

SAHE 5389: Internship 2 – Student Affairs

Fall 2019, Wednesdays 12:30-3:20pm, ED 4005

Faculty Information

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ED 4041; Office Hours by Appointment

Course Description & Format

With a focus on career development, Internship II emphasizes applying coursework and practice to students' future careers. The course includes functional area exploration, resume and cover letter development, job search strategies, and interviewing skills. The course involves in-class meetings and clocked internship hours. Repeatable with departmental approval.

This course is set up to be a combination of in-class learning, online collaboration and learning, and self-directed learning.

Course Objectives

Through this course students will be able to:

1. increase their understanding of the role, function, and day-to-day responsibilities of professional staff in the specialized area selected, and evaluate their potential for future work in this area;
2. develop their skills in applying classroom learning to a student affairs setting;
3. discuss and learn from both their own internship experiences as well as those of their fellow student interns;
4. prepare for their student affairs job search through developing a resume and cover letter and engaging in mock interviews;
5. increase their interpersonal and communications skills, i.e., teaching, listening, speaking, and writing; and
6. reflect upon their learning and growth through their internship experience.

Course Expectations

Internship Experience: The practical component of the internship experience involves a minimum of 135 clocked hours during the term at the internship site (not including the class seminar time or commuting time). During the internship, each student will be under the direct supervision of the internship supervisor and will be expected to follow departmental routines, procedures, and rules as would any other member of the staff of that department, observing professional standards of confidentiality, courtesy, and ethical conduct.

Internship Hour Log: Students will keep track of their internship hours through a log (provided on SAHE Program TRACS Site → Resources → Internship Resources). The student will track days and hours worked, main tasks or responsibilities, total hours worked that day, and total hours worked in the internship thus far. The log requires a student signature and supervisor signature on each page and will be turned in at the end of the term.

Required Text:

Love, P. (2015). *Job searching in student affairs: Strategies to land the position YOU want* (e-book).

Retrieved from: <https://www.smashwords.com/books/view/516207> (\$9.99)

Additional required readings are available on TRACS.

Late Assignments: Course assignments are expected to be turned in on time. Late assignments turned in within 3 days of the due date will have a 10% grade deduction (i.e., out of a possible 90%). Late assignments turned in between 4-7 days of the due date will have a 20% grade deduction (i.e., out of a possible 80%). After this time frame, late assignments will not be accepted. If there is a special circumstance you are aware of that will inhibit your ability to turn in an assignment on time please come talk to me *prior* to the due date to discuss differing arrangements.

Confidentiality: All information shared in the course (in class and in private areas online) regarding internship experiences and sites will be treated by all members of the class with strict measures of confidentiality. Measures should be taken by all members of the class to create a safe in-class and online environment.

Active Engagement & Presence: Much of the class is discussion-based, and active engagement by class members enhances the discussion and the classroom learning. Thus, it is expected that students are actively engaged and present (both physically and mentally) during each class. When in class it is expected that you are present and engaged with the classroom discussion, refrain from side conversations, and refrain from use of technology when it is not in line with the purpose of class.

Technological Requirements for the Course: Check the TRACS site under “Technical Support and Tips” for information about the technological requirements of the course. Should you have any questions you are encouraged to ask a classmate or contact the ITS help team by e-mail at tracs@txstate.edu, or by telephone at 512.245.5566.

Accommodations for Disabilities: If you are a student with a disability who will require an accommodation(s) to participate in this course, please contact the instructor as soon as possible. You will be asked to provide documentation from the Office of Disability Services. Failure to contact the instructor in a timely manner may delay your accommodations. For information on how to register a disability and on a range of support services, visit the [Office of Disability Services](http://www.ods.txstate.edu/) website at <http://www.ods.txstate.edu/>

Honor Code: To support the goal of maintaining a climate of academic integrity, Texas State University has adopted the Texas State University **Honor Code**. The Honor Code applies to all academic activities and academic work, whether these take place on-campus, off-campus, or online. Texas State expects students to engage in all academic pursuits in a manner that is beyond reproach. Students found in violation of the Honor Code are subject to disciplinary action. Information on the Honor Code and related processes is located at <http://www.txstate.edu/honorcodecouncil/>

Student Resources: For additional information on diversity connections, counseling and mental health services, sexual assault resources, sexual misconduct/Title IX procedures, and new graduate student information visit the [Syllabus Policies & Student Resources](http://www.txstate.edu/clas/about/Department-Policies/Syllabus-Policies-and-Student-Resources.html) page at <http://www.txstate.edu/clas/about/Department-Policies/Syllabus-Policies-and-Student-Resources.html>

Grading Scale: This course is graded as Credit (CR)/ No Credit (F). Anything less than an 80% will constitute as a failing grade. All assignments must be completed to earn a passing grade.

Incompletes: It is expected that all classroom-associated coursework is completed during the term unless there is an extenuating circumstance. If the full 135 internship hours and associated paperwork are not completed by **December 13th** an incomplete may be given and will be replaced with a grade once hours are completed (maximum of 1 year).

Assignments

| <i>Objective</i> | <i>Assignment</i> | <i>Points</i> |
|------------------|---|---------------|
| 1, 2, 3, 6 | Internship Site Components | 25 |
| 2, 3, 5 | Class Participation | 10 |
| 1, 2, 5 | Reflection Papers (3) | 15 |
| 2, 5 | Forum Discussions & Peer Responses (2) | 10 |
| 4, 5, 6 | Job Matrix | 5 |
| 4, 5, 6 | Resume & Cover Letter Draft 1 | 10 |
| 4, 5 | Resume & Cover Letter Peer Review | 10 |
| 4, 5, 6 | Resume & Cover Letter Draft 2 | 10 |
| 4, 5, 6 | Resumes & Cover Letters to SAHE PREP Interviewers | 5 |
| <i>Total</i> | | 100 |

Internship Site Components (25 pts)

- Weekly Hour Submission – due at the end of each week in which you complete internship hours
- Internship Site Visit – schedule at or after 60 hours
- Hour Log – due at **135 Hours** (last day to get credit for Fall is 12/13)
- Supervisor Final Evaluation- due at **135 Hours** (last day to get credit for Fall is 12/13)
- Student Evaluation of Site- due at **135 Hours** (last day to get credit for Fall is 12/13)

Class Participation (10 pts)

This includes in-class exercises, preparedness for class, participation in class activities and discussions, overall demonstrated engagement, and showing respect for your peers, the instructor, and the classroom environment.

Reflection Papers (15 pts)

Reflection is a key aspect of the internship experience and a key component in the learning cycle. Reflection will take place in class as well as out of class. You will submit your online reflections written as ‘in line’ text under the *assignments section* on TRACS (as opposed to word document attachment). There are a total of 3 online reflections:

- Reflection #1 – Career Interests & Internship Goals- **due 9/4**
- Reflection #2 – SAHE PREP- **due 11/27**
- Reflection #3 – Internship and Personal/ Professional Competencies Assessment- **due 12/4**
 - Remember to ALSO complete column 3 of your Personal and Professional Competency Assessment. The version you turn in should therefore have columns 1-3 completed.

Forum Discussions & Peer Responses (10 pts)

As a way to share questions, thoughts, and job searching resources and tips, you will spend some time engaging with your colleagues in the *forum section* on TRACS. You will have 2 forums that each include your initial post (3 points per forum) and responses to at least 2 of your peers' posts (2 points per forum). In order to get the most from these forum posts you are encouraged to read through all of your peers' posts.

- Forum Discussion #1 – Resume & Cover Letter Questions & Tips- **due 9/4 & 9/11**
- Forum Discussion #2 – Job Search Tools/Resources- **due 10/2 & 10/9**

Resume & Cover Letter (40 pts)

The purpose of this assignment is to help you learn the ins and outs of professional resumes and cover letters in student affairs and to help equip you with the tools to effectively present yourself through a resume and cover letter. This will be accomplished through a multi-step process:

- Select two *functional areas* that interest you for your SAHE PREP interviews and post on *TRACS Forums*- **due 9/11**
- Select a *posting* for a job (Position #1) that interests you and that falls into one of the two functional areas that you selected for SAHE PREP. Create a *job matrix* for the position, and post the job description (PDF) and the job matrix on *TRACS Forums* - **due 9/11**
- Develop a *resume* specifically tailored for Position #1 and bring a *hard copy* to class- **due 9/11**
- Revise your *resume* for Position #1 based on new insights and post to *TRACS Forums* - **due 9/18**
- Develop a *cover letter* specifically tailored for Position #1 and post in *TRACS Forums*- **due 9/25**
- You will be assigned to review two of your peers' resumes and cover letters – provide feedback to your peers on these documents. Your feedback should be uploaded as a track-changes word document as a reply to your peers' posts in *TRACS Forums* - **due 10/9**
- Based on the feedback from your peers, create a second-draft of the resume and cover letter for Position #1. You are encouraged to also run your resume and cover letter by colleagues, supervisors, and/or mentors for feedback – submit on *TRACS Assignments* - Resume **due 10/16** & Cover Letter **due 10/23**
- You will receive feedback from me on your resume and cover letter for Position #1 **by 10/30** through the *TRACS Assignments*. Finalize your resume and cover letter for Position #1 based on feedback I provide you (or that others provide you).
- Select a second job description (Position #2) for the second functional area for which you are interviewing during SAHE PREP. Create a new resume and cover letter tailored for Position #2.
- Submit your job descriptions, resumes, and cover letters for Position #1 and Position #2 via email to your interviewer and me (*cc me on the email*) **due 11/13**.
- During SAHE PREP, you will receive additional feedback from the interviewers. Although it is not required in the course, you are encouraged to revise your cover letters and resumes based on their feedback.

Class Schedule

| <i>Date</i> | <i>Topic</i> | <i>Readings</i> | <i>Assignments Due</i> |
|---|--------------------------------------|---|---|
| <i>Week 1</i> Aug 28 In Class | Welcome & Goals | | <i>*note that on days we meet face-to-face assignments are due at 12:30pm; assignments due on days we don't meet are due at midnight</i> |
| <i>Week 2</i> Sep 4 No in-class mtg | Career Interest and Internship Goals | | -Reflection #1 – Career Interests & Internship Goals (Assignments) -Forum Discussion #1- Resume & Cover Letter Questions & Tips (Forums) |
| <i>Week 3</i> Sep 11 In-Class | Student Affairs Resumes | -Video Lesson on Resumes and Cover Letters | -Select 2 functional areas for SAHE PREP (Forums) -Identify job description & create job matrix for position (Forums) -Forum Discussion #1 – Peer Response (Forums) -Resume Draft 1 (bring hard copy TO CLASS) |
| <i>Week 4</i> Sep 18 No in-class mtg | Resumes Cont. | -Love, Chapters 3, 4 -Miller, Why I Tossed Your Resume -Higher Ed Jobs – Resume/CV Advice | -Revised Resume Draft 1 (Forums) |
| <i>Week 5</i> Sep 25 In-Class | Student Affairs Cover Letters | -Love, Chapter 6 -Higher Ed Jobs – Cover Letter Tips -Dagleish- Tiny Yet Powerful CL | - Cover Letter Draft 1 (Forums) |
| Sep 25 - Oct 30 – One-on-one meetings (internship and advising) – Sign up using Doodle | | | |
| <i>Week 6</i> Oct 2 No in-class mtg | Job Search Process & Strategies | -Love, Ch 1 & 2 | - Forum Discussion #2 – Job Search Tools/Resources (Forums) |
| <i>Week 7</i> Oct 9 No in-class mtg | Peer Review | | -Peer Feedback on Resume & Cover Letter Draft 1 (Forums) -Forum Discussion #2 – Peer Response (Forums) |
| <i>Week 8</i> Oct 16 No in-class mtg | Resumes Cont. | | -Resume Draft 2 (Assignments) |
| <i>Week 9</i> Oct 23 No in-class mtg | Cover Letters Cont. | | -Cover Letter Draft 2 (Assignments) |

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| <i>Week 10</i> Oct 30 In-Class | Interviewing Strategies; Selecting References | -Love, Chapters 5, 7 -How to answer 31 most common interview questions -Behavior Interview Questions -Higher Ed Jobs – Interview Strategies | -Bring sample interview questions for internship functional area to class (bring TO CLASS) |
| <i>Week 11</i> Nov 6 In-Class | Job Search Resources; Selecting References | -Ardoin, The Job Hunt -Higher Ed Live Video- #SAsearch | |
| <i>Week 12</i> Nov 13 No in-class mtg | Job Search Resources Cont. | | -Position Descriptions, Resumes and CLs for Positions 1 & 2 – send to me and interviewer (EMAIL the interviewer and cc:me) |
| <i>Week 13</i> TUESDAY Nov 19 | SAHE PREP LBJSC 2:45-6:20pm | | -Bring hard copies of position description, resumes, and CLs to SAHE PREP (Bring to SAHE PREP) |
| <i>Week 14</i> Nov 27 No in-class mtg | | Happy Thanksgiving! | -Reflection #2 – SAHE PREP (Assignments) |
| <i>Week 15</i> Dec 4 In-Class | Job Search Process & Strategies Part; Negotiation Course Wrap Up | -Higher Ed Live: Transitioning from Grad to New Professional | -Reflection #3 – Internship and Professional/Personal Competencies (Assignments) -Personal & Professional Competencies Assessment, Columns 1-3 (Assignments) |
| Dec 13 – Last day to turn in Internship Hour Log & Internship Site Evaluation (In-class by 12/4 or Email thereafter) | | | |