

EXP 000: Internships and Career Experiences

Fall & Spring Course Syllabus

Course Information

Instructor

Chiho Sawada, PhD – Asst. Director, Internships & Career Experiences, Texas Career Engagement, 512-471-2425

Office Hours: Please email the instructor (chiho.sawada@austin.utexas.edu) to schedule a virtual meeting or to ask your questions about the course.

Learning Objectives

This is an online, self-guided course with no required in-person or virtual class meetings. The course is facilitated through the UT Austin Canvas site <http://canvas.utexas.edu/>.

Course assignments are designed to enhance your career readiness during an internship or other career experience. Throughout the course you will have access to resources and activities to help you:

- create and evaluate learning goals focused on areas of skill, professional, and career development;
- identify personal career interests and preferences based on your experience;
- reflect on the individual decision-making processes of present and future career objectives; and
- develop awareness of best practices for areas of career education and career preparedness.

Internship Expectations

Students must work a total of at least 120 hours over a minimum duration of five weeks during the semester or summer of enrollment. If your schedule changes during the internship and you are unable to meet these requirements, please contact the instructor immediately.

Consult with the course instructor prior to quitting your internship. If you are terminated, immediately contact the course instructor. Quitting or otherwise losing your internship during the semester may result in being dropped from the course and receiving a “Q” if you are also enrolled in other courses or “W” if this is the only course you’re enrolled in this semester. Explore deadlines for withdrawing from courses on the academic calendar at <https://registrar.utexas.edu/calendars>

International students may face visa violations for withdrawing from the course. Please consult with your ISSS advisor before quitting your internship.

Assignments & Grading

There are 5 short, required assignments: (1) pre-internship career readiness self-evaluation, (2) Coursera/LinkedIn Learning exercise, (3) resume update or Comprehensive Learner Record sign-up, (4) final self-evaluation, and (5) final internship site evaluation. These assignments will be graded as “complete” or “incomplete.” Successfully submitting these assignments and completing the course will show as a blank grade on your transcript as this is a zero-credit hour course. Failure to complete these assignments will lead to a “Q” or “W” and may also result in a registration bar being placed on your UT file.

In addition to the required assignments, the course offers recommended weekly activities (in Canvas “Modules”) to help you maximize this experience and enhance your resume and professional network. Recommended assignments are not graded.

Course Schedule

Other than the required assignments (in red below), the due dates for recommended assignments listed below serve as a suggestion. Your internship dates will likely not match with the course dates, which will not affect your progress through the course. Complete the recommended assignments during the appropriate weeks of your internship as best as you can.

Assignment	Instructions	Due Date
Pre-Internship Self-Evaluation	[Required] Complete the pre-experience self-evaluation on Canvas. Your responses will <u>not</u> be shared with the class.	Week 1
Introductions	Peer-to-peer learning is a great way to explore career paths and discover new opportunities. Use the Canvas discussion form to introduce yourself to your peers! Information you can include: <ul style="list-style-type: none"> Your name, major, classification/graduation year What company you're working for and your position title Your career plans/goals Any other information you'd like to share about yourself 	Week 2
Goal Setting & Finding Success	A focus on student learning is what sets career experiences apart from other jobs. Create 3-5 learning goals that you would like to achieve during your internship. Be sure to review these goals with your supervisor at the beginning, middle, and end of your internship. Use the resources and template in Canvas to help you begin. Now that you have created your goals, consider what success in your internship means to you. Maybe it is learning a new skill or receiving a full-time job offer. It is important to remember that everyone has a different definition of what success is. Review the resources in Canvas to learn different ways to find success during your internship.	Week 3
Self-Exploration	Self-awareness plays a significant role in your career decision-making process. You should pursue careers and experiences that match your strengths and interests. This strategy will help ensure your overall career satisfaction. Begin the self-exploration process by answering the questions below. Then ask three other people who know you well (e.g., family, friends, coworkers, classmates, teammates) to answer the questions about you. Analyze the four different responses to determine what strengths you possess and how these are perceived by others. Consider which answers you agreed with and disagreed with, and why that might be. <ul style="list-style-type: none"> What am I best at? What is one thing people come to me for help with? What seems to come most easily to me? What tasks/activities/responsibilities seem to energize or excite me most? 	Week 4
Work Interests Assessment	Take the Focus 2 Work Interest Assessment linked to in Canvas. After completing the assessment, view your results and consider the following questions: <ul style="list-style-type: none"> What are my top three results? Am I surprised by these? Do my results match my current internship/career path? If my results don't match, what can I do? Are there other types of careers I want to explore? <p>Access to Focus 2 Career Assessments can be found in Canvas.</p>	Week 5

<p>Progress Reflection</p>	<p>Now that you're at the halfway point of your internship, you should have a better idea of what to expect from the remainder of your internship experience. Reflect on the following questions:</p> <ul style="list-style-type: none"> • How has the position met or not met your expectations? • How will you manage any expectations that are not being met in this internship? And what do you value in those that are met? • What challenges have you faced, and how did you overcome the situation? And what expectations have yielded positive outcomes? <p>Now is also a good time to review your learning goals and determine your progress. Ask yourself the following questions:</p> <ul style="list-style-type: none"> • How much progress have I made? • What goals, if any, have I already accomplished? • What can I do differently to ensure I accomplish my goals? • Are there any new goals I want? Do I need to revise any of my initial goals? 	<p>Week 6</p>
<p>Networking</p>	<p>[Required] Complete the short Coursera (or LinkedIn Learning) exercise.</p> <p>Internships and career experiences are often the first opportunities for students to begin building a professional network. Using LinkedIn, connect with 2-4 colleagues from your current experience. If you do not have a LinkedIn profile, take this opportunity to create one. View the resources in Canvas for information on creating and using LinkedIn.</p>	<p>Week 7</p>
<p>Informational Interview</p>	<p>Having completed the networking exercise, you can proceed to an informational interview - which is a conversation with a professional working in a job, career field, or specific company/organization that interests you. Conduct an informational interview with a professional, other than your direct supervisor, working at your internship site. Review the Canvas resources to learn best practices to ask for an informational interview and a list of sample questions for the interview.</p>	<p>Week 8</p>
<p>Career Readiness Assessment</p>	<p>Explore the "Career Readiness Resources Page" in the Resources section of the Canvas Modules content area. Then, take the "Am I Career Ready?" assessment in Focus2 Career Assessments. After completing the assessment, list two NACE Competencies that you feel are strongest for you. Write a paragraph (3-5 sentences) to provide some ideas as to how you can become more developed within another competency area. What plans or goals do you have regarding this competency?</p>	<p>Week 9</p>
<p>Resume Update & Comprehensive Learner Record</p>	<p>[Required] Take the time to update your resume to include your current experience. Review the resume resources and templates in Canvas. Schedule an appointment with a career coach to have your resume reviewed. Alternatively, learn about Comprehensive Learner Records and Digital Credentials Wallets.</p>	<p>Week 10</p>

<p>Final Reflection</p>	<p>Now that you are nearing the end of your internship experience, it is a good time to reflect on how the experience was beneficial to your career goals and your professional development. Write a summary reflecting on some of the questions below:</p> <ul style="list-style-type: none"> • Were you able to accomplish all your learning goals? If not, what could you have done differently? • What did you enjoy most about this experience? • Did this experience confirm or change your career plans? • What qualities do you prefer from a supervisor? <p>Moving forward, what career experiences would you like to participate in to develop additional skills?</p>	<p>Week 11</p>
<p>Final Self-Evaluation & Internship Site Evaluation</p>	<p>[Required] Complete the post-experience self-evaluation on Canvas. [Required] Complete the final internship site evaluation on Canvas. The links for these surveys can be found in Canvas. Your responses will <u>not</u> be shared with the class.</p>	<p>Week 12</p>

Additional Information

Students with Disabilities

Upon request, the University of Texas at Austin provides appropriate academic accommodations for qualified students with disabilities. Services for Students with Disabilities (SSD) is housed in the Office of the Dean of Students, located on the fourth floor of the Student Services Building. Information on how to register, downloadable forms, including guidelines for documentation, accommodation request letters, and releases of information are available online at <http://diversity.utexas.edu/disability/>. Please do not hesitate to contact SSD at (512) 471-6259 (voice) or 1-866-329- 3986 (video phone).

Adding and Dropping the Course

The academic calendar for each semester is provided at <http://registrar.utexas.edu/calendars>. View the calendar for information on deadlines for nonacademic Q-drops and for a one-time drop. For more information about these policies, please visit the Registrar's office at <https://registrar.utexas.edu/students/registration>.

Personal Pronouns

Class rosters are provided to the instructor with the student's legal name. We will gladly honor your request to address you by a name that is different from what appears on the official roster, and by the gender pronouns you use (she/he/they/ze, etc.). Please advise us of this preference early in the semester so that we may make appropriate changes to records.

Title IX Reporting

Title IX is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Title IX protects all members of our campus community who experience sex discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including dating and domestic violence), stalking, or discrimination on the basis of pregnancy.

When sexual misconduct occurs in our community, the university can: Intervene to prevent harmful behavior from continuing or escalating. Provide support and remedies to students and employees who have experienced harm or have become involved in a Title IX investigation. Investigate and discipline violations of the university's relevant policies. Faculty members and certain staff members are considered "Mandatory Reporters (Responsible Employees) which means that they are required to report violations of Title IX to the Title IX Coordinator. **I am a Responsible Employee and must report any Title IX related incidents that are disclosed in writing, discussion, or one-on-one in this course.** For more information about reporting options and resources, visit <https://titleix.utexas.edu/>.

Amendments to the Syllabus

You will be responsible for all information that has been distributed or communicated through Canvas. You are also responsible for checking Canvas for any announcements, changes, or updates that affect your enrollment in this course.

Helpful Internship & Career Resources

Texas Career Engagement: <https://careerengagement.utexas.edu/>

HireUTexas Powered by Handshake: <https://utaustin.joinhandshake.com/>

UT Austin Career Centers: <https://careerengagement.utexas.edu/career-centers/>