Internship Practicum in the Arts and Humanities: Summer session ONLY
ARHU 286/386/486 (3-6 credits)

INTERNSHIP COORDINATOR
Dr. Paula Nadler
arhuinternships@umd.edu

STUDENT ELIGIBILITY REQUIREMENTS
• Internship must be in an ARHU field/have an ARHU focus (ARHU major/minor not required)
• Completed 12+ credits on campus
• Minimum GPA: 2.5

INTERNSHIP ELIGIBILITY REQUIREMENT
The experience and responsibilities must be new to the student; the internship cannot be a continuation of a current internship or one which was previously completed.

COURSE OBJECTIVES
Students will:
• Gain valuable career related or other workplace experience under professional guidance and supervision;
• Have opportunities to utilize some of the ideas, theories, and techniques learned in college courses;
• Develop or enhance their reflective writing skills.

REQUIREMENTS
This internship course requires that students:
(1) Confirm their internships and submit a completed learning contract to arhuinternships@umd.edu
Students will need to meet with her in order to complete the approval of this Contract and must register for this course prior to the end of schedule adjustment for the first summer session.
(2) Comply with all rules, regulations, and policies of the internship site/organization.*
(3) Perform to the best of their ability the tasks assigned by both the faculty and site supervisors.
(4) Complete course assignments and internship duties according to the due dates.
*Please note that student interns cannot work more than 8.5 hours per day, except in unusual circumstances.

STUDENTS WITH DISABILITIES
I will make every effort to accommodate students who are registered with the Accessibility and Disability Service office (ADS) and who provide me with a University of Maryland Accommodation form which has been updated for the current term. This form must be presented prior to the beginning of your internship.

ACADEMIC INTEGRITY
The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding
these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. This includes hours worked at your internship and job/professional responsibilities. For more information on the Code of Academic Integrity or the Student Honor Council, please visit http://www.shc.umd.edu.

ASSIGNMENTS AND GRADING

Your internship experience is the foundation of the course.

Qualifications: You are able to work at a professional site or remotely under professional supervision. You are NOT permitted to work in a personal home office under any circumstances. Your supervisor is not permitted to be an immediate family member or someone who lives with you in your household.

Hours: A minimum of 135 internship work hours are required in order to earn academic credit (3 credits).

Professional responsibilities
This course provides an invaluable opportunity to develop your professionalism. In addition to completing and submitting all assignments on time, please remember to engage in professional communication. This means that you should use a formal style in your emails and voice messages for class and for your internship obligations. This would include using an appropriate subject heading, greeting, complete sentences in the body of your message, and an appropriate sign-off. Please review email etiquette from any credible source such as Microsoft Office Online.

Please note that late assignments will be marked down 10% per day (including weekends), unless prior notification has been made. It is the student intern’s responsibility to ensure that all paperwork is submitted and received on time.

All assignments will be typed and submitted via email attachment/scan on (or before) the due date. Please use white paper, black ink, 1-1.25” margins, 12 point type, and Times New Roman font. All papers should be double spaced. Assignments not following these criteria will lose one letter grade. Cite sources, if used, using MLA or APA style. These are graded college writing assignments; spelling, grammar, and organization count. Please make sure to carefully proofread your work.

I: Reflection Papers (30% of grade) DUE DATES: SEE ELMS
Each reflection should explore your primary activities. This is not intended to be solely a chronological list of activities. Try to focus on what you are doing and learning about the organization, work environment, and yourself as a professional. Instead of just recounting what you did, reflect on the industry in which you are interning. Who are the people who work in it? How you are being supervised? What are the goals in the business and how do they use people to achieve those goals? Use your internship reflection as an opportunity to consider your internship experience from a holistic perspective, considering how people in the environment interact with each other and the profession. Make sure to assess your own role as an intern in the environment as well. Entries should generally be 2-3 pages, although longer journals are certainly welcomed. These reflections should be emailed to Dr. Nadler (arhuinternships@umd.edu) by 11:59pm on due dates (found on ELMS).
II: Time and Activity logs (10% of grade) DUE DATES: SEE ELMS
You are required to submit time and activity logs, utilizing the ARHU internship time and activity log forms, every two weeks once you begin your internship. Failure to submit time logs every two weeks will result in the loss of a letter grade for your internship. Please carefully review the due dates for each timesheet. These forms are writable/savable PDFs and should be completed and attached to an email and sent to arhuinternships@umd.edu. You should also plan to keep a copy of your time and activity sheets. Dr. Nadler will not be able to continually update you on your hours completed or remaining.

List the total number of hours each day you intern (e.g. 6/3: 3 hours, 6/4: 4.5 hours, etc.), total the hours for each timesheet and in the space provided, please list your primary activities for that two week period.

In order to receive the designated number of credits for the internship, the appropriate number of hours MUST be worked. Students will not be able to adjust the credit hours after the drop-add period. Students failing to work the correct number of hours will lose one letter grade per credit underworked. Please make sure you have calculated the actual number of hours you plan to work PRIOR to registering for the course. In case of inclement weather or illness, please contact Dr. Nadler to discuss accommodations. Please note that students are only given credit for not working on University-observed holidays (Memorial Day, 4th of July, etc.) or when the University is closed/delayed for inclement weather~ student interns are not given credit for non-approved holidays or vacations (Veteran’s Day, Columbus Day, teacher in-service days, etc.). The student intern is solely responsible for ensuring they are able to complete their correct hours prior to the end of classes each semester.

3 credit internship: 135 hours on site 5 credit internship: 225 hours on site
4 credit internship: 180 hours on site 6 credit internship: 270 hours on site

III: Resume and Cover Letter Assignment (10% of grade) DUE DATE: July 15
You will be required to submit a professional resume and cover letter for at least one full time employment position for which you might be eligible (use Careers4Terps to find a position for which you might be suited). The assignment should be sent as a PDF attachment. Once I receive it, I will give it to the Career Center@ARHU liaison for review. You will receive written feedback at your midterm meeting. Based on her comments, you will need to review, revise and resubmit as part of your final portfolio assignment.

IV: InterviewStream assignment (5% of grade) DUE DATE: July 19
- Create an account at https://umd-collegepark.interviewstream.com (Links to an external site.)
- Click the box to “Conduct an Interview” and then click “Conduct Pre-made Interview (Practice Interviews)” to look for the “ARHU Summer Internship Courses” button. You will also see a description that says “Dr. Nadler’s internship courses."
- After you complete the interview, watch it and fill out the self-assessment form (located beneath the video window).
- You will also receive feedback from the Career Center @ ARHU via email within 7 days.
V: Vault Industry Guide Reflection (10% of grade) DUE DATE: JULY 26

Access the Vault Industry Guide for a field of interest.
Here are the steps to access the Guide:

Log into Careers4Terps using your directory ID and password at https://careers.umd.edu/careers4terps (Links to an external site.) (Click on the Student Tab to log in)
On the home screen of Careers4Terps, look on the right side of the page to locate the Online Tools section and select Vault (Industry Guides):

Each Vault Guide contains numerous job titles associated with the career field. For each job title, the guide then provides quick facts as well as detailed information about the history of the role, day to day duties, educational requirements, work environment, hiring outlook, salary information and much more.

Select the industry guide that most interests you. Within the guide, pick the one job title that is of greatest interest and write a SWOT (Strength-Weakness-Opportunity-Threat) Analysis of your readiness to enter this career field/position after graduation.

In your analysis (minimum 1 page), be sure to address the following questions:

**Strengths:**
Which specific skills do you possess for this position?
What have others told you are your greatest strengths, especially in relation to this field?

**Weaknesses:**
Do you have areas of weakness in your preparation for this field?
Do you have personality traits that might hold you back (i.e. dislike of public speaking, weakness in statistical analysis, etc.)

**Opportunities:**
How could you get more involved in this field (professional associations, etc.)? Does your field HAVE professional associations? Research and identify several, along with their goals/mission statement. If not, what strategies might you employ to get involved with the profession and other professionals in it?

**Threats:**
What, if any, obstacles would you face in landing an entry-level role in this career field upon graduation?
VI: Final Project Portfolio (25% of grade)  
DUE DATES: initial: August 9; final: August 20

The project is comprised of two parts:

1. An electronic portfolio containing examples/samples of work you produced during your internship that reflect at least five different areas in which you are gaining experience. While this can include press releases, project designs, video productions, etc., it must also reflect the overall experience in some way and include a substantive discussion of how the experiences you had are transferrable to future positions. For example, a future employer is not necessarily interested in the specific press release or graphic design layout you did for your internship. However, they will be interested in what you learned about networking, audience analysis, demographics, external communication, etc. Each work sample you provide needs a 1-2 paragraph explanation that provides a context for the sample. Please contact Dr. Nadler if you are not sure what to include in your portfolio. **You will use weebly.com to create your portfolio.**

2. Your updated resume and cover letter (based on feedback from Career Center @ ARHU).

Please think of this project not as a class assignment, but as a professional tool that you can show to potential employers. Make sure that it is clear to a potential future employer what you did, what role you played, and what you gained as a result of the experience.

Upon submission of your final portfolio, Dr. Nadler will review it and send suggestions for revision. You will have until the posted deadline to revise your portfolio and resubmit it. Students who choose not to revise their portfolios, or fail to submit them by the deadline, may be penalized.

*Please note: Sample/model portfolios are available for review; please contact Dr. Nadler at least a week prior to the deadline to review them.*

VII: Supervisor Evaluations (10% of grade)
Your site supervisor must complete and submit a Midterm Intern Evaluation. The evaluation form will be sent directly to your supervisor. You do not need to submit anything for this assignment.