**Syllabus Resource**

This document is not a comprehensive syllabus and does not include general UVU policy, grading scales, campus resources, etc. The purpose of the document is to provide and describe useful internship related content that you can add to your own syllabus. The only required assignments for UVU internship courses are the end of semester Supervisor Evaluation and the Internship Completion Assessment.

Course Description

This course is designed to help you get the most out of your internship experience. It will help you and your internship provider remain accountable and give you the opportunity to evaluate and reflect on the learning experience.  The course provides the opportunity for feedback and increased learning through your internship experience and your faculty instructor/supervisor.

Intern Requirements

* Comply with the internship provider's rules and regulations: report for work on time, complete assignments promptly and effectively, and maintain a professional attitude and appearance.
* Notify your internship coordinator and/or faculty supervisor of any unavoidable absences, changes in job status or any difficulties experienced with the internship site or internship site supervisor.
* Notify your internship site supervisor of any changes in enrollment status.
* Contact your faculty supervisor and/or internship coordinator to report progress during the semester as specified by the course. You are responsible to follow departmental and course requirements.
* Complete all academic assignments on time including the end of semester Supervisor Evaluation.  It is recommended that you meet with the site supervisor regarding this evaluation.  Either way, it is recommended that at the end of your experience you receive feedback from the supervisor to help you assess your performance, so you can improve skills in areas that need improvement.
* Complete 60 hours of work at the internship site for each 1 hour of college credit.  Some departments and/or colleges will require 75 hours of service per credit hour

Assignment Descriptions

See Assignments section to view detailed instructions for each assignment.

**Learning Agreement:**The Internship Learning Agreement is a digital document agreement that interns, internship site supervisors, and faculty instructors should mutually agree upon to determine the goals and objectives of the internship.

**Midterm Supervisor Evaluation**: The Midterm Supervisor Evaluation is completed by your internship site supervisor during the middle of the semester to assess progress and to identify needed areas of improvement.

**Networking Opportunity**: The Networking Opportunity is an assignment designed to help you make new contacts and build new opportunities for your future career goals.

**Supervisor Evaluation:** The Supervisor Evaluation is completed by your internship site supervisor. This evaluation is used to assess your overall performance during the internship experience and to identify needed areas of improvement.

**Internship Completion Assessment:**Every student who completes an internship will provide self-review and feedback of their experience through the Internship Completion Assessment.

**Resume and Reflection Paper:**Following the completion of your internship you will write a paper summarizing your learning experience. You will explain how you met your agreed upon objectives and expectations including a summary of what you learned from your objectives. You will also assess how the internship prepared you for your future career. You will also create or update your current Resume to include the new skills and experiences that you gained from your internship.

**Hours Record Log**: You will also need to record the hours that you completed during the internship by way of the Hours Record Log.

Assignment Due Dates

* Learning Agreement: *Due at the beginning of your internship*
* Mid-Term Evaluation*: Due at the mid-point of your internship.*
* Networking Opportunity*: Due at the mid-point of your internship*
* Supervisor Evaluation: *Due the last week of your internship*
* Internship Completion Assessment:  *Due the last week of your internship*
* Resume and Reflection Paper: *Due at the end of your internship*
* Hours Record Log*: Due at the end of your internship*