2	Participate in November meeting on Monday, Nov. 19 at 5 p.m. OR Submit via Canvas by Monday, Nov. 19 at 11:59 p.m.
Review Module 3 Information and Resources <ul style="list-style-type: none"> Submit Module 3 Reflection (Topic: Internship outcomes) Submit Internship Learning Presentation Slides (<i>this must be submitted in Canvas, regardless of attending the group meeting</i>) <p>Please note that UMSI-CDO staff will be asking mentors to confirm hours worked and complete an evaluation around this time.</p>	December group meeting OR Canvas Module 3	Participate in December meeting on Monday, Dec. 10 at 5 p.m. OR Submit via Canvas by Monday, Dec. 10 at 11:59 p.m.
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.)	iTrack	Tuesday, Dec. 11 at 11:59 p.m.
Post-Internship Survey (Instructions for submitting this can be found at the end of this document as Appendix B, as well as in the Files section of the Canvas course site.)	iTrack	Tuesday, Dec. 11 at 11:59 p.m.
Mentor Evaluation (UMSI-CDO will send link in December)	iTrack	We will ask your mentor to submit this by Wednesday, Dec. 12 at 5 p.m.
All assignments, hours worked, and evaluations are due on Tuesday, December 11, 2018		

ONE-CREDIT ENROLLMENT

International students requiring CPT authorization have the option to enroll in SI 690 for one credit. Students that have previously earned six credits via the UMSI Internship Program and are continuing their internship at the same organization may also earn one additional credit. The course curriculum has been developed with reduced course requirements of those enrolled for one credit.

Course Grading for One-Credit Enrollment: Pass (S) or Fail (U) will be the final grade for the course. 75% or higher will merit a passing grade for the course.

MEASURE	EXPLANATION	POINTS POSSIBLE
Approved Internship Proposal	<ul style="list-style-type: none"> Course and Career Connections response (10 points) <p><i>Minimum requirements:</i> This section lists specific courses and skills that will be applied towards a students' internship. The student has also mentioned how this experience connects to their potential career plans.</p>	10 points
Internship Learning Objectives	<ul style="list-style-type: none"> Defined Learning Objectives (1 point each, 3 points total) <p><i>Minimum requirements:</i> 3 complete Learning Objectives are written using the SMART goal framework.</p>	3 points
Reflective Assignment	<ul style="list-style-type: none"> Module 3 Reflection Submission (4 points) <p>OR</p> <ul style="list-style-type: none"> Attendance and Participation at the December Group Meeting (4 points) <p><i>Minimum requirements:</i> Submit a Reflection by the due date for the last module. Be sure to carefully review the directions for the assignment components written in Canvas. In lieu of submitting a Reflection, attend and actively participate in the December Meeting.</p>	4 points
Internship Learning Presentation	<ul style="list-style-type: none"> Presentation Slide Deck Submission (10 points) 	10 points

	<i>Minimum requirements:</i> Submit a slide deck that articulates the value of your internship experience. Be sure to refer to the detailed description in Canvas to earn all points.	
Internship Performance	<ul style="list-style-type: none"> Tracking of all approved hours of work by last day of class for the semester (3 points) Post-internship survey (1 point) Mentor evaluation (1 point) <p><i>Minimum requirements:</i> Complete all of the above components before the end of the course.</p>	5 points
TOTAL		32 points total

Course Schedule for One-Credit Enrollment:

ASSIGNMENT/REQUIREMENT	METHOD OF SUBMISSION	DUE DATE
Prerequisite for Course Enrollment: Internship Proposal	iTrack	Part 1 of the Proposal is due prior to start of internship and Part 2 must be submitted during the first week of your internship. Part 1 of Internship Proposals will be accepted until 5 p.m. Friday, Sept. 21.
Review Module 1 Information and Resources <ul style="list-style-type: none"> Submit 3 Learning Objectives 	Canvas Module 1	Submit via Canvas by Monday, Oct. 22 at 11:59 p.m.
Review Module 3 Information and Resources <ul style="list-style-type: none"> Submit Module 3 Reflection (Topic: Internship outcomes) Submit Internship Learning Presentation Slides (<i>this must be submitted in Canvas, regardless of attending the group meeting</i>) <p>Please note that UMSI-CDO staff will be asking mentors to confirm hours worked and complete an evaluation around this time.</p>	December group meeting OR Canvas Module 3	Participate in December meeting on Monday, Dec. 10 at 5 p.m. OR Submit via Canvas by Monday, Dec. 10 at 11:59 p.m.

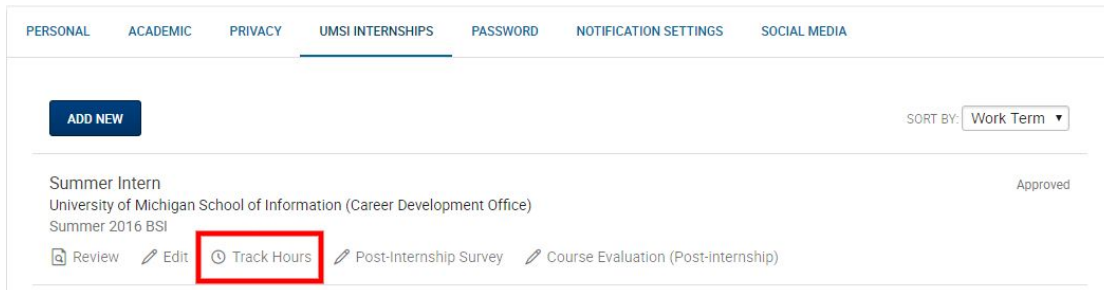
Hours Tracked (Instructions for submitting hours can be found at the end of this document as Appendix A, as well as in the Files section of the Canvas course site.)	iTrack	Tuesday, Dec. 11 at 11:59 p.m.
Post-Internship Survey (Instructions for submitting this can be found at the end of this document as Appendix B, as well as in the Files section of the Canvas course site.)	iTrack	Tuesday, Dec. 11 at 11:59 p.m.
Mentor Evaluation (UMSI-CDO will send link in December)	iTrack	We will ask your mentor to submit this by Wednesday, Dec. 12 at 5 p.m.
All assignments, hours worked, and evaluations are due on Tuesday, December 11, 2018		

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" or "Not Approved" 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.

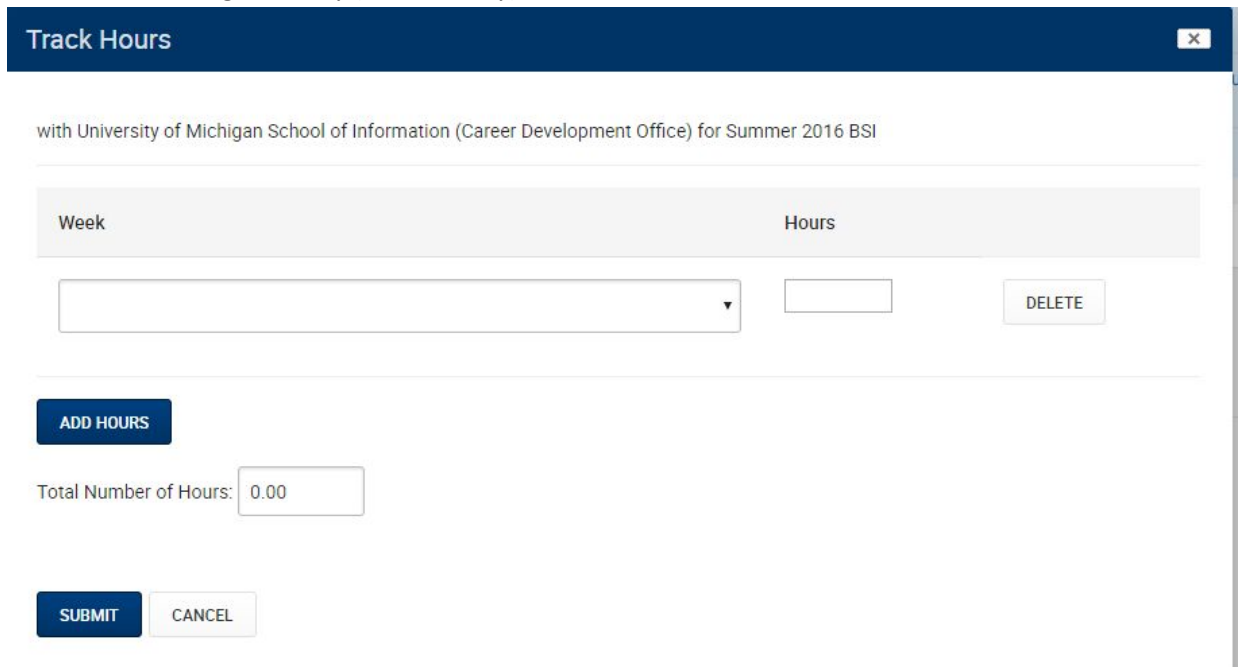
In order to track your hours, follow these instructions:

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)



The screenshot shows the UMSI Internships dashboard. At the top, there are navigation tabs: PERSONAL, ACADEMIC, PRIVACY, UMSI INTERNSHIPS (selected), PASSWORD, NOTIFICATION SETTINGS, and SOCIAL MEDIA. Below the tabs, there is an 'ADD NEW' button on the left and a 'SORT BY: Work Term' dropdown on the right. The main content area displays an internship entry for 'Summer Intern' at the 'University of Michigan School of Information (Career Development Office)'. Below the entry, there are several action buttons: 'Review', 'Edit', 'Track Hours' (highlighted with a red box), 'Post-Internship Survey', and 'Course Evaluation (Post-Internship)'. The status 'Approved' is shown on the right side of the entry.

4. Select which week you are tracking hours for (Week 1 typically indicates the first week of your internship, however; you cannot count hours worked until after the date of your Part 1 approval), 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



The screenshot shows the 'Track Hours' form. At the top, there is a dark blue header with the text 'Track Hours' and a close button. Below the header, there is a text field containing 'with University of Michigan School of Information (Career Development Office) for Summer 2016 BSI'. The main form area 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 field is a 'DELETE' button. Below the table, there is an 'ADD HOURS' button. At the bottom of the form, there is a 'Total Number of Hours:' label followed by a text input field containing '0.00'. At the very bottom, there are two buttons: 'SUBMIT' and 'CANCEL'.

Appendix B: Post-Internship Survey Instructions

Find below instructions for submitting the Internship Survey for your current approved internship(s). Please note this should not be submitted until you are nearing completion of your internship. It is your responsibility to communicate with the course instructor, beforehand, if you are not having a positive internship experience.

In order to submit the Internship Survey, follow these instructions:

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

PERSONAL ACADEMIC PRIVACY UMSI INTERNSHIPS PASSWORD NOTIFICATION SETTINGS SOCIAL MEDIA

ADD NEW

SORT BY: Work Term ▾

Summer Intern

Approved

University of Michigan School of Information (Career Development Office)

 Review  Edit  Track Hours  Post-Internship Survey  Course Evaluation (Post-internship)