Cleveland State University
Maxine Goodman Levin College of Urban Affairs
UST 490
Urban Internship
Spring 2017
Syllabus

Instructor: Dr. Lisa Thomas
Office number: UR 244
Telephone: 216 687-2206
Email address: m.e.thomas12@csuohio.edu
Office hours: by appointment
Class time: Saturday 11 a.m. to 1 p.m.
Classroom: Room 247

Course Topic and Goals

The Levin College of Urban Affairs requires an internship as part of the graduation requirement. The emphasis on work experience in the field of study is paramount to the success of the student. In the global economy competition is more than racing against the person sitting next to you, it is competing with someone halfway around the world. An internship provides a safe environment for the student to participate in a work experience while applying theories learned in the classroom. There is the added advantage of expanding the learning network to include future employment prospects. An internship can create long-term relationships for students in their chosen field.

Course objectives

1) Students will be able to demonstrate the ability to find an internship placement related to the undergraduate degree
2) Students will be able to report to work and interact with supervisors and peers on a professional basis
3) Students will be able to complete the project outlined in the Learning Contract
4) Students will present the results of their internship in a final paper and presentation.
5) Students will demonstrate the ability to think about the future

Course method

The internship is a field assignment requiring 150 hours on the job. Additionally, the class will meet four times throughout the semester to discuss the progress of the job, prepare for career searches following graduation, and to create networks with other students.

Required readings

Readings may be assigned as required.

Assignments

1. Attendance and satisfactory work performance
2. Final paper
3. Site visit with faculty and supervisor
4. Final evaluation
5. Additional assignments as may be necessary

Grading

Attendance and completion of work hours 75%
Final paper 15%
Site visit and evaluation 10%

UST 490 is graded on a Satisfactory/Unsatisfactory basis

Class policies

Students registering for UST 490 Undergraduate Internship are required to complete the following in order to earn credit:

1) UST 490 Permission Form obtained from the Office of Student Services
2) Complete Undergraduate Internship Student Agreement
3) Fill out *Learning Contract and Educational Plan* with all required signatures.

Return to Rob Ziol in Student Services

4) *Register for UST 490* with your academic advisor

5) Attend all internship classes as scheduled throughout the semester

6) Complete at least 150 hours of work for four credit hours or 300 hours of work for eight credit hours

7) *Agency Evaluation* of student intern form completed by the intern supervisor at the end of the internship

8) *Student Evaluation* form completed by the student intern at the end of the internship.

9) Submit a five page paper at the end of the semester describing the following:
   a. The project assigned by agency
   b. Lessons learned
   c. How the internship relates to the major field of study

**University policies**

Students with special needs should contact the Office of Disability Services at (216) 687-2015 to request accommodations. The office is located in Main Classroom 147. Accommodations need to be requested in advance and will not be granted retroactively. Students should notify the instructor as soon as possible if they have been granted an accommodation through the Office of Disability Services. Accommodation includes the provision of classroom access, auxiliary aids and services to ensure equal opportunities for all students regardless of his or her disability.

*Cleveland State University does not discriminate on the basis of race, sex, age, gender, disability, veteran status, religion, sexual orientation, color or national origin. Subject matter under discussion over the course of the semester may cause*
some tension. The purpose of education is to broaden one’s perspective and see things in a new light.

Academic misconduct: Any form of academic misconduct may earn an immediate grade of F for the course. Cases of academic misconduct will be referred to the Academic Misconduct Review Committee for a hearing. Please familiarize yourself with the various forms of academic misconduct in section 3.1.2 of the CSU Student Handbook, available at http://www.csuohio.edu/studentlife/StudentCodeOfConduct.pdf

Plagiarism is the number one violation for referrals concerning academic misconduct. As you are in the last semester of your last year in college, you must know how to cite a reference. When you use the work of another it must be referenced; direct quotes must give the original author credit while information that is paraphrased must have a reference.

APA Style
The Levin College of Urban Affairs requires APA style for all written work. Use the CSU Writing Center webpage for help in formatting your work in the APA manner. Simple things to consider include title pages, page numbers, the correct spacing between paragraphs and a reference page.

Tentative schedule
January 14  Spring semester begins; internships start
January 21  First class  11:00 a.m. Room 247  Introductions
February 18  Second class 11:00 a.m. Room 247  Career readiness
March 11  Third class 11:00 a.m. Room 247  Interviewing Skills
March 12 – 19  Spring break – will you be working?
March/April  Site visits begin
April 8  Last class 11:00 a.m. Room 247  Public Speaking
May 6  Final paper due