



Undergraduate Course Syllabus

ENG 490: English Internship

Center: Online

Course Prerequisites

None

Course Description

This is a semester-long, supervised, career- related work experience. The primary goal of the internship experience is to expose students to actual practices in the world of work outside of the classroom, to relate this experience to academic course work and to synthesize the two in a practical application of knowledge in an experiential setting. Secondly, internships offer the opportunity to develop crucial job searching skills, explore career interests, enhance your resume, make contacts in your chosen field and build references for future employment.

Course Outcomes

- Provide an opportunity and environment in which student can test theories learned in the classroom in a real world situation, as well as discover the value of work and the rewards of accomplishment
- Enhance classroom learning through experience with practical application
- Provide a system of accountability, as well as encourage professionalism and develop positive work habits
- Provide an introduction to the human dynamics of working with a variety of individuals
- Make contacts in your chosen field and build a network of references for future employment
- Allow the exploration of career fields to test aptitude for or an interest in a selected occupation
- Complement the education goals of SNHU and support a successful transition from student to professional

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussions	8	37.5	300
Blogs	8	62.5	500
Supervisor Evaluation	1	200	200
		Total Course Points:	1000

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Undergraduate

<i>Total Points: 1,000</i>				
<u>Grade</u>	<u>Numerical Equivalent</u>	<u>Points</u>	<u>Points Equivalent</u>	
			<i>Lower</i>	<i>Upper</i>
A	93-100	4	930	1000
A-	90-92	3.67	900	929
B+	87-89	3.33	870	899
B	83-86	3	830	869
B-	80-82	2.67	800	829
C+	77-79	2.33	770	799
C	73-76	2	730	769
C-	70-72	1.67	700	729
D+	67-69	1.33	670	699
D	60-66	1	600	669
F	0-59	0	0	599
I	Incomplete			
IF	Incomplete/Failure*			
IP	In Progress (past end of term)			
W	Withdrawn			

* Please refer to the [policy page](#) for information on the incomplete grade process.

**For internships, students will be enrolled in a credit-bearing section in their first term. At that end of that term, the instructor will input a final grade of "IP" if the student is passing, or "F" if the student is failing. If the grade is "IP", the instructor will include the expiration date that will be set for 2 weeks from the end of the internship contract date; this will allow for submission of the final project as well as instructor grading. The student will then be enrolled in a 0-credit section for each subsequent term until the internship is completed. In each succeeding term, including the final term, the instructor will continue with the "IP"/"F" grading. After the last term ends, and prior to the expiration date, the instructor will submit a grade change form to the Office of the University Registrar (OUR) with the final alpha grade. The OUR will then change all IP grades for all sections of the internship to that final alpha grade.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Guidelines and Rubrics section of the course.

Weekly Assignment Schedule

All reading and assignment information can be found within each module of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module.

Module	Topics and Assignments
1	<p>Start your Internship</p> <p><i>Collaborate</i></p> <p>1-1 Discussion: Introduction</p> <p>Briefly talk about your internship location, what you will be doing, and what you hope to learn.</p> <p><i>Apply & Discover</i></p> <p>1-2 Reflection Blog: Week 1</p> <p>Each week you will post your experiences and reflections during your internship. In addition to discussing the intricacies of your actual work and position, you will also be required to include the following three items:</p> <ul style="list-style-type: none">• <i>What I Know</i>• <i>What I Want to Learn</i>• <i>What I Have Learned</i> <p>Timesheet initialed by Supervisor</p>
2	<p>Strategic Planning</p> <p>Knowing the Vision, Mission, and Values</p> <p><i>Collaborate</i></p> <p>2-1 Discussion: Vision, Mission and Where Do I Fit In?</p> <p>At this point you should know the vision and mission of the company. How do you see your department and position fitting into the goals of the company? How is the organization aligned departmentally to meet their goals?</p> <p><i>Apply & Discover</i></p> <p>2-2 Reflection Blog: Week 2</p> <p>Each week you will post your experiences and reflections during your internship. In addition to discussing the intricacies of your actual work and position, you will also be required to include the following three items:</p> <ul style="list-style-type: none">• <i>What I Know</i>• <i>What I Want to Learn</i>• <i>What I Have Learned</i> <p>Timesheet initialed by Supervisor</p> <p>[Instructor] Check-In with Supervisor and record in Workplace Contact Log</p>

3	<p>Recognizing Stakeholders</p> <p>Collaborate</p> <p>3-1 Discussion: Who Are the People of Influence?</p> <p>People in companies have various levels of influence – some by the position they hold and others due to their seniority or knowledge. What are the dynamics in your company? Are these effective/efficient? Why or why not?</p> <p>Apply & Discover</p> <p>3-2 Reflection Blog: Week 3</p> <p>Each week you will post your experiences and reflections during your internship. In addition to discussing the intricacies of your actual work and position, you will also be required to include the following three items:</p> <ul style="list-style-type: none"> • What I Know • What I Want to Learn • What I Have Learned <p>Timesheet initialed by Supervisor</p>
4	<p>Understanding Work Behaviors</p> <p>Collaborate</p> <p>4-1 Discussion: Navigating People</p> <p>Much research has been done on how people behave, including in the workplace. Discuss some of your observations and critically assess how personnel would handle change: new leadership or change in direction/goals.</p> <p>Apply & Discover</p> <p>4-2 Reflection Blog: Week 4</p> <p>Each week you will post your experiences and reflections during your internship. In addition to discussing the intricacies of your actual work and position, you will also be required to include the following three items:</p> <ul style="list-style-type: none"> • What I Know • What I Want to Learn • What I Have Learned <p>Timesheet initialed by Supervisor</p> <p>[Instructor] Check-In with Supervisor and record in Workplace Contact Log</p>
5	<p>Developing SWOT</p> <p>Collaborate</p> <p>5-1 Discussion: Using SWOT to Improve</p> <p>Complete a SWOT analysis and share with the class. Discuss how some strengths could be used to counter weaknesses and how some opportunities could be used to counter threats. Also, critically consider whether the strengths and opportunities at your company are being utilized.</p> <p>Apply & Discover</p> <p>5-2 Reflection Blog: Week 5</p> <p>Each week you will post your experiences and reflections during your internship. In addition to discussing the intricacies of your actual work and position, you will also be required to include the following three items:</p>

	<ul style="list-style-type: none"> • What I Know • What I Want to Learn • What I Have Learned <p>Timesheet initialed by Supervisor</p>
6	<p>Mapping Decisions</p> <p>Collaborate</p> <p>6-1 Discussion: How are Decisions Made?</p> <p>During your internship, countless decisions are being made – some large, some small, some with major impact and some with minor impact. Consider the way these decisions are made: are they from an individual or from a group? How are they presented? How are they received? Discuss how decisions are made, whether they are effectively communicated and how they are reacted to by the company staff.</p> <p>Apply & Discover</p> <p>6-2 Reflection Blog: Week 6</p> <p>Each week you will post your experiences and reflections during your internship. In addition to discussing the intricacies of your actual work and position, you will also be required to include the following three items:</p> <ul style="list-style-type: none"> • What I Know • What I Want to Learn • What I Have Learned <p>Timesheet initialed by Supervisor</p> <p>[Instructor] Internship Evaluation form provided to Supervisor (due week 7)</p> <p>[Instructor] Check-In with Supervisor and record in Workplace Contact Log</p>
7	<p>Business & Market Analysis</p> <p>Market Segmenting, Targeting, and Planning</p> <p>Collaborate</p> <p>7-1 Discussion: What's Everyone Else Doing?</p> <p>Your company is part of a larger market segment. Discuss with others how it fits in the market segment, whether or not you think it's competitive in the market (why or why not), and what it can do to enhance its competitiveness.</p> <p>Apply & Discover</p> <p>7-2 Reflection Blog: Week 7</p> <p>Each week you will post your experiences and reflections during your internship. In addition to discussing the intricacies of your actual work and position, you will also be required to include the following three items:</p> <ul style="list-style-type: none"> • What I Know • What I Want to Learn • What I Have Learned <p>Timesheet initialed by Supervisor</p> <p>[Instructor] Internship Evaluation form completed by Supervisor & returned</p> <p>[Instructor] Submit completed Evaluation form to Brightspace</p>

8	<p>Final Thoughts</p> <p><i>Collaborate</i></p> <p>8-1 Discussion: Effective Management</p> <p>What will you take away from this internship? Were there any management skills you learned or observed that particularly stood out for you? How would you classify or categorize the management at this particular company? If you were running this company tomorrow, what one thing would change?</p> <p><i>Apply & Discover</i></p> <p>8-2 Reflection Blog: Week 8</p> <p>Each week you will post your experiences and reflections during your internship. In addition to discussing the intricacies of your actual work and position, you will also be required to include the following three items:</p> <ul style="list-style-type: none"> • <i>What I Know</i> • <i>What I Want to Learn</i> • <i>What I Have Learned</i> <p>8-3 Final Paperwork</p> <p>Timesheet initialed by Supervisor</p> <p>[Instructor] Timesheet completed by Supervisor & returned</p> <p>[Instructor] Submit completed Timesheet to Brightspace</p> <p>[Instructor] Check-In with Supervisor and record in Workplace Contact Log</p> <p>[Instructor] Submit completed Contact Log to Brightspace</p>
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Attendance Policy

Online students are required to submit a graded assignment/discussion during the first week of class. If a student does not submit a posting to the graded assignment/discussion during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the [full attendance policy](#).

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

SNHU College of Online and Continuing Education Student Handbook

Review the [student handbook](#).

ADA/504 Compliance Statement

Southern New Hampshire University is dedicated to providing equal access to individuals with disabilities, including intellectual disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The university prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities.

As soon as you become aware of a disability, we encourage you to contact the Online Accessibility Center (OAC) to discuss accommodations for which you may be qualified. Reasonable accommodations are established through an interactive process between the student and the OAC. Note that accommodations are not retroactive and that disability accommodations are not provided until an accommodation letter has been processed.

Contact Information:

Online Accessibility Center

Phone: 866-305-9430

Email: oad@snhu.edu

For questions concerning support services, documentation guidelines, or general disability issues, visit the [Online Accessibility Center](#) website.

If you feel you have been denied appropriate disability-related accommodations, including appropriate auxiliary aids and services, you may file a grievance as described in the ADA/504 Grievance Policy found on the [Disability Services](#) webpage.

Academic Honesty Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic honesty policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

SNHU College of Online and Continuing Education Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).

Student Work Samples

For the purpose of continuous improvement of our educational training, Southern New Hampshire University's College of Online and Continuing Education may, on occasion, utilize anonymous student work samples for internal professional development and staff training. If you have any questions or concerns, contact your advisor. If you would like to withdraw permission for use of your work, please email assessmentcalibration@snhu.edu.