# AUBURN UNIVERSITY Fall 2021 SYLLABUS

1. **Course Number: HIED 7920 Instructor:** Karley A. Riffe, PhD

**Course Title**: Internship

**Class Date/Time:** 3 Tuesdays this Fall, 12:00-2:50 pm CST

August 17th, 2021

September 28th, 2021

November 30th, 2021

**Office:** Haley Center 4072

**Office Hours:** By Appointment – Sign up for a time at <https://calendly.com/karleyriffe/fa21>

**E-mail:** [karley.riffe@auburn.edu](mailto:karley.riffe@auburn.edu)

1. **Catalog Overview:** Supervised internship experience in a school, college or other

appropriate setting. Evaluation and analysis of the internship experience.

**Credit Hours:** 3 semester hours

**Pre-/Co-requisites:** Graduate student status

1. **Required Texts:** None; I will distribute required readings via Canvas.

# Course Description:

As a field, higher education and student affairs values a theory-to-practice philosophy. As practitioners, policymakers, and scholars, individuals working in postsecondary education should know how to translate formal theory into their work settings. The purpose of this internship course is to provide students the opportunity to gain experience in a functional area within higher education. In particular, students will reflect on how they can put the knowledge and skills learned during their graduate coursework into practice. The internship course is one of the culminating experiences in the Administration of Higher Education program, serving as the chance for individuals to consider how they can mobilize the concepts, theories, and philosophies they have encountered in their previous classes.

Importantly, the internship class will embrace the words of Alvim and Barnhart (2017) who wrote, “Internships afford supervisors and supervisees not only the opportunity to accomplish important tasks but, most importantly, to consider the meaning of what is accomplished” (p. 28). In this statement, these authors emphasize the fact that it is not the internship itself that provides you valuable outcomes, but rather, how you make meaning of the experiences you have.

Therefore, I extend their statement to say that internships afford supervisors, supervisees, and us as a learning community the chance to reflect on these your professional practice.

# Course Objectives:

In this course, students will…

* 1. Engage in approximately 10 hours of internship activity each week to your assigned unit, applying knowledge and skills cultivated in coursework to practice;
  2. Co-construct the internship experience planning form with the experience supervisor to identify learning objectives, potential tasks, and other professional expectations;
  3. Maintain a journal of activities in the internship and develop a final reflection on highs, lows, and applicability of course content to experiences;
  4. Develop a stronger understanding of job search essentials including aligning values with job searches and constructing and evaluating job search materials.

# Course Expectations and Structures Engagement with Your Classmates & The Instructor

Active engagement and participation are important; however, participation does not mean merely

verbal interaction or taking up air time. I recognize that individual participation is influenced by a range of factors, including learning style. Participation, therefore, is not based on the frequency of participation, but the quality. Discussions in class are about learning; not always having the “right” or most profound comment. I encourage each of you to challenge yourself to contribute as fully as possible.

# Timeliness

Please arrive on time for all class meetings and/or let me know if there is any reason you will be late. The success of this class necessitates the timely completion of required work. There are a number of assignments in this class. Late work will need to be discussed with me in advance- meaning more than 24 hours prior. Although I am willing to be flexible, work that is late without previous consultation with me will be marked incomplete.

# APA style and Quality of Writing

All written work must be completed using the *Publication Manual of the American Psychological Association* (APA), 7th edition. Quality of writing, including proper documentation, grammar, and congruence with APA-style, will be taken into account in evaluation of your work. Be sure to carefully *proofread* and edit all your work.

# Open Communication in Graduate Studies

Graduate studies can be, at times, difficult and overwhelming. If there is anything in your life that is preventing you from being the best scholar-practitioner in this class and beyond, please

feel free to reach out to me so that we can discuss. My ultimate goal is to have you learn and engage in this class/the program in ways that are helpful/healthy for you.

# Assignments:

Please submit all written assignments as Word documents (e.g., .doc, docx) **on Canvas by midnight on the day they are due**. If you would like constructive feedback prior to submitting assignments, you must make arrangements with me at least one week prior to the deadline.

# Attendance & Participation (15%)

Attendance - Your attendance is *very* important to the functioning of the entire class and your participation is taken into account in the evaluation of your performance in the course.

Unexcused absences will be reflected in final grades. If you must be absent from class for reasons of illness or other obligations, please send me an email message in advance of class. Students will earn a complete or an incomplete for each class period. Given that we only meet three times during the semester, unexcused absences will count as an incomplete (0) for the daily engagement grade.

Participation - This is a graduate class and designed for a seminar format which depends upon active student engagement and group discussions. As such, preparation for each class, thorough completion of each week’s readings as well as thoughtful reflection on the topics, is critical to your own learning as well as the learning environment of the entire class. Active participation means critically reading all articles and books prior to each class, reflecting on the authors’ arguments, thinking about the relationship of the readings to your life and work, generating and asking questions, contributing in small groups/pairs, and being engaged in class discussions.

# Internship Experience Planning Form (5%)

At the beginning of the experience, I will provide a guiding document for supervisors to discuss with the intern to establish expectations for the experience. This includes office hours, potential projects or tasks to complete, and any other professional expectations (attire for virtual meetings, etc.). Interns must complete this form with supervisors, both of which must sign the completed form. The forms will be submitted to Canvas.

**Due: August 24th**

# Reflective Journals (15%)

Journal daily! There is no certain length required for your daily journal—it could be anywhere from a sentence to a couple of pages. You will submit these journals at the end of each week. I expect weekly reflections to be at least **one double spaced page in length** total. Keep in mind these will be helpful to you as you construct your final reflective paper. As you journal, consider not only the activities that you are engaging in, but also the following questions:

1. How did the activity or task make you feel?
2. Is this something you would like to continue doing?
3. Did anything you experienced challenge you in particular ways?
4. Did the activities cause you to reconsider preconceived notions or ways you have previously thought of the work?
5. How do aspects of your identity and personal view of the world influence the way

you approach your work?

1. Have you noticed ways that social justice, equity and inclusion play a role in this setting?
2. Would you do things differently in the future?
3. How did readings from past courses inform how you approached the activity/task and how you would do things differently in the future?

**Due: Weekly on Monday**

# Job Documents Submission 1 (5%)

Students will locate a job opening in an area they are interested in working in after graduation. They will submit a draft of a cover letter catered to the job opening they identify within their area of interest. Students will also submit a copy of their resume or cv.

**Due: September 14th**

# Mid-Semester Evaluation (5%)

Supervisors will complete a mid-semester evaluation of the interns to provide feedback regarding interns’ progress in the experience. These forms must be submitted to the course instructor.

**Due: September 28th**

# Job Documents Revised Submission (5%)

Building from feedback provided by peers and the course instructor, students will submit revised drafts of their cover letter and resume or cv from job documents submission 1.

**Due: October 19th**

**Internship Experience Reflection (10%)**

At the conclusion of the internship experience students will construct a 5-7 page written reflection of their experience. Use the questions offered in the reflective journals assignment directions as a guide, but feel free to offer other insights or perspectives. Specifically, I ask that you explicitly draw connections to readings that you completed in other courses that informed your perspectives in your internship experience. **You should reference a minimum of 3 readings.**

**Due: November 16th**

# Final Evaluation (5%)

Supervisors will complete a final evaluation of the interns to provide feedback on interns’ overall efforts within the experience. These forms must be submitted to the course instructor.

**Due: November 30th**

# Internship Log (35%)

Interns are expected to complete an average of 10 hours in the office they are placed in each week, **with a total of 150 hours completed in a 15-week semester**. We realize that tasks may ebb and flow, thus we leave it to the discretion of the supervisor and intern to make adjustments to the weekly times as long as the total hours completed averages to 10 hours per week.

Students will keep a log of work/time spent. You can construct this however you want (i.e. using Word, Excel, or some other mode). Do not get too caught up in charting every single minute that

you spend on a particular task, but rather think about charting clusters of time. The following are the minimum requirements for the log: identify the task, time spent, date. **Logs must be verified and signed by supervisors weekly.**

**Due: November 30th**

# Evaluation of Learning Assignments

**This course is graded as pass/fail.** All assignments are graded as complete or incomplete. Beyond the percentages described above, students that do not complete the required internship hours cannot pass this course.

# Distribution of Final Grade

15% = Assignment #1: Attendance & Participation

5% = Assignment #2: Internship Experience Planning Form 15% = Assignment #3: Reflective Journals

5% = Assignment #4: Job Documents Submission 1

5% = Assignment #5: Mid-Semester Evaluation 5% = Assignment #6: Job Documents Revisions

10% = Assignment #7: Internship Experience Reflection 5% = Assignment #8: Final Evaluation

35% = Assignment #9: Internship Log

Incompletes will be granted only under dire circumstances and after consulting with me inadvance. Incompletes will not be granted simply because more time is desired to complete assignments associated with this course.

# Course Policies:

**Students with Disabilities Statement**

Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to make an individual appointment with the instructor during the first week of classes – or as soon as possible if accommodations are needed immediately. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).

# Academic Honesty Statement

All portions of the Auburn University Student Academic Honesty code (Title XII) found in

the Student Policy eHandbook will apply to this class. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

# Classroom Behavior Policy

The Auburn University Classroom Behavior Policy is strictly followed in the course; please refer

to the Student Policy eHandbook for details of this policy.

# Emergency Contingent Policy

If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials.

# Changes to Syllabus Policy

As the instructor, I reserve the right to alter the syllabus at any point in the semester to better the learning experience of those in the course.

**COVID-19 Policy**

The university permits individual faculty members to require face coverings in their classrooms and instructional laboratories. All students enrolled in this course are required to properly wear a face covering that covers the nose and mouth while inside the classroom, laboratory, studio, or office for the entire semester. Failure to comply with this requirement represents a potential Code of Student Conduct violation and may be reported as a non-academic violation. Please consult the [Classroom Behavior Policy (Links to external site.)](https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonClassroomBehavior.pdf) for additional details.

1. **Class Schedule:**

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| **Week** | **Assignments Due and Meetings** |
| August 16th – August 20th | * **August 17th – Meet with Class for Introductions, Overview of**   **Internship Experience, and Discussion of Expectations** |
| August 23rd – August 27th | * Internship Experience Planning Form Due August 24th |
| August 30th – September 3rd | * Reflective Journal Week 1 Due |
| September 6th – September 10th | * Reflective Journal Week 2 Due |

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| September 13th – September 17th | * Reflective Journal Week 3 Due * Job Documents Submission 1 Due September 14th |
| September 20th – September 24th | * Reflective Journal Week 4 Due |
| September 27th – October 1st | * **September 28th – Meet with Class for Discussion of Internship Experiences, Professional Values, and Job Searching** * Reflective Journal Week 5 Due * Mid-Semester Evaluation Due September 28th |
| October 4th – October 8th | * Reflective Journal Week 6 Due |
| October 11th – October 15th | * Reflective Journal Week 7 Due |
| October 18th – October 22nd | * Reflective Journal Week 8 Due * Job Documents Revised Submission Due October 19th |

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| October 25th – October 29th | * Reflective Journal Week 9 Due |
| November 1st – November 5th | * Reflective Journal Week 10 Due |
| November 8th – November 12th | * Reflective Journal Week 11 Due |
| November 15th – November 19th | * Internship Experience Reflection Due November 16th |
| November 22nd – November 26th | * Fall Break |
| November 29th – December 3rd | * **November 30th – Meet with Class for Final Reflections, Extending Notions of Professionalism in the Field, Discussion of Experiences** * Final Evaluation Due November 30th * Internship Log Due November 30th |