Prerequisite: Consent from the Division Director

COURSE SYLLABUS

I. COURSE DESCRIPTION

Three to six semester hours. Assists students with application of knowledge and skills obtained through coursework to practical situations in an organizational setting. Seminar serves as a vehicle for discussion of experiences, critical thinking, and problem solving. Students who take the course for 3 credit hours must complete a minimum of 150 clock hours in the internship over the course of the semester. Students may take this course for 6 credit hours, which requires an additional 150 clock hours in the internship (total of 300 hours).

REQUIRED TEXT: Appropriate style manual (APA, MLA, Chicago, etc.) to be determined by student’s primary discipline/field of study.

II. PROGRAM LEARNING OUTCOMES

Master of Interdisciplinary Studies (MIS)
1. Students will demonstrate the ability to translate abstract learning goals into tangible degree plans.
2. Students will integrate knowledge and modes of thinking from two or more disciplines.
3. Students will perceive value in the broad perspectives furnished by the interdisciplinary degree.

Master of Arts in Publishing
1. The student will develop entry-level writing, editing, and/or production skills in preparation for internships in the publishing industry.
2. The student will understand how publications (books, magazines/journals, digital publications, etc.) are planned, organized, edited, designed, and published.
3. The student will acquire skills related to the publishing process (set up through distribution of the final product), such as fact-checking, researching, and collaborating with authors.
4. The student will be familiar with graphic design and publishing technologies.
5. The student will recognize and value publications with regards to publication integrity, design aesthetic, and professionalism.
6. The student will communicate effectively with authors, marketing agencies, design firms, and printers.

III. COURSE OBJECTIVES (Student Learning Outcomes: SLO)

1. Demonstrate professional demeanor in behavior, appearance, and communication in an organizational setting.
2. Practice personal reflection and self-correction to assure continual professional development.
3. Demonstrate the ability to distinguish, appraise, and integrate multiple sources of knowledge into a practical setting.
4. Demonstrate the ability to use supervision and consultation to strengthen the ability to apply knowledge and skills in a practical situation.
5. Demonstrate the ability to attend to professional roles and boundaries in an agency setting.
6. Demonstrate an ability to communicate professionally in a written and verbal format.

IV. INSTRUCTIONAL METHODS

You will spend a minimum of 150 clock hours in your internship placement (approximately 10 hours per week) over the course of the semester. You will also meet one hour per week for a seminar class designed to assist you with integrating the knowledge and skills gained via coursework with your internship experiences. You will maximize learning in the internship through assigned readings, classroom discussion, written assignments and presentations. The seminar requires you to assume a great deal of responsibility for your learning.

V. Credit Hour Justification:

PUBL 570 "Professional Internship" (3 credits) is a supervised experience in publishing with an approved organization. Typically, for a 3-hour internship, students work 150 hours (50 hours per unit of credit). Students intern in fields related directly to their career or academic objectives, and internship sites will foster the development and application of new career-related skills. Internships are not approved for students' existing workplaces. In addition to workplace requirements, students complete a professional portfolio, write an integrative essay, and complete extensive readings.

VI. COMPUTER REQUIREMENTS

This course will utilize Desire2Learn (D2L) to support the delivery of course content (for help with D2L go to http://www.sfaonline.info/supportandtutorials-). You will need basic skills regarding the use of a word processor and web browser. You must have access to a computer that meets the university’s minimum computer system requirements (for specific details go to http://www.sfaonline.info/get-prepared-). Computers are available to you through a number of labs across campus (see www.sfasu.edu or the instructor for details).
Week 1-4: Internship activities, book design and production, promotion activities TBD

Week 5-6: Internship activities continued TBD
Draft of Portfolio Section 1 Due

Week 7: Presentation A

Week 8: Internship activities TBD

Week 9: First Journal Assignment Due

Week 10-11: Internship activities continued TBD
Draft of Integrative Essay Due

Week 12: Presentation B

Week 13-14: Internship activities continued TBD

Week 15: Internship activities continued TBD
Final Portfolio Due

Week 16: Presentation C

VIII. COURSE REQUIREMENTS

A. Class Attendance and Participation: In order for the class to discuss the readings, it is essential that you read assigned material before coming to class, to attend class regularly, and to participate in class discussion. You are responsible for all material covered in class and assigned in the syllabus, whether or not you have attended class.

B. Readings: You are expected to complete assigned readings prior to class and to come to class prepared to discuss the information, as evidenced by active participation in class discussion. For example, you should present well-formulated questions and comments that demonstrate prior preparation.

C. Assignments: You are responsible for completing assignments in accordance with the specific guidelines identified in the assignment description (in the syllabus). Written
assignments are to be typewritten in 12 pt. font with double spacing and 1 inch margins. All assignments should be written in a manner that is consistent with the style guidelines for your primary discipline/field (e.g., APA, MLA, Chicago).

Late assignments will result in 10% of the total possible points being deducted from the total points earned for each day the assignment is late, with 10% deducted immediately following the time at which the assignment is due. The only exception is an excused absence as defined by the SFASU General Bulletin.

D. **Internship Requirements:** You must spend at least 150 clock hours in the internship placement over the course of the semester. If you do not meet the minimum number of hours, you will not successfully complete the course. You should also adhere to the following guidelines:

- Follow the rules of the placement organization, including any specific objectives and guidelines they might require as your host.
- Exercise the utmost discretion in dealing with confidential information such as client records and internal reports.
- Have your supervisor complete and sign the “Report of Intern Performance Rating” form. Submit this form with your portfolio.

**GRADING:**

<table>
<thead>
<tr>
<th>Section</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Section 1- Draft</td>
<td>100</td>
</tr>
<tr>
<td>Journal Assignment</td>
<td>50</td>
</tr>
<tr>
<td>Integrated Essay- Draft</td>
<td>100</td>
</tr>
<tr>
<td>Final Portfolio</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>450</strong></td>
</tr>
</tbody>
</table>

**GRADING SCALE:**

- **A** 90 – 100%
- **B** 80 – 89%
- **C** 70 – 79%
- **D*** 60 – 69%
- **F*** Below 60%

*Not applicable as credit toward graduate degree.

**Academic Integrity (SFASU Policy A-9.1)**

Honesty and representing one’s knowledge and abilities appropriately are important ethical principles. All violations of the Academic Integrity Policy will be addressed in accordance with SFASU Policy A-9.1 (SFASU Policy A-9.1 can be found at the web address below). **All incidents will result in a grade of “0”.** Given the limited number of graded assignments in this course, a “0” could have serious consequences for the student’s academic standing.

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic
honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

**Withheld Grades Semester Grades Policy (A-54)**
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Acceptable Student Behavior**
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

**IX. STUDENTS WITH SPECIAL LEARNING NEEDS AND DISABILITIES**
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).
Internship Portfolio

A portfolio is a collection of information describing and documenting achievements and learning. Portfolios are used for many different purposes such as accreditation of prior experience, job searches, continuing professional development, and certification of competencies. The portfolio for IDS 570 should demonstrate strong undergraduate writing skills, including proper grammar, spelling, and punctuation. It should also demonstrate the student’s attention to detail in document design, intended audience, and professionalism. The portfolio consists of the following components:

**Cover Page**
The **cover page** is to include your name, mailing address, and course number. The cover page is to be included in the final version of the portfolio.

**Section 1: Introductory Materials**
The first item in this section is a **Professional Letter**. The professional letter serves as an introduction for the portfolio by providing background on the contents. Since you will not be able to explain the contents of the portfolio in person, the letter should serve this function. Specifically, you should use it to explain the content and its importance to your portfolio. If the portfolio documents a group or community project, you should describe your contribution to the overall project. If any proprietary documents are included in the portfolio, the letter should state that permission has been granted to the applicant to use the document or documents.

The second item in this section is the **Statement of Purpose**. The statement of purpose is your way of telling your reader who you are and what it is you would like to do with your degree. It should include an explanation of why you chose your particular degree program and what you plan on doing after you earn your degree. The statement of purpose should be written in the form of an essay rather than a letter.

The third item in this section is a current **Résumé**. The résumé should reflect the knowledge, skills and experience you have obtained thus far.

A draft of Section 1 is due no later than *(date/time)*. It is worth a total of 75 points (each item is worth 25 points) and is to be submitted via D2L.

The revised version of this section is due with the final portfolio and is worth 25 points of the total grade for the final portfolio.

**Section 2: Internship Activities**
The first item in this section is your **Daily Log**. The daily log should include a record of each day you spent in the internship (date, beginning time, ending time, and total time). Each daily log sheet should also include the total number of hours reported on the sheet, which must be initialed and dated by your supervisor.

The second item in this section is your **Journal**. See the journal assignment description for specific details.
The last items in this section are **Examples** of your activities. The examples serve to showcase selected activities that you referred to in your daily log, which adds to the understanding and completeness of the portfolio. This section should include at least two examples of your activities.

The revised version of this section is due with the final portfolio and is worth 50 points of the total grade for the portfolio. It should include all of your daily logs, all of your journal entries (revision of the first journal assignment and the final one), and examples of your activities.

**Section 3: Integrative Essay**

This section consists of an **Integrative Essay** that summarizes your internship experience. The essay should include your observations, impressions, reactions and conclusions about your time in the internship. It should also include a discussion of how the skills and knowledge you have acquired in the internship have prepared you for future academic and/or professional endeavors. The essay should be at least 8 double spaced pages.

The draft of the essay is worth 50 points. The draft is to be submitted to D2L no later than (date/time).

The revised version of the essay is due with the final portfolio and is worth 75 points of the total grade for the portfolio.

The final portfolio is to be placed in a three ring binder and organized as outlined above. The final portfolio is worth a total of 200 points. The final portfolio (binder) is due no later than (date/time). Students must also submit an electronic version to D2L by the due date.
Journal Assignments

The journal or log is a tool to help you integrate your classroom learning and your internship. Journaling will enable you to explore your reactions to the organization, to your co-workers, customers/consumers, and your professional development. Your journal entries should focus on the daily internship experiences that impacted you. For instance, what events challenged your values/beliefs or raised feelings in you? What events forced you to use your judgment or creativity? What concepts or theories assisted you in understanding your observations?

**Getting Started:** It may be helpful to choose a specific time and place to write your journal entries. Before you begin, sit quietly and take a few minutes to reflect on the day’s activities. It may help to keep a writing pad available during your internship so that you can quickly capture your thoughts and experiences.

**Step 1:** Review the internship activities for the day and then consider the following:

Is there a conversation or event that you feel you need to look at more carefully? Do you have unresolved feelings about what someone said or did? Or, about something you said, observed or did? Have you been thinking of words you wish you had said or an action you wish you had taken?

Where did you put most of your energy? How would you chart your emotions for a particular day? How are you affected when you feel you lack the knowledge or skills to work with a particular situation? What have you learned about your knowledge and skills?

Are there explanations you would like to give for why you took a particular action or failed to act? Are there questions you have about a situation or policy? Was there a time when you experienced an insight or made a connection between theory and practice? What activities did you engage in and how did they serve the mission or purpose of the organization?

**Step 2:** Write your response to the questions posed above. Be specific in your responses in identifying theoretical and practical concepts. You may choose to write on one thought, feeling, or idea that seemed most significant for that particular day in your internship. Use the journal to reflect on what you are discovering about yourself.

**Step 3:** Include a list of the activities you performed that day in your internship.

As previously noted, you are expected to keep a daily log for each day you spend in your internship (date, time, beginning time, ending time and total time). You should have a journal entry for each day recorded in your daily log. You will submit the daily logs and journal entries two times over the course of the semester. The due dates and materials are as follows:

The first journal assignment is due by (date/time) and consists of a daily log and journal entry for each day spent in the internship during weeks one through eight. These items should be submitted electronically to D2L. This assignment is worth 50 points.

The second journal assignment is due with the final portfolio by (date/time). This should include
a corrected version of the first journal assignment, as well as daily logs and journal entries for each day spent in the internship during weeks nine through fifteen. It should also include examples of your activities in the internship (see the portfolio description for details). This assignment is worth 50 points of the final portfolio grade. Students will submit a hard copy of this assignment (in the portfolio) and an electronic version to D2L.