ARHU 486: Internship Practicum in the Arts and Humanities

INTERNSHIP COORDINATOR
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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 through a process of writing and revising in a "real world" environment.

REQUIREMENTS
This course has eleven components:
(a) Your actual internship
(b) Two reflection papers
(c) Time and activity logs
(d) A resume and cover letter assignment
(e) A midterm meeting with Dr. Nadler
(f) LinkedIn Profile assignment
(g) A Firsthand Industry Guide reflection
(h) InterviewStream
(i) Participation in one career workshop
(j) A professional portfolio based on your internship experiences
(k) 2 site supervisor evaluations

Your grade for this class will be determined by your performance in each of these areas, which include your ability to meet deadlines, follow assignment guidelines, and your site supervisor's midterm and final evaluations.

This internship course requires that students:
(1) Comply with all rules, regulations, and policies of the internship site/organization.*
(2) Perform to the best of their ability the tasks assigned by both the faculty and site supervisors
(3) 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
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.

The assignments in this course are designed to contribute to your overall development as a para-professional through a variety of activities, each building upon the other. This is a course where your academic work will reflect itself in the professional environment where you are interning and vice versa. You should be aware that this is not a "credit for work" experience, and you should be prepared for the rigors of an academic course while participating in the professional internship environment.

All assignment descriptions are posted on ELMS; all assignments should be submitted to arhuinternships@umd.edu

Written Assignment Guidelines:
All assignments will:
-type and submitted via MS Word attachment on or before the due date;
-use white paper and black ink;
-use 1” margins;
-use 12-point type and Times New Roman font;
-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!

Internship Experience
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: You should plan to work a minimum of 10 hours per week in order to make appropriate progress toward the minimum hourly requirement – please note that a minimum of 135 hours are required in order to earn academic credit. There is a minimum one letter grade deduction for students who do not meet the minimum required hours for their credit level:

- 3 credits – 135 hours on site/remote work for site
- 4 credits – 180 hours on site/remote work for site
- 5 credits – 225 hours on site/remote work for site
- 6 credits – 270 hours on site/remote work for site

Professionalism
This course provides an invaluable opportunity to develop your professionalism. It will involve the following areas:

1. All assignments (including timesheets) must be submitted on time and with the correct formatting. They should be proofread and free from grammatical/spelling errors.
2. You will need to engage in professional communication. This means that you should use a formal style in your emails 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. If you are not sure of proper email etiquette, please ask.
3. You need to be on time for meetings and for your internship; punctuality is essential and expected.