ISS 4380 FIELD EXPERIENCE: This optional internship course allows for U/L credit in the BS IS major. In order to be approved for ISS 4380, students must submit the Field Experience Application. Credit may not be awarded for previous internship or work experience hours.

COURSE DESCRIPTION: Pre-requisites: 60 semester hours completed toward degree, good academic standing (GPA 2.0 or higher), and approval of program director. Placement of students in jobs for the purposes of gaining workplace and/or community engagement experience.

The BS IS program allows up to 6 hours of U/L Field Experience credit toward degree requirements—3 hours of Field Experience is a commitment of 120 hours at the internship site during the semester you are enrolled in the course; 6 hours of Field Experience is a commitment of 240 hours at the internship site during the semester you are enrolled in the course. Note—the 6 hours of credit may be broken up over two terms and over 2 different Field Experience internships.

GRADING POLICY: The scale for all grades in this class=A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%; and F: 59% and below. This course is graded on a Pass/Fail basis. Passing grade is “S”; failing grade is “U.” A passing grade is an average of 60 and higher. There is no impact on your GPA with Pass/Fail grades.

COURSE REQUIREMENTS: In addition to the hours of work requirement, four (4) Assignments are required for successful completion of this course. All must be typed, double-spaced, and grammatically correct. They are to be submitted via BB Learn.

#1: Resume and Elevator Pitch: Part 1=Prepare a resume which includes your current internship; and Part 2=Prepare your Elevator Pitch script—what do you bring to the table in 1 page or less? The Career Development Center offers resume writing workshops as well as resume reviews and elevator pitch assistance.

#2: Using PP or Prezi, prepare an organizational chart of your organization and include yourself. Also, write a 3-5 page paper inclusive of the organizational chart that describes how your department and your job fit into the organizational structure. What are your responsibilities? Reflect on the early experiences of your internship—include the positive and negative experiences/ impressions thus far. Also include a summary of your academic and professional goals in the short (within one year) and long term (over a year). How do you plan to achieve these goals? Students are encouraged to visit the Career Development Center (South-402) for information on job searches and career outlooks.

#3: Write a 3-5 page paper on a problem or concern that you have been confronted with on this job or that you see is a concern in the field/industry. Research it and the views on possible resolutions. Conclude by identifying which view you see as correct and why. Include a bibliography and be sure to cite your sources in your paper.

#4: Write a reflection paper, 3-5 pages, of your experiences and results of your semester’s job experience overall. Discuss the lessons you have learned, positive and negative experiences, and advice for students who come after you in this internship position. Assess if the experience has been beneficial—why or why not. Your reflection must include the following two questions: 1. Were you pleased with the opportunity you had thru this internship? Why? 2. What specific recommendations do you have for interns who come after you?

For additional information, please contact Dr. Hovsepian (hovsepiam@uhd.edu) Office=5601A Phone=713-221-8926