

## **ARTS 3005: Applied Study Internship**

### **Course Overview:**

This applied study 3 credit hour course is based on a minimum 120 hour paid or volunteer internship (usually 10 hours a week over a 13 week academic term or full-time over a term) at a non-profit organization, business, or other partner. In addition to having a workplace supervisor onsite, the student will have a faculty supervisor who oversees the academic component of the course, which includes a learning plan, monthly reports, and a final academic project.

### **General Internship Responsibilities:**

#### **Student Interns:**

- Engage in work onsite for a minimum of four weeks, on a schedule determined in consultation with the onsite supervisor and in keeping with the learning plan.
- Track your work and reflect on it in four reports and an academic project as arranged with your faculty supervisor.
- Complete training, including reading and related materials, as assigned by your onsite supervisor and/or faculty supervisor.
- Complete tasks as assigned by your onsite supervisor, working through the objectives outlined in the learning plan (Appendix A).
- After setting the learning plan with the faculty supervisor, have at least one meeting with your faculty supervisor to discuss progress and experiences. More meetings may be required.

#### **Onsite Supervisors:**

- Assign duties, supervise, and mentor interns onsite.
- Periodically review the learning objectives developed by the student intern and their faculty supervisor.
- Provide training and related readings as required, in addition to assigning weekly tasks.
- Complete a final progress report assessing the quality of the intern's overall work as well as their major accomplishments. ( Appendix B.)

#### **Faculty Supervisors:**

- Review, provide feedback, and grade the learning plan, monthly reports, and academic requirements.
- Meet with student interns in person or electronically as required.
- Assign readings, if appropriate.
- Communicate with the intern and onsite supervisor throughout the term as needed. Check in with the onsite supervisor at least once, preferably in the first month.

## **Student Assignments and Assessment:**

The academic portion of the internship helps you to reflect on and identify your relevant skills and how they can be applied in the workplace. To support this, the academic portion of the internship has some combination of the following components:

- 1. Learning Plan** - see attached
- 2. Reports** – Approximately 750 word reflections on your learning objectives and the broader internship. Address such questions as:
  - a. How are your contributions fitting into the mandate of your organization?
  - b. What challenges/opportunities exist at your workplace?
  - c. What challenges are you facing at your internship and how might you overcome them?
  - d. What are you learning that will help you in your academic discipline?

### **3. Final Academic project**

The major project can be a single piece of work or a series of smaller assignments. The faculty supervisor must be consulted on the nature and goals of the project. The project is normally 3000 words and includes with the following elements:

- a. background on the organization you are placed with and how this project benefits them;
- b. the goal of the overall project or a research question to be answered;
- c. a description of the research methods or approach you intend to use (e.g., data collection, literature review);
- d. an explanation of the expected outcomes (e.g., a final research paper, a tool that your onsite supervisor will use at their organization to solve a problem that they have, a contribution to the knowledge base of your organization, a feature event or events for your organization);
- e. 2-3 sources you will use to provide context to your project and a short description of the sources and how they will be used; and

### **4. Grade distribution**

- a. Onsite evaluation of professionalism, competency, and time management (Assessed by onsite supervisor) – 25%
- b. Monthly reports, final academic project (Assessed by faculty supervisor) – 75%

### **5. Grading Scale**

A+	90-100%	
A	85-89%	Excellent
A-	80- 84%	
B+	77-79%	
B	73-76%	Good Performance

B-	70-72%	
C+	65-69%	
C	60-64%	Satisfactory Performance
D	50-59%	Minimally Acceptable
F	0-49%	Failure

## **6. Academic Regulations**

Students must familiarize themselves with the “University-Wide Academic Regulations,” in the current UNB *Undergraduate Calendar*.