

## **Sample Syllabus Humanities 4600: Humanities Internship (3 cr.)**

College of Science and Arts

Spring 2018

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Office Hours: MF 11am-1 pm, T 10 am-noon and 1-3 pm or by appointment

### ***Course Description/Overview***

This class advises your internship experience. Since you are receiving college credit for career development, you will be asked to complete short academic assignments that encourage you to connect your professional and academic experiences. Welcome!

### ***Course-Specific Learning Goals***

Our main goals this semester will be:

1. To consider the place of this internship within your broader academic and professional life.
2. To reflect on your internship experience as informed by and existing within broader traditions and practices of workplace behavior and communication.
3. To heighten abilities of professional communication and design, as connected to your previous coursework.

### ***Course Policies***

Most of the expectations for your internship experience are site-specific, communicated to you through your supervisor, and this person will determine most of the work you complete during this time, too. Your work for this class, however, will encourage seeing this internship experience within a broader professional/academic framework.

### **Standards of Written Work**

I will be looking at your writing the way an observant client or supervisor might. Please make sure your writing is free of errors: spelling (esp. names), grammar, and punctuation should be immaculate. Such workplace etiquette reflects your professionalism and also shows in a good light the Humanities Department and Michigan Technological University.

## ***Assignments***

### **Grading Policy**

Grades (based on your registration for the 1-credit version of the class) will be based on the following:

Confirm Contact Information	5%
Discussion Posts (8 total)	30%
Workplace History	10%
Midterm Progress Report	15%
Final Progress Report	15%
Blog Post	15%
Evaluation of Site Supervisor	10%
<b>Total</b>	<b>100%</b>

### **Assignment 1: Confirm Contact Information**

As soon as possible but by January 31 at the latest, upload a document through Canvas's Assignments tab that contains the following information:

1. The mailing address, email, and phone number you will use during the internship. If applicable, also email me your permanent address.
2. Your internship supervisor's name, phone, and full work address, including mailing address, street address, and email address.

### **Assignment 2: Discussion Posts**

There will be eight discussion post prompts posted to the internship course's discussion board. The prompt will be a question or questions about the internship, sometimes suggesting certain scenarios that you might find yourself in now or later. By Friday evening on the assigned dates, please post an entry of about 150-words that responds to the prompt. This is an excellent place to post your own questions if you'd like my feedback.

### **Assignment 3: Workplace History**

This assignment is an opportunity to become familiar with your workplace through thinking about its past. How has your team fit within the broader company or organization? How has it developed into what you are experiencing now? You might consider asking a co-worker for his or her impressions of the recent history of your team. The resulting history should be short: about 2 pages.

### **Assignments 4 and 5: Progress Reports**

Through Canvas's assignments tab, please submit midterm and final progress reports, entitled "Progress Report, Weeks [X-X]." This 1-2-page document contains information on the work you've completed during that period, the people you work with, and the work settings. It would be best if you used this as an opportunity for reflecting on the connections between your academic and professional experience: What knowledge and skills from your college classes have been relevant to your internship? What new knowledge and skills have you gained from your internship?

## **Assignment 6: Blog Post**

At some point during your internship, but especially before May 2, write a post for the HU internship blog. You can find past blog posts at <http://blogs.mtu.edu/hu-ops/>

Remember that the blog is a public document that represents you, your internship site, and the university. Note: Your supervisor will want to clear any project-specific content.

## **Assignment 7: Evaluation by Site Supervisor**

At the end of the semester, your site supervisor will complete an evaluation of your performance as an intern. You are not responsible for contacting them with the relevant documents; I will do so. It would be advantageous to discuss the evaluation with your supervisor, and I would encourage you to ask them about it. If they do not discuss it with you, I can instead.

**Note: If you have any questions about these assignments, please let me know. I hope they will not be a burden but will instead be a tool in developing thoughtful reflections about your varied academic/professional lives. I am happy to talk about them with you.**

Also, if you have concerns about the progress of your internship or your relationships with individuals in your organization, do let me know, as well. We can email, meet during my office hours, or post through the Canvas site.

## ***Grading Scheme***

## Grading System

<i>Letter Grade</i>	<i>Percentage</i>	<i>Grade points/credit</i>	<i>Rating</i>
<b>A</b>	92% & above	4.00	Excellent
<b>AB</b>	88% – 91%	3.50	Very good
<b>B</b>	80% – 87%	3.00	Good
<b>BC</b>	78% – 79%	2.50	Above average
<b>C</b>	70% – 77%	2.00	Average
<b>CD</b>	68% – 69%	1.50	Below average
<b>D</b>	60% - 67%	1.00	Inferior
<b>F</b>	59% & below	0.00	Failure

- I** Incomplete; given only when a student is unable to complete a segment of the course because of circumstances beyond the student's control.
- X** Conditional, with no grade points per credit; given only when the student is at fault in failing to complete a minor segment of a course, but in the judgment of the instructor does not need to repeat the course. It must be made up by the close of the next semester or the grade becomes a failure (F).

## Late Assignments

Assignments turned in late will be docked 2% per day that they are late unless you have made arrangements with me in advance.

## ***University Policies***

Quoted from: [http://www.mtu.edu/ctl/instructional-resources/syllabus/syllabus\\_policies.html](http://www.mtu.edu/ctl/instructional-resources/syllabus/syllabus_policies.html)

### **Academic Integrity:**

“Academic regulations and procedures are governed by University policy. Academic misconduct cases will be handled in accordance the University's policies.”

### **Assessment:**

“Student work products (exams, essays, projects, etc.) may be used for purposes of university, program, or course assessment. All work used for assessment purposes will not include any individual student identification.”

### **Disability Services:**

“If you have a disability that could affect your performance in any class or that requires an accommodation under the Americans with Disabilities Act, please contact your instructor [me!] or Disability Services at 487-1494 as soon as possible so that appropriate arrangements can be made.”

### **Institutional Equity:**

“The Office of Institutional Equity has asked that you be made aware of the following: Michigan Technological University complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990. Michigan Tech has a policy of affording equal opportunity to all of its employees, students, applicants for employment, and applicants for admission without regard to race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, or marital status, disabled veteran status, veteran status, or disability.”