

Syllabus

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Course Outcomes

- Learn skills that will enable service on the Humanities student council
- Practice leadership while serving on the Humanities student council.
- Develop effective behaviors to use in a professional internship setting
- Understand and use project management skills
- Build cultural competence
- Understand how to build a strong network
- Contribute to effective teams
- Communicate effectively, as outlined in the course
- Harness data

Prerequisite

HCOLL 396R: Internship Preparation

Course Materials

Required

HCOLL Internship Preparation Workbook – Purchased through the BYU Bookstore - If you purchased this workbook for HCOLL 396R, you do not need to purchase it again.

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Assignments

Internship Hours Tracker

A major requirement for this class is to complete your internship hours. Throughout your internship, you must track your hours. Please use the provided excel sheet to track your hours. Log the total hours you worked for the week and the hours you worked daily. You should fill out this sheet weekly, do not put it off till the end of your internship. You will submit your hour's tracker at the end of the course as part of your final assignment.

[Internship Hours Tracker Spreadsheet](#)

Blog Posts

In some of the modules you will be required to post a short video to the course blog and comment on two of your peer's blog posts. Please review the assignment instructions for specific details.

Journal Entries

Throughout the course you are required to make a journal entries in the course journal. Only you and the instructor will be able to view these entries. These entries should be well thought-out and answer the prompts you are given.

Translate Your Internship Experience Assignment

At the end of the course you will be asked to summarize your internship experience in a final assignment. You must pass this assignment to pass the course.

For the written assignments, it is recommended that you type the assignment in a word processor first then copy your work into the course blog/journal. Your writings should be polished, professional, error free and grammatically correct.

Please Note: You must complete all of your assignments before receiving a grade for the course.

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Exams

There are no exams in this course.

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Grading

Assignments	Points
Blog Posts (10 points each)	30
Journal Entries (10 Points Each)	40
Internship Hours Tracker	40
Translating Your Internship Experiences	50
Total	160

Your letter grade will be determined using these percentages:

Grading Scale	
A	100% - 93%
A–	92% - 90%
B+	89% - 87%
B	86% - 83%
B–	82% - 80%
C+	79% - 77%
C	76% - 73%
C–	72% - 70%
D+	69% - 67%
D	66% - 63%
D–	62% - 60%
E (fail)	59% - 0%

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