Course Description
This seminar is designed to assist students as they experience the stages of their internships by helping them to examine their roles in complex organizations and explore the professional skills needed to transition from undergraduate coursework into career-intensive learning. In the seminar we will examine how the values of a liberal education—active engagement, critical thinking, respect, problem solving, openness to new experience and different viewpoints—connect to professionalism, citizenship and personal growth.

Through small group interaction, reflection, and peer critique, students will work on honing personal and professional skills, and in particular writing skills; engaging in practical skill-building in public speaking; understanding office politesse and protocol; and, developing career planning and business writing techniques.

Discussion and writing in the seminar will emanate from student experiences at their internships and in the culturally rich and diverse city of Washington, assigned readings and career-based projects, and the reflections of outside speakers.

Learning Outcomes
After completing this seminar, students will be able to:

- Employ practices to reflect analytically on their professional experiences;
- Communicate with diverse audiences the value of their experience and personal attributes, using a variety of media;
- Refine techniques for representation in business writing and social media outlets;
- Explain and practice techniques to foster communication with and understanding among diverse individuals and groups;
- Connect their previous and future academic work with their work outside of the classroom;
- Plan future steps for achieving their personal and career goals.
Course Policies

Grading
This seminar will include mid-term grade assessments and written summaries of the students’ performance in class, sent to university advisers at the end of the course. Each assignment will be graded on a 100 percent point scale.

Readings
Readings will be handed out in class.

Course Format
Each class will be split into two one-hour segments, with a five-minute break in between.

Technology
Students may bring a laptop or tablet to class but will only be able to use them during class exercises. No phone use during class is permitted whatsoever.

Academic Dishonesty
Cheating – using someone else’s ideas or words and claiming it as one’s own – is unacceptable and is obvious in seminars like this: make sure to keep the focus on improving yourself, not taking from others.

Attendance
Two excused absences are permitted; more than two absences will result in the drop of one letter grade per absence. Arrivals more than 15 minutes after the start of class will be counted as an absence. Excused absences for illness or work-related events will be under the discretion of the instructor.

Participation
Points are earned through in-class participation, attendance, and peer review.

Assignments

Written Assignments
Your grade will consist of written assignments, presentations and class participation, as described below.

Internship Learning Goals and Business Card Design (5% of final grade) You will write a one-page document with a minimum of three bullet points describing the learning goals (e.g., abilities, knowledge, skills) for your work during your internship. This will consist of you 1) drafting a set of learning outcomes; 2) meeting with your internship supervisor to further develop your learning outcomes; 3) revising for submission during the second week of class; and, 4) reviewing and reflecting on the change in your learning outcomes at the end of the semester. You will also prepare and submit your business cards using Vistaprint.

Personal Philosophy Statement (5%) You will write a one- to two-page reflection paper where you describe and interrogate your approach to internship and work, your boundaries and limitations, and ethics. Your philosophy will be influenced by your attitudes, beliefs, environment, socialization and values.
**Vision and Goal-Setting Board (5%)** You will be introduced to visual and written forms of vision boards. You will develop a vision board and describe your internships and life goals, based upon course material.

**Social Media and Web Presence Review & Audit (5%)** You will develop a LinkedIn account, if you don’t already have one. You will complete a checklist on your social media and web presence.

**Network Diagram and Plan (10%)** During the course of the semester, you are expected to find and attend professional networking events, follow up with the contacts you make, and track your progress. You will develop a network diagram and plan, using a template provided. This process will teach you about yourself. You will have to share the steps you will take to develop your new connections and to improve your next networking experience. You must demonstrate a) a concerted effort to go out and meet people who are “target-rich” professional contacts, and b) follow up with them (via email, social media, or subsequent IRL meetings) to develop relationships.

**Draft Letter of Recommendation (15%)** The most challenging experience is to write about yourself! You will draft a letter of recommendation that your professor, mentor or supervisor can then adapt for a submission to a future internship, job or research experience.

**Cover Letter, Resume, Mock Job Interview Questions/Responses (20%)** Write a one-page, single-spaced resume that showcases pertinent experiences in a creative and clear manner. Use active voice and avoid repetition in bullet points. Style and presentation are crucial parts of the resume as well. Pay attention to visual/graphic design. The resume must be pertinent to a specific job opportunity and coordinated with the cover letter. Write a one-page, single-spaced cover letter. Focus on creativity in your opening paragraph, dwelling on strengths and experiences not found on your resume, and the presence of an active voice in the letter. The cover letter must complement your resume for this specific job. Prompts for mock job interview questions include: Can you tell me about yourself? What do you consider your most significant weaknesses? What do you consider your most significant strengths? Could you describe a difficult problem and how you dealt with it? Where do you see yourself in five years?

**Informational Interview & Presentation (20%)** Frequently identified by WII students as the single most rewarding exercise of the semester! This is designed to challenge students to find and contact a professional they admire and could learn from in their field. The professional should work at an organization, office or company other than your internship site and the student must not rely on assistance from others in obtaining the interview. Before the interview, find an article or video relevant to your subject and/or your professional interests, and discuss during your interview. After the interview, write up a one-page double-spaced assessment using bullet points and present orally to the class (oral presentations <5 minutes in length).

**Participation**

**Weekly Check-In, Class Discussion, Group Work and Digital Business Card (15%)** The goal of this requirement is to enable the classroom experience to be as enlightening and rewarding as possible for everyone involved. You will be evaluated by both the quality and quantity of your contributions to class discussions. During the weekly check-in at the beginning of class, students will give a summary of the past week at their internships, as well as their networking efforts. Issues and problems will be crowd-sourced and discussed constructively. Students will also complete an in-class elevator pitch, and in subsequent classes as well (practice, practice!). The elevator pitch will be brief, and will consist of three statements:
1. Who am I?
2. Why am I talking to you?
3. What are we going to do about it?

Schedule

Week 1 - JANUARY 21/23
- Introduction and review of syllabus
- “Why are you here?” Elevator pitch
- Discuss assumptions & learning outcomes about internship experiences
- Introduction to personal philosophy, socialization and ethics

Week 2 - JANUARY 28/30
ASSIGNMENT DUE: Learning Goals for Internship
- Before class: Set up LinkedIn account – link to the instructor via google classroom
- Weekly check-in
- Reading and discussion
- Discuss career goals and objectives and business cards
- Public speaking discussion

Week 3 - FEBRUARY 4/6
ASSIGNMENTS DUE: Personal Philosophy Statement and Copy of Business Card design
(bring two printed copies to class with you)
- Weekly check-in
- Reading and discussion
- Discuss personal motivations, values, beliefs and socialization
- Ideal job exercise

Week 4 - FEBRUARY 11/13
ASSIGNMENT DUE: Vision Board and Goal-Setting
- Weekly check-in
- Reading and discussion
- Discuss personal definitions of success, goals and objectives
- Personal-branding exercise

Week 5 - FEBRUARY 18/20
- Weekly check-in
- Reading and discussion
- Discuss networking, social media and social media audit, informational interviewing

Week 6 - FEBRUARY 25/27
ASSIGNMENT DUE: Social Media and Web Presence Review & Audit
- Weekly check-in
- Reading and discussion
- Discuss job skills, technology and innovation and job interviews

Week 7 - MARCH 3/5
- Weekly check-in
- Reading and discussion
- Refined “elevator pitch”
Week 8 – MARCH 10/12
ASSIGNMENT DUE: Network Diagram and Plan
- Weekly check-in
- Reading and discussion
- Midterm reflection -- in-class writing exercise and discussion: What have you learned? Have you been meeting the goals you set for yourself? Have your goals changed? What do you want to accomplish during the second half of your internship semester?
- Strengths, Weaknesses and Anecdotes reflection

Week 9 – MARCH 17/19
ASSIGNMENT DUE: Draft Letter of Recommendation
- Weekly check-in
- Reading and discussion
- Resume Review-bring in drafts of your resume for peer review OR digital versions

Week 10 – MARCH 24/26
- Weekly check-in
- Reading and discussion
- Job negotiation discussion
- Informational Interview presentations:

Week 11 – MARCH 31/APRIL 2
ASSIGNMENT DUE: Resume
- Weekly check-in
- Reading and discussion
- Navigating personalities, politics and organizational climate in the workplace

Week 12 – APRIL 7/9
ASSIGNMENT DUE: Cover Letter
- Weekly check-in
- Reading and discussion
- Discussion of recommendation letters, references and job/interview questions
- Discuss informational interviews and possible interviewees

Week 13 – APRIL 14/16
Mock Job/Interview Questions and Responses
- Weekly check-in
- Reading and discussion
- Revisit learning goals and evaluate semester

Week 14 – APRIL 21/23
ASSIGNMENT DUE:
Informational Interviews and Presentation
- Weekly check-in
- Reading and discussion

Week 15 – APRIL 28/30
- Weekly check-in
- Final “elevator pitch”
- Internship Wrap-Up Presentations