

HON 275: Honors Internship  
Fall 2017  
Dr. Christopher Keller

### COURSE DESCRIPTION

HON 275 is an academic component connected to a Mahurin Honors College scholar's approved internship. This course helps honors scholars think through the academic, professional, and personal implications of their internship experience. Additionally, it engages students in course assignments that sharpen the skills they learn during the internship and project them forward into other academic and professional endeavors. In other words, the value of an internship experience lies not only in what you accomplished on the job but also on how you reflect on internship activities and make the most of them going forward.

### CATALOG DESCRIPTION

HON 275. HONORS INTERNSHIP I. (3) Prerequisite: Good standing in the Honors College. First semester course offering practical experience for honors students in a supervised work situation with a cooperative organization, agency, or entity.

### REQUIREMENTS

To be enrolled in HON 275, students must submit an Honors Internship Application and have it approved by the Associate Director no later than the first day of the semester in which HON 275 is taken. This application and guidelines for internships can be found at [www.wku.edu/honors/forms/internships.php](http://www.wku.edu/honors/forms/internships.php). Students may **not** enroll in HON 275 and HON 375 simultaneously. HON 275 is taken in conjunction with an Honors College student's *first* internship experience. HON 375 is taken in conjunction with a student's *second* (or second-semester) internship experience. NOTE: A student may take HON 275 in the semester immediately following an internship but not spaced further apart than that. For example, if a student holds an internship in the summer, he or she may take HON 275 in the subsequent fall semester but not the following spring.

### COURSE STRUCTURE

HON 275 is a three-credit course that meets face to face every **three** weeks during the semester (class meeting dates are listed below); however, students will work independently and submit assignments through Blackboard every other week during the semester.

### COURSE READINGS

HON 275 does require students to purchase any course readings; however, a few course readings will be available to students as PDFs via Blackboard.

### LEARNING OUTCOMES

Upon completion of the internship and HON 275, students will be able to do the following:

- Draw connections between academic coursework and internship workplace skills to understand how the two inform one another
- Understand how the internship experience influences future career goals and perspectives
- Reflect on leadership capacities and communication in the internship environment
- Improve writing and presentation skills
- Develop an ePortfolio that showcases the internship experience to an intended audience

## ASSIGNMENTS

Attendance & Participation	10%
Introductory Essay	05%
Bi-Weekly Assignments	30%
Resume	10%
ePortfolio	35%
Presentation	10%

## ASSIGNMENT DESCRIPTIONS

*Attendance & Participation:* HON 275 meets only six times during the semester, so attendance and participation is mandatory and expected. Students with one unexcused absence will not be penalized; however, students who miss more than one will be penalized by 10% of their grade for next absence; missing more than two classes will be grounds for being dropped from the course. Participation means taking a meaningful role in classroom activities and conversations.

*Introductory Essay:* For this assignment, expand on the information provided in your internship application to the Mahurin Honors College. More specifically, provide details about the organization in which you'll intern, your supervisor's position, how he or she will supervise you, your specific duties and roles, why you are suited for these duties and roles, how the internship requires you to use knowledge/skills gained in your academic coursework at WKU, how the internship connects with your future career goals, and how the internship provides leadership opportunities, how you expect to benefit from your work in this internship (i.e., how it will specifically help you develop professionally).

*Bi-Weekly Assignments:* Every other week this semester, students will complete an assignment (submitted through Blackboard) that discusses and explores course readings and/or experiences derived from the internship. These assignments may involve reflection, analysis, synthesis, or application of ideas. In most but not all cases, these assignments will contribute directly to students' ePortfolios.

*Resume:* Students will submit a professional resume during the second half of the semester. After feedback, students will revise and submit a final draft resume as part of the ePortfolio.

*ePortfolio:* By semester's end, students will complete a final ePortfolio that utilizes an online platform and ties all they learned during the internship to their academic majors, career goals, and personal and professional development. This ePortfolio is organized to adhere to intended goals and an intended audience, it showcases evidence of work and development, it executes an integrated aesthetic, and it adheres to standards of usability and accessibility for 21<sup>st</sup> century users. The ePortfolio is the culmination of the semester's work and will develop throughout the semester.

*Presentation:* During the last class meeting, students will give a short (5-7 minutes) presentation of their ePortfolios to their classmates and the instructor.

## COURSE MEETING DATES in HCIC 2001 @ 4:00-5:20

Wednesday, August 23

Wednesday, September 13

Wednesday, October 04

Wednesday, October 25

Wednesday, November 15

Wednesday, December 06

## COURSE CALENDER

The calendar below is tentative and subject to change based on course and student needs; any potential change made, however, will be done so to benefit students.

<b>Week 1: Wednesday, August 23</b>	<b>Week 1 Activity</b>
Meet in HCIC 2001@4:00-5:20	Course Introduction
<b>Week 2: Wednesday, August 30</b>	<b>Week 2 Activity</b>
No Class Meeting	Introductory Essay Due via Blackboard
<b>Week 3: Wednesday, September 6</b>	<b>Week 3 Activity</b>
No Class Meeting	No Course Activities Due
<b>Week 4: Wednesday, September 13</b>	<b>Week 4 Activity</b>
Meet in HCIC 2001@4:00-5:20	Bi-Weekly Assignment #1 Due via Blackboard
<b>Week 5: Wednesday, September 20</b>	<b>Week 5 Activity</b>
No Class Meeting	No Course Activities Due
<b>Week 6: Wednesday, September 27</b>	<b>Week 6 Activity</b>
No Class Meeting	Bi-Weekly Assignment #2 Due via Blackboard
<b>Week 7: Wednesday, October 04</b>	<b>Week 7 Activity</b>
Meet in HCIC 2001@4:00-5:20	No Course Activities Due
<b>Week 8: Wednesday, October 11</b>	<b>Week 8 Activity</b>
No Class Meeting	Bi-Weekly Assignment #3 Due via Blackboard
<b>Week 9: Wednesday, October 18</b>	<b>Week 9 Activity</b>
No Class Meeting	Resume Draft Due via Blackboard
<b>Week 10: Wednesday, October 25</b>	<b>Week 10 Activity</b>
Meet in HCIC 2001@4:00-5:20	Bi-Weekly Assignment #4 Due via Blackboard
<b>Week 11: Wednesday, November 01</b>	<b>Week 11 Activity</b>
No Class Meeting	No Course Activities Due

Week 12: Wednesday, November 08	Week 12 Activity
No Class Meeting	Bi-Weekly Assignment #5 Due via Blackboard
Week 13: Wednesday, November 15	Week 13 Activity
Meet in HCIC 2001@4:00-5:20	No Course Activities Due
Week 14: Wednesday, November 22	Week 14 Activity
No Class Meeting	Bi-Weekly Assignment #6 Due via Blackboard
Week 15: Wednesday, November 29	Week 15 Activity
No Class Meeting	No Course Activities Due
Week 16: Wednesday, December 06	Week 16 Activity
Meet in HCIC 2001@4:00-5:20	ePortfolio Presentations