**HON 484: Internship Seminar**

**Spring 2015**

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**HON 484 Site Requirements**

**Academic Credit**  

<table>
<thead>
<tr>
<th>Credit</th>
<th>Site Hour Minimums</th>
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</thead>
<tbody>
<tr>
<td>1 credit</td>
<td>45 total hours</td>
</tr>
<tr>
<td>2 credits</td>
<td>90 total hours</td>
</tr>
<tr>
<td>3 credits</td>
<td>135 total hours</td>
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</tbody>
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**Seminar**

Whether taking the class for 1, 2, or 3 credits, all students must complete the class material at a passing or better level. That means being prepared and actively participating in class, completing written work that is due in person or online, and turning in all time sheets, evaluations, etc. on time and on the proper forms.

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**Class Schedule and Attendance Policy**

The HON 484 Internship Course will meet on four Wednesday evenings from 5:00 – 7:50 p.m. in Sage South 242. Before committing to the class, students should check their schedules to be sure there are no potential conflicts. Because the seminar meets only four times, students must participate in all four meetings in order to pass the class; no exceptions will be made.

- Class 1: January 14
- Class 2: February 11
- Class 3: March 18
- Class 4: April 29

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**Required Reading**

Participants in the class will read, reflect upon, and present their ideas on two books. Electronic versions are fine (if available) as long as you employ a method of annotation to take notes on the reading.

- The first is recommended by the internship supervisor.

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**Graded Assignments**

Final grades will be based on supervisor evaluations as well as the intern’s completed assignments and seminar participation. *All assignments must be completed to pass the class.* Assignment and course letter grades are based on this scale: 100-98=A+, 97-93=A, 92-90=A-, 89-88=B+, 87-83=B, 82-80=B-,, 79-78=C+, 77-70=C, 69-60=D, 59 and below=F. Course grades will be calculated as follows:

- **Timelog:** No percentage but required to receive a grade
- **Supervisor evaluations:** 15 percent
- **Seminar participation:** 30 percent
- **Journal:** 25 percent
- **Book reflections:** 30 percent (15% and 15%)

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**Time Log & Supervisor Evaluations (15%)**

Interns are required to keep a time log to track and record the dates/hours for final verification of credit hours earned. Use the Barrett supplied time sheet emailed to you when you enrolled. Time logs must be signed by the internship site supervisor. **Be sure the person who signs your time sheets and evaluations forms is the person who signed your cover letter and contract.** If that person changes positions (no longer oversees you) or

_A syllabus is a contract. You are responsible for reading this document when distributed and asking any questions you may have about the content. By remaining enrolled in this course, you agree to abide by the policies herein._
discontinues work at the site, you’ll need to get a letter on letterhead from the site with the new supervisor explaining that there has been a transition and that he or she will now be your mentor and will be signing your time sheet and evaluation. His or her signature must be on that letter. Submit your time log in a SEALED ENVELOPE, signed across the seal by your SUPERVISOR OF RECORD.

Interns are also required to have their supervisor of record complete and submit a mid-term and final evaluation sheet. You were supplied with the approved HON 484 evaluation forms, which can also be downloaded at http://barretthonors.asu.edu/academics/internships/internship-credit/; give the forms to your supervisor and ensure they are completed and submitted according to the instructions here. As with the time sheets, the evaluation forms must be signed by the person who signed your cover letter and contract. Evaluations should arrive in a SEALED ENVELOPE, signed across the seal by your SUPERVISOR OF RECORD.

Late evaluations will not be accepted, and students will lose the points allocated for this assignment. We encourage you to ask to discuss the evaluation with your supervisor to help you understand your own strengths and areas for growth, but, ultimately, it is up to them if they choose to share the evaluation with you. Either way, the evaluations we receive need to be in a sealed envelope signed by the supervisor to ensure the evaluation was not changed after it was signed.

Seminar Participation (25%)
Students are expected to take an active part in our meetings. A significant portion of each student’s seminar participation grade will depend on in-class engagement, degree of preparation and the professionalism of class presentations. Arriving late to class will detrimentally affect participation grades; a student who misses a significant amount of any of the four class periods will not pass the class.

Journal (25%)
Interns will write weekly journal entries throughout the course of their internship beginning on the week of Monday, January 19 2015. Journal entries should involve critical reflections upon the learning that is taking place while fulfilling intern responsibilities. Possible areas to reflect upon (these prompts are also available on blackboard): In which ways were you able to contribute? What did you accomplish, or help accomplish? Which site-specific content insights did you learn? Which professional skills did you employ? Which experiences are helping you decide that you are, or are not, interested in a place or career like this? The minimum word count is 250 words per entry.

The final entry in the journal should be a minimum of 1000 words (roughly two and a half pages), describing what the student has learned through the internship. Did you learn anything about yourself? Can the internship experience be considered a valid part of the academic experience? Include examples from your internship to substantiate your points.

Journals will be submitted in two ways:

1. Weekly posts to Blackboard
2. In addition to the weekly posts on Blackboard, keep a single word document for all entries, with each week’s entries clearly dated; By April 29, 2013, submit your complete journal on Blackboard and bring a printed copy to class. I will assign a collective grade at that time, less any deductions for late individual entry submissions throughout the semester.

Book Reflections (35% -- 15% and 20%)
Interns will turn in a four-page reflective paper on each of the two required books (double spaced, 12 point font, Times New Roman, one-inch margins all around). The reflective paper should be a critical look at the book based upon the experience of the intern in the workplace. Every effort should be made to relate the work to the student’s specific internship, using quotations wherever possible and identifying specific experiences, lessons, and observations from the internship experience. Note: this assignment is not a book report, but a critical evaluation related to personal experience.

Prompt: Identify a situation, opportunity, or problem to “solve” or deepen understanding of your professional experience. Analyze that issue in light of the principles learned in the assigned book. This could involve analyzing yourself, your site, and/or your duties. Use evidence from your experience, lessons, and observations at the site and vocabulary as well as quotes from the book. When you quote or paraphrase your source, be sure to cite the page number.
Each book reflection paper must be submitted to Blackboard by 11:59 p.m. the night before the class when the book will be discussed and a printed copy should be brought to class. Papers will receive a grade based on both content and quality of writing (e.g., grammar, spelling and style).

SEMINARY POLICIES

Electronic Devices in the Classroom
Students are welcome to use laptops or tablet computers for referencing class texts when appropriate, but the following rules apply:

- keep laptop screens down during discussions except when referencing our class texts; and
- stay away from email and non-class websites during class. Once class has started, reading email, checking Facebook, texting, etc. will result in an automatic, non-negotiable 5% per incident drop in your class participation grade.

Cell phones are not permitted in class; they must have the volume switched off and remain in your bags during class, which means they cannot be used for referencing texts. If a cell phone goes off in class, your participation will suffer.

Due Dates and Late Assignments
Assignment due dates are listed on the attached timeline. If you have a documented, valid excuse to turn in an assignment after a deadline (serious illness, family emergency, etc.), I must be informed as soon as possible prior to the due date. Otherwise, late assignments will not be accepted.

Plagiarism
Presenting another person's language or ideas as your own constitutes plagiarism, the theft of intellectual property. Don't do it. Repercussions include failure of the course, and may include referral to the ASU Student Conduct Committee and expulsion from the university. Plagiarism is a serious crime; if you have any questions, come talk to me.

Student Code of Conduct
Students must conduct themselves according to the ASU policies posted online at http://www.asu.edu/studentaffairs/studentlife/judicial. These include the ASU Student Code of Conduct and the Provost's Academic Integrity Policy.

Multiculturalism at Barrett
Barrett, the Honors College at Arizona State University, is committed to creating a multicultural learning environment, which is broadly defined as a place where human cultural diversity is valued and respected. Barrett courses integrate multicultural and diversity issues in ways that are designed to enhance students' honors experience and promote learning goals. We hope that our students will contribute their unique perspectives to this effort by respecting others' identities and personal life histories and by considering and raising issues related to multiculturalism and diversity as appropriate to individual course content.
Assignment Timeline

Class #1: January 14

Introductions and general overview of the class and requirements.

After: Begin reading Irvine and your recommended book.

January 24: First journal entry due by 8:00pm (and then every Saturday).

Class #2: February 11

Student Presentations on their internship

Students should be prepared to speak briefly (for approximately 8 minutes) on the site of their internship, their duties, what their goals and expectations are, and how their internship fits in with future plans. Devote significant time to prepare for this presentation as you will be expected not to use notes. Be professional, informative, and make it interesting and relevant to the audience in the brief time you have available. Use of slides is encouraged but do not just read slide text. Students will be encouraged to ask each other questions.

Time sheet #1 and evaluation #1 due in class.

Class #3: March 18

Student presentations on the book recommended by their supervisors.

Present on your site-assigned book and discuss how the reading related to your internship, but try to inspire audience interest by connecting it to other students’ internship experiences as related in class #2. Expectations are the same as for Class #2.

Supervisor-assigned Book reflection is due to Blackboard by 11:59 p.m. the night before this class.

Class #4: April 29

Discussion of Irvine’s A Guide to the Good Life

All students should come prepared with observations, applications, and discussion questions to share.

Irvine reflection is due to Blackboard by 11:59 p.m. the night before this class.

Printed journal due in class.

Time sheet #2 and evaluation #2 due in class.