

MDA 250: INTERNSHIP FOR THE LIBERAL ARTS

WORK AND CAREER—THEORY AND PRACTICE

Online Course

Syllabus • Summer 2014

Professor: Steve Posner; posner@usc.edu • Blackboard Site: <https://blackboard.usc.edu>

LEARNING OBJECTIVES

The course is a distance-learning course. All assignments are posted online on the Blackboard website at <https://blackboard.usc.edu>.

Students will integrate experiential learning with readings, online discussions, web-based videoconferences, and reflective writing assignments.

Certain segments of the course will focus on topics related to an academic view of work as well as practical examinations of workplace realities.

The internship experience will be evaluated on a variety of levels to gain an understanding of the world of work from differing viewpoints. The liberal arts focus will be reflected in views of work described in multiple fields including business and psychology.

A primary aim is to grasp what is needed to achieve excellence as a working intern, and to apply your insights during your summer experience. This will help ensure your success as a regular employee after you graduate.

TECHNOLOGY REQUIREMENTS

- ✓ A webcam for online interactive video communication
- ✓ A headset for online interactive audio communication
- ✓ ooVoo videoconferencing software (available for free at oovoo.com)

Note: student/instructor videoconferences may be recorded for research purposes.

INTERNSHIP REQUIREMENTS

- ✓ Students must work a minimum of 8 hours per week as an intern.
- ✓ Internships must begin by June 2, 2014.

- ✓ Students must submit a completed Employer Agreement Form by June 2, 2014.
(Form available for download at the Blackboard site.)
- ✓ A Performance Evaluation must be completed by the employer and submitted on or prior to July 19, 2014 *(Form available for download at the Blackboard site).*

ASSIGNMENTS

This is a one-credit course. Assignment and course grades will be posted on Blackboard.

- ✓ Every assignment must be uploaded to Blackboard.
- ✓ Any assignment turned in late may receive one or more letter grade deductions unless you have obtained permission prior to the submission deadline.
- ✓ For assignments submitted later than one week past its due date, you may receive a grade of F or no credit unless you have obtained permission prior to the due date.
- ✓ Unless you obtain a waiver, any assignment not completed will receive a grade of F or no credit.

If you have any missing assignments it is possible that you may not pass the course, or you might not receive a final grade higher than a D-.

DESCRIPTION OF ASSIGNMENTS

all are required – missing assignments could result in reduced course grade of several letters or failure of the course

• Subject to Revision •

➤ Employer Agreement REQUIRED

Submitted by your employer to assess your performance. The form is available for download at the Blackboard site.

Due Date: June 2, 2014 (form available for download on the Blackboard site)

➤ Discussion Board Comments • credit/no credit

Readings and videos will be posted online at Blackboard for Discussion Board commentary by all course participants.

- Topic: Readings on Internships
Due Date: May 27, 2014
- Topic: Video on Leadership
Due Date: June 9, 2014
- Topic: Video on Attitude
Due Date: June 23, 2014

➤ The Ideal Intern • letter grade

A memo describing the criteria that you believe an employer should use when evaluating an intern's performance.

Due Date: May 27, 2014 (sample memo available for download on the Blackboard site)

➤ Peer Group Video Conferences • credit/no credit

Three online ooVoo videoconferences with members of your group to discuss and evaluate your internship experience. Record each session and upload the video files to the website at <http://dropbox.yousendit.com/steveposner>. Your fellow group members and their email addresses will be listed on Blackboard so you can schedule convenient conference times by consensus.

Due Dates: Conference 1 by June 2 • Conference 2 by June 16 • Conference 3 by July 7 (free conferencing software available at ooVoo.com)

➤ Self-Evaluation • credit/no credit

A detailed memo evaluating your own performance as an intern.

Due Date: July 14, 2014 (form available for download on the Blackboard site)

➤ Employer Performance Evaluation • credit/no credit

The quality of your performance, as indicated in this form, will be considered when determining your course grade.

Due Date: July 18, 2014 (form available for download on the Blackboard site)

➤ Peer Group Evaluation • letter grade

A detailed memo evaluating the internship experience of each one of your team members based on the conversations held during the online ooVoo videoconferences. If needed, you may also request additional information from one or more of your group members and/or choose to engage in further discussions with any or all them to help you develop a more comprehensive assessment. This practical evaluation should be written from the perspective of an employer, as if you were the internship supervisor submitting a report to your colleagues.

Due Date: July 21, 2014 (sample memo available for download on the Blackboard site)

GRADES

Assuming that all of the assignments are completed, the two memos and the job assessment from your employer will largely determine the letter grade for the course. The Peer Group Evaluation will be weighted significantly higher than the other items. (Ignore the points that Blackboard automatically assigns to each assignment.)

✓ *The completion of every one of the written assignments is mandatory.*

✓ *Participation in every one of the ooVoo videoconferences is required.*

✓ *Missing assignments could result in an F for the course or a reduced course grade of several letters.*

You will be notified via email of any revisions to the assignments and/or changes in deadlines.