

# Internship Readiness Syllabus

Kansas State University

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Instructor

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Office hours by appt. Please email me to arrange a time (CST) to meet in person, talk over the phone or arrange a Zoom discussion. I will reply to emails no later than 48 hours within the hours of 9:00am-9:00pm (CST). During regular 8:00am-5:00pm Monday-Friday, you may call if you have an urgent issue.

*\*\*This syllabus serves as an informal contract between the student and the instructor. The syllabus is also subject to change during the course. The instructor will notify students of any such changes\*\**

## Purpose of the Course

This non-credit course will facilitate the internship readiness of students. The course connects with the Career Center's overall program goals to help students develop their potential and to connect with employers and their career opportunities.

STUDENT LEARNING OUTCOMES	
Internship Readiness Class	
	<ol style="list-style-type: none"><li>1. Describe career readiness competencies desired by today's workplace organizations</li><li>2. Use one's academic knowledge/skills in the workplace</li><li>3. Employ one's strengths to increase self confidence</li><li>4. Demonstrate effective internship/job search strategies</li></ol>

## Required Materials

Career Ready Guide by CareerSpots <https://careerspots.asentialms.com/>

# Course Requirements

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## Assignments

All assignments will be posted in CanvasPro. Assignments may reference online resources and selected readings from the required materials.

### Learning Contract

You will create learning objectives for your workplace shadowing experience.

### Career Ready Guide

Throughout the two-week course, you will complete chapter quizzes in the Career Ready Guide. The chapters cover the 8 career readiness competencies identified by the National Association of Colleges and Employers – Problem Solving, Oral/Written Communication, Teamwork, Digital Technology, Leadership, Professionalism, Career Management and Intercultural Fluency.

### Video Mock Interview

You will record a video mock interview. Assignment details will be posted in Canvas.

### Resume/Cover Letter

You will draft a copy of a resume and prepare a cover letter template. You will also conduct a peer review of another student's resume.

### Elevator Pitch

You will record a video that is no more than 3 minutes in length with your elevator pitch. Assignment details will be posted in Canvas.

## Late Assignments

Assignments/papers will be submitted BY 11:59 PM Central time on the date listed on the discussion board or dropbox of the course on Canvas. Points will be deducted from late assignments.

*In the event of a crisis situation, conditions can be worked out with the instructor. Each situation will be handled on an individual basis. **You are responsible for contacting me about special circumstances.***

## RESOURCES AND POLICIES

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### Technology Requirements

K-State has technology recommendations (<http://www.k-state.edu/its/buying/>) for success in online learning. You can also visit the K-State Global Campus website to make sure your technology (<http://global.k-state.edu/students/services/technology>) is up to date. Canvas will work best in the Google Chrome browser. If you choose to use another browser, please make sure your course materials function within that system. You may need to confirm that your browser, java, flash, and pdf reader are all updated to the latest version.

### Technical Difficulties

The K-State IT Help Desk is available to assist you with the technology used for your course.

Phone: 785-532-7722 or toll free 1-800-865-6143

Email: [helpdesk@k-state.edu](mailto:helpdesk@k-state.edu)

If you have issues with your technology, please contact them first as they are the technology experts. If you miss a deadline due to technological difficulties, make sure it is documented through communication with the IT Help Desk, then exceptions may be made on a case-by-case basis.

### Netiquette

Rules of style or Netiquette (network etiquette) are expected by communicating through class e-mail lists, message boards and discussion rooms. These are guidelines set forth by K-State Global Campus.

Use courtesy and common sense in all electronic communications

- Consider what you write, as it's a permanent record and can be retrieved easily.
- Class discussions are confidential. Do not share or forward others' email without permission.
- When responding to a message, don't quote back an entire message. Delete the excess (snip) and make your comments at the very top before starting the quotes.
- DON'T TYPE IN ALL CAPS. This is hard to read and is considered shouting.
- Avoid sarcasm, as it is easily misunderstood.
- Avoid correcting others' grammar, punctuation and spelling unless it is necessary to clarify discussion.
- Avoid flaming. A flame is an abusive, harassing or bigoted message that attacks an author of a message.
- Respect the opinions of others and be sensitive to the diverse nature of people in the class. Keep in mind that although you cannot see other members on the list, you can show respect for individual differences. Diversity issues may include the following and others: race, ethnicity, religion, disabilities, gender, sexual orientation, age, social class, marital status, urban vs. rural dwellers. (See K-State's [Notice of Nondiscrimination](#)).

### Copyright Notification

Copyright 2021 Kerri Day Keller and the Career Center as to this syllabus and all lectures. During this course students are prohibited from selling notes to or being paid for taking notes by any person or commercial firm without the express written permission of the instructor(s) teaching this course.

## Internship Readiness Course Schedule

DATE	LEARNING OBJECTIVES	ASSIGNMENTS DUE
READY	Use one's academic knowledge/skills in the workplace	<ul style="list-style-type: none"> <li>• Watch introductory video</li> <li>• Confirm your job shadow plans</li> </ul>
	Use one's academic knowledge/skills in the workplace	<ul style="list-style-type: none"> <li>• Develop learning contract and complete job shadow before your summary is due</li> </ul>
SET	Employ one's strengths to increase self confidence	<ul style="list-style-type: none"> <li>• Draft strength-based cover letter and resume</li> <li>• Complete 3 chapters and associated quizzes of the Career Ready Guide</li> </ul>
	Demonstrate effective internship/job search strategies	<ul style="list-style-type: none"> <li>• Record an elevator pitch for networking</li> </ul>
	Demonstrate effective internship/job search strategies	<ul style="list-style-type: none"> <li>• Complete a video mock interview</li> </ul>
	Employ one's strengths to increase self confidence	<ul style="list-style-type: none"> <li>• Write review of a peer resume/cover letter</li> </ul>
	Describe career readiness competencies desired by today's workplace organizations	<ul style="list-style-type: none"> <li>• Submit job shadow summary</li> </ul>
	Describe career readiness competencies desired by today's workplace organizations	<ul style="list-style-type: none"> <li>• Complete 3 chapters and associated quizzes of the Career Ready Guide</li> </ul>
GO	<b>Now that you are READY and SET, GO find an internship</b>	