

LEAD 399: Internships for
Career Development

2016-2017

Class Schedule

Weekly assignments posted in KSOL Canvas

“Every journey, honestly undertaken, stands a chance of taking us toward the place where our deep gladness meets the world’s deep need.”
Palmer, 2000, p. 36



Staley School of Leadership Studies

Instructor

Dr. Kerri Day Keller, Director
Career Center, www.ksu.edu/careercenter
Email: kdkeller@ksu.edu Phone: 785.532.1691
Office hours by appt.

Teaching Assistant

Mary Ewing, Program Assistant
Career Center, www.k-state.edu/careercenter
Email: mewing@ksu.edu Phone: 785.532.1685

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

Purpose of the Course

This course helps you apply your academic knowledge, skills and understanding to experiences as a developing professional within the workplace. The course is structured to incorporate your internship experience with self-directed analysis to develop your personal, academic and professional competencies.

| LEADERSHIP STUDIES MINOR STUDENT LEARNING OUTCOMES | |
|--|--|
| Student Learning Outcome (Knowledge/Education) | Student Development Outcome (Skills/Doing) |
| Understand leadership through the perspective of person, position, process, practice and purpose. | Practice leadership in a collaborative learning community as it relates to self, others and community. |
| Understand the impact of cultural identity, life experiences and world views on leadership relationships as it relates to privilege and inclusion. | Practice inclusive leadership through advocacy for social change. |
| Understand the process of facilitating change in self, others, and systems. | Exercise leadership to make progress on personal and community issues. |
| Understand how leadership education and life experiences impact leadership development. | Apply leadership scholarship as it relates to current events, case studies, and ethical dilemmas. |

Required Text Provided complimentary by the Career Center
InternQube: Professional Skills for the Workplace (2nd edition), M. True, 2013

Core Course Requirements

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

- a. **Basic Information:** This must be completed as a requirement for the course.
- b. **Learning Objective Agreement:** You will meet with your internship supervisor to discuss and create learning objectives for you to complete while at your internship. These will include the objective, action plan and assessment.
- c. **Discussions:** On a weekly basis, there will be a topic posted that is mandatory for students to answer. Topics will include first impressions, ethical issues, networking and more.
- d. **Internship Spotlight:** You will submit a picture of you at your work site (or at an area landmark with permission from the instructor). This will allow students to see other students within their internship settings and also serve as a tool to encourage student participation in internships.
- e. **Interim Report:** At the midpoint of your internship, you will need to write a 1-2 page report reflecting on your experience thus far.
- f. **Performance Evaluation:** The learning objectives you created will be utilized for your performance evaluation. Your supervisor will complete the evaluation and share that with you.
- g. **Final Assignment:** Your final assignment will include a copy of your updated resume with a description of your internship, responses to typical interview questions using your internship experience as the context for your answers and a final assessment of your internship.

Assignments/papers will be submitted to the discussion board or dropbox of the course on KSOL. 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.***

Grading

This class may be taken for 1 hour of undergraduate credit and was designed as pass/fail. However, students choose to take the class as a graded class if desired. Below are your options:

A/Pass/F Option

To Pass: You complete 85% of the assignments

Assignments are well written and thoughtful

Assignments are turned in on time, unless prior arrangements were made with instructor

To Fail: You do not complete 85% of the assignments

Assignments are poorly written and not thoughtful

Assignments do not meet the assignment guidelines

Assignments are not the student's own work

Assignments are turned in late without permission of the instructor

Graded A/B/C/D/F Option

Based on the same principles above with the addition of these % for completed assignments.

A = 90%-100%

C = 70%-79%

F = 59% and below

B = 80-89%

D = 60%-69%

RESOURCES AND POLICIES

K-State Plagiarism Statement

Plagiarism and cheating are serious offenses and may be punished by failure on the exam, paper or project; failure in the course; and/or expulsion from the university. For more information refer to the 'Academic Dishonesty' section of Inside KSU, located in the KSU phone directory.

Academic Honesty

Kansas State University has an Honor System based on personal integrity, which is presumed to be sufficient assurance that, in academic matters, one's work is performed honestly and without unauthorized assistance. Undergraduate and graduate students, by registration, acknowledge the jurisdiction of the Honor System. The policies and procedures of the Honor System apply to all full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning. The honor system website can be reached via the following URL: www.k-state.edu/honor. A component vital to the Honor System is the inclusion of the Honor Pledge which applies to all assignments, examinations, or other course work undertaken by students. The Honor Pledge is implied, whether or not it is stated: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work." A grade of XF can result from a breach of academic honesty. The F indicates failure in the course; the X indicates the reason is an Honor Pledge violation.

Expectations for Classroom Conduct

All student activities in the University, including this course, are governed by the Student Judicial Conduct Code as outlined in the Student Governing Association By Laws, Article VI, Section 3, number 2. Students who engage in behavior that disrupts the learning environment may be asked to leave the class.

Students with Disabilities

Students who need classroom accommodations, access to technology or information about emergency building/campus evacuation processes should contact the instructor and/or Student Access Center. Services are available to students with a wide range of disabilities including, but not limited to, physical disabilities, medical conditions, learning disabilities, attention deficit disorder, depression, and anxiety. If you are a student enrolled in on-campus/online courses through the Manhattan campus, contact accesscenter@k-state.edu, 785.532.6441.

Safety

Kansas State University is committed to providing a safe teaching and learning environment for student and faculty members. To view additional campus emergency information go to the University's main page, www.k-state.edu, and click on the Emergency Information button. As a student in this distance class, you may also want to review IT safety and security <http://www.k-state.edu/its/security/>.

Safe Zone

We are part of the SafeZone community network of trained K-State faculty/staff/students who are available to listen and support you. As a SafeZone Ally, we can help you connect with resources on campus to address problems you face that interfere with your academic success, particularly issues of sexual violence, hateful acts, or concerns faced by individuals due to sexual orientation/gender identity. Our goal is to help you be successful and to maintain a safe and equitable campus.

GPA Requirement for the Leadership Studies Minor

Your success as a student in the School of Leadership Studies is important to us. If you want to earn a minor in Leadership Studies, we believe it is important for you to know and take responsibility for meeting the minor requirements. To **complete a minor in Leadership Studies**, you must earn a grade of **C or higher in all courses counted toward the minor** and have a **GPA of at least 2.50 in all courses counted toward the minor**. This includes not only Leadership Studies core classes, but *all elective classes as well*. If at any time you have difficulty meeting this requirement please inform the Advisor of Academic Programs for guidance.

Copyright Notification

Copyright 2016 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.