URP 470: Experience Credit Syllabus (3 credits)

Semester: Spring 2015
Instructor: Bill Coplin
Office: 102 Maxwell
Contact: Email Course Administrator Alexandra Louise Doney aldoney@syr.edu
Office Hours: By appointment depending on student schedule

Course Description
URP 470 is a skills-based hybrid course requiring 135 hours of work at a supervised site and a series of written online assignments. The assignments specified below will help you to reflect on your internship experience and personal progress in areas of the 10 Skill Sets identified on the last page of the syllabus. Offered in cooperation with the College of Arts and Sciences Advising office and SU Career Services and implemented by the Public Affairs Program, this experience will help you prepare to pursue a rewarding career path once you graduate.

Eligibility Requirements:
This course is open to all undergraduates at the University who have secured an internship that requires 135 hours of work supervised by someone at the organization providing the internship experience. It counts as an upper-level Arts and Science elective credit.

Learning Objectives:
The learning objectives listed below are described in the SkillsWin! Database or Bill Coplin’s 10 Things Employers Want You to Learn in College Revised Edition 2013

1. Taking Responsibility
2. Developing Physical Skills
3. Communicating Verbally
4. Communicating in Writing
5. Working Directly with People
6. Influencing People
7. Gathering Information
8. Using Quantitative Tools
9. Asking and Answering the Right Questions
10. Solving Problems
Requirements

A. Fully register for the course:

   i. Use the official URP 470: Experience Credit form available at casadvising.syr.edu. Once there, scroll over “Careers & Majors” tab, and click on “Experience/Internships for Credit.” The form is also available at the College of Arts and Sciences Advising office or SU Career Services.

   ii. Carefully read this syllabus and all the required assignments described on the URP 470 page under “Experience/Internships for Credit” before you agree to take this course.

   iii. Submit the Internship Proposal/Agreement and Site Supervisor Learning Agreement to SU Career Services.

   iv. You will receive an email from Career Services and Alex Doney once your application has been accepted. **Within 24 hours of receiving this email,** contact Alexandra Doney at Aldoney@syr.edu to confirm registration.

   **Note:** You will lose one point for each day past your receipt of the email from Ms. Doney.

B. Complete the assignments listed below by the stated deadlines. Materials for these assignments are available on the URP 470 page located at the Advising and Academic Support website under Careers & Majors, “Experience/Internships.”

   1. Career Services’ Reporting Requirements: 10 points
   2. Weekly Hours’ Logs: 10 points
   3. Skills’ Assessments: 10 points
   4. Trend Line Graph Practice Assignment: 5 points
   5. Resume and LinkedIn Profile: 5 points
   6. Final Electronic Portfolio: 30 points
   7. 135 Internship hours: 30 points

   **This course is graded A-F based upon the criteria outlined in the syllabus.**

Brief Description of Assignments

Complete details and assignment forms are available on the website:

A. Career Services Reporting Requirements
a. Mid-term self-evaluation
b. End of term self-evaluation

B. Weekly Hours’ Logs
   a. Submit Weekly Hours to your TA each Saturday by 11:59 PM.
   b. Failure to meet the deadline will result in a deduction of one point and loss of the hours logged for that week.
   c. A required trend line graph of all hours worked during your internship will be submitted in your Electronic Portfolio.

C. Skills Assessments
   a. Use the SkillsWin! Database through the SU Library or the corresponding skills’ set in Bill Coplin’s *10 Things Employers Want You to Learn in College*.
   b. Complete the Skills’ Assessment no later than the third week of the internship.

D. Trend Line Graph Practice Assignment
   a. Use the hours completed during Weeks 1-4 of your internship as data to create a Trend Line Graph using the directions provided.
   b. Insert the graph below the Week 4 hours’ chart.

E. Resume and LinkedIn Profile
   a. Create a LinkedIn Profile and link with Alexandra Doney (Week 1)
      • For tips to get your profile started, visit [LinkedIn for Students](#).
   b. Create a resume at the beginning of class and send it to your TA
      • During the semester you will revise your resume
      • At the end of the semester, place your revised resume as the first item in your ePortfolio with a brief discussion of how it changed. In your reflection paper in your ePortfolio, discuss how the entire experience impacted your resume.

F. Final Electronic Portfolio
This portfolio must be sent to your TA by the end of your internship no later than 9 p.m. on the last day of exams for that semester. This portfolio will include:

I. Up to Date Resume and How it Changed
II. Hours Worked and Tasks Completed
III. Skills Assessments
IV. Reflection Paper
V. Email to Supervisor with Reflection Paper and feedback from Supervisor
VI. Networking Prospect Form
VII. Products Produced during Internship
Internship Hour Requirements
You must complete 135 total internship hours for full credit in the course. If you have completed hours for your internship prior to your enrollment in 470, you may use up to 30 hours towards the necessary 135 hours. You CANNOT count hours logged for a week in which you did not submit an hours’ log.

Losing Points
A. Failure to complete 135 internship hours will result in a point lost for each hour that is not accounted for.
B. Points can be lost for late submission of assignments.
C. Each assignment will be graded according to three criteria:
   • Completeness/ Following Directions
   • Writing Quality
   • Answer Quality
**GRADE SHEET FOR URP 470: Experience Credit**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>MAXIMUM POINTS</th>
<th>YOUR SCORE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Services Reporting</td>
<td>10</td>
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<tr>
<td>Weekly Hours Logs</td>
<td>10</td>
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<td>Skills Assessments</td>
<td>10</td>
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<tr>
<td>Practice Trend Line Graph</td>
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<tr>
<td>Resume and LinkedIn Profile</td>
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<td></td>
<td></td>
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<tr>
<td>Final Electronic Portfolio</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete internship work</td>
<td>30</td>
<td></td>
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</tbody>
</table>

**Total Points Earned:** 100

**POINTS DEDUCTED**

- Failure to respond to emails or phone calls within 24 hours: 1-5 points per incident
- Failure to meet deadlines for all required assignments: 1-5 points
- Failure to complete a total of 135 hours of internship work: 1 point for each hour under 135.

**Points Deducted**  

**Total Final Points**  

**Final Grade**

*Final Grade*

Letter grades are assigned according to the following:  
A=93-100  A-=90-92  
B+=87-89  B=83-86  B-= 80-82  C+ 77-79  C= 73-77  C-=70-72  D=60-69  F= under 60
Additional Policies

1. Syracuse University’s Academic Integrity Policy holds students accountable for the integrity of the work they submit. Students should be familiar with the policy and know that it is their responsibility to learn about course-specific expectations, as well as about University policy. The University policy governs appropriate citation and use of sources, the integrity of work submitted in exams and assignments, and the veracity of signatures on attendance sheets and other verification of participation in class activities. The policy also prohibits students from submitting the same written work in more than one class without receiving written authorization in advance from both instructors. The presumptive penalty for a first offense by an undergraduate student is course failure, accompanied by a transcript notation indicating that the failure resulted from a violation of Academic Integrity Policy. The standard sanction for a first offense by a graduate student is suspension or expulsion. For more information and the complete policy, see the Academic Integrity website.

2. **NO INCOMPLETES** If your work is not finished by 9 p.m. on the last day of the exam period, a zero for the unfinished work will be averaged into the grade. A grade of incomplete will not be given. **No exceptions to this policy.**

3. Disability-Related Accommodations Students who are in need of disability-related academic accommodations must register with the Office of Disability Services (ODS), 804 University Avenue, Room 309, 315-443-4498. Students with authorized disability-related accommodations should provide a current Accommodation Authorization Letter from ODS to the instructor and review those accommodations with the instructor. Accommodations, such as exam administration, are not provided retroactively;
therefore, planning for accommodations as early as possible is necessary. For further information, see the ODS website, Office of Disability Services.