COURSE OBJECTIVE

The purpose of this course is to give you real-world experience to complement The Citadel’s mission: “To produce graduates who understand issues, ideas, and values that are of importance to society.” The outcome of this experience is to help you gain critical, creative and effective communication skills to apply abstract concepts to concrete situations.

As an intern, you will learn about the variety of issues faced by organizations and their managers, meet all reporting requirements of the internship host, and take initiative each day in order to have a variety of duties and experiences that significantly enhance your ability to gather and analyze information.

COURSE REQUIREMENTS

1. **You will be registered** for The Citadel in DC Internship (Check Lesesne Gateway account)
2. **Complete** your experience with the host firm (minimum 15 hours week up to 40 hrs week).
3. Submit weekly assignments **by Sunday 11:59 p.m.**
4. Meet all reporting requirements of the internship host and **take initiative each day** in order to **have a variety of duties and experiences** that significantly enhance your understanding. Look for applications of what you are studying at The Citadel.
5. **THINK AND ACT LIKE A PROFESSIONAL!**

EXPECTED COMPETENCIES

1. Students will enhance their understanding of the workplace environment, organization and culture and gain a professional perspective of a chosen field and reflect on their experiences through a weekly journal.
2. Students will demonstrate professional skills such as reporting to work on time, meeting deadlines, completing assigned tasks and dressing and behaving appropriately for business.
3. Students will think critically and analytically in a workplace setting.
4. Students will enhance their communication, craft and leadership skills.
5. Students will be able to share professional experiences regarding their internship with members of The Citadel faculty, staff and other students.

DISABILITY DISCLOSURE STATEMENT

If you feel that you may need some type of accommodations, please visit the Academic Support Center, 117 Thompson Hall, Dr. Jane Warner, or phone for an appointment 843-953-5305. This office is responsible for reviewing documentation provided by students requesting academic accommodations and for accommodations in cooperation with students and instructors as needed and is consistent with course requirements. This applies to internship sites as well so be sure to communicate with your course instructor and site preceptor if this applies so they are aware of your needs. Accommodations are individualized, flexible and confidential based on the nature of the disability and the academic environment in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students are encouraged to consult with the Disability Services staff early in the semester, preferably prior to the first day of class.

ACADEMIC INTEGRITY POLICY

Statement of Vision: Achieving excellence in the education and development of principled leaders. Core Values: “Honor, Duty and Respect”. Honor includes adherence to the Honor Code of The Citadel. A student “will not lie, cheat or steal, nor tolerate those who do.” The commitment to honor extends beyond the gates of The Citadel and is a life-long obligation to moral and ethical behavior. To accept and accomplish the responsibilities assigned and to accept the consequences associated with performance and actions. To treat other people with dignity and worth-the way you want others to treat you.
REPORTING & DOCUMENTATION REQUIREMENTS

IMPORTANT: Failure to submit assignments on time will impact your overall grade.

1. **PRE and POST ASSESSMENTS (10%)** These assessments will be emailed to you in order for the Course Instructor to assess your thoughts and actions (self-rating) about The Citadel in DC overall programming (communication, internship, facility, mentoring, skill development, etc.).

2. **WEEKLY REFLECTIONS (30%):** START THE 2ND FULL WEEK OF THE PROGRAM and submit weekly by Sunday 11:59 pm. Email your weekly reflection to spope@citadel.edu in the following format:

   "Subject Line: YOUR NAME - SITE NAME (Business, Org., Agency) - Date
   (ex. DAVID DAYS – OFFICE OF TIM SCOTT - June 19th 2018)

   **Apply and think critically when documenting your experience.** Address challenges in a professional manner. Show evidence of professionalism.
   
   A. Submit in a well-organized, error free email to spope@citadel.edu. One-half page (about 250 words or 3 paragraphs), either in a word doc or in the body of the email.
   B. Identify something learned or achieved.
   C. Identify a job duty or transferrable skill gained in the work place.
   D. Address a challenge or a goal for the coming week(s).
   E. Address if/how/what it applies/correlates to your academic studies - classroom info. and knowledge.

3. **INFORMATIONAL INTERVIEW AND ARTICLE REVIEW (15%):** For help see INFORMATIONAL INTERVIEW GUIDELINES.pdf found at The Citadel Career Center homepage > Resources > Informational Interview. Conduct a brief informational interview to gain information regarding a particular career field. Citadel mentors, a work preceptor, or colleague would be a good point of contact for this. In a 1-page, double-spaced word document.

   A. Well organized, error free and submitted on time.
   B. Header with your name your mentor’s name/ mentor’s title and organization.
   C. Address something learned about your mentor’s career path.
   D. Address how you, as a student, could achieve a goal related to the profession.
   E. Address challenges or obstacles to entering into the career field.
   F. Show evidence of professionalism and critical thinking.

   The Article review must also be a written 1-page, double-spaced word document from a current Academic and/or Professional worthy source (publication) stating the source, date, etc. Provide a summary of the article and what you learned from it and how it applies in your field/site setting and the take away for application- how you might use the information in your career development.

4. **SIGNED PRECEPTOR FINAL EVALUATION (30%):** Your site preceptor will rate your performance via an Evaluation Form you are to provide him/her. This will need to be facilitated by you, but the Course Instructor may call or email your preceptor with advance notice through you unless it’s an urgent situation and then the Course Instructor will contact them directly (this will not be done on your behalf without you coordinating this communication in advance as part of the course requirement).

5. **LOG OF INTERNSHIP HOURS (15%):** Compile a well-organized daily time log to document your hours and have it signed by your site preceptor at the end of every two weeks.
WEEKLY ASSIGNMENTS

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Self-rated Pre Program Assessment and Internship Guideline Paperwork/Attendance at Group meal/mtg.</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Weekly Reflection/log signed by site preceptor</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Weekly Reflection</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Weekly Reflection/log signed by site preceptor</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Weekly Reflection/Mid- point assessment w/Preceptor and submit a photo in the workplace with 1 paragraph write up</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>Weekly Reflection/log signed by site preceptor</td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td>Informational Interview and Article Review (with mentor or supervisor)</td>
<td>20</td>
</tr>
<tr>
<td>8</td>
<td>Weekly Reflection/log signed by site preceptor</td>
<td>5</td>
</tr>
<tr>
<td>9</td>
<td>Self-rated Post Program Assessment/Attendance at Group meal/mtg.</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>SIGNED SITE PRECEPTOR EVALUATION/FINAL SIGNED LOG OF INTERNSHIP HOUR. Review departure checklist- flight itinerary, transportation to airport arrangements, room check out, etc. END w/a THANK YOU NOTE to your site preceptor before leaving.</td>
<td>25</td>
</tr>
</tbody>
</table>

IMPORTANT REMINDERS

- Interns are expected to be dependable, punctual, courteous and well-groomed each time they report for work.
- Please communicate with your site preceptor regarding appropriate attire for internship and work schedule and proper protocol if you need to request time off.
- DO NOT use cell phones on the work site unless advised to do so by preceptor.
- Contact the Course Instructor if you have questions and/or situations arise and you need assistance or don’t know what to do (texts, calls or emails are welcome). Susan W. Pope, spope@citadel.edu, (m) 864-650-2037, (o) 843-953-1618.
- If you have done an outstanding job then request a letter of recommendation for your portfolio.