



## **BCDP 497 Brennan Career Development Internship 2, Elective Course Syllabus**

### **General Information**

Instructor: Jamie Shaw  
Dates: Canvas is the classroom for most of the course. There are, however, two days in which we will physically meet together: Tuesday, 10/3 from 6:00-8:00pm and Tuesday, November 28 from 6:00-8:00pm.  
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Office phone: 708/524-6394  
Office hours: By appointment  
E-mail: jshaw@dom.edu

Please e-mail me to schedule an appointment. We can meet face-to-face, or we can schedule a phone call.

### **Required Course Materials**

Required Materials:

- ***Access to Canvas***

### **Course Description**

This required course provides a structured opportunity for students to reflect on the practical experience that he/she/they are receiving during their internship. Students will acquire knowledge of the organization where they are interning, as well as the industry in which the internship is done. Students will be able to apply the knowledge and skills learned in the classroom in their work settings. This course offers students an opportunity to develop a greater understanding about career options while more clearly defining personal career goals.

### **Learning Outcomes and Goals**

Our four-year Career Development curriculum prepares students to effectively engage with the professional world during and following their time at Dominican. This curriculum serves as a designated place for gaining experience and knowledge, then translating them into constructive career-building pursuits.

An overarching goal is for all students to translate their Dominican experiences (academic, co-curricular, and work-related) in ways that will distinguish them in their job search process, will enrich their lives and careers, and increase their ability to contribute to the greater good. The learning outcomes for the internship are provided here:

- Gain practical experience within the student's major and program of study
- Develop an understanding of the individual's role within the organization and how that position lends itself to the organization's as a whole
- Acquire knowledge about the organization in which the student is interning

- Gain knowledge of the industry in which the internship is done
- Experience the activities and functions of business professionals
- Develop networking skills to be applied at Dominican and at your organization
- Develop and refine written and oral communication skills
- Identify areas for future hard and soft skill building
- Apply knowledge and skills learned in the classroom to professional practices

## Course Credit

Students must be properly registered, have their tuition paid, and complete the following number of work hours to receive course credit for their internship.

1 hour of credit.....	40 hours of work throughout the semester
2 hours of credit.....	80 hours of work throughout the semester
3 hours of credit.....	120 hours of work throughout the semester
4 hours of credit.....	160 hours of work throughout the semester
5 hours of credit.....	200 hours of work throughout the semester
6 hours of credit.....	240 hours of work throughout the semester

## Course Evaluation

Grade Components	Percentage
Assignments (see below for details)	100
<b>Total</b>	100

Grade Scale	
A 93-100	C+ 77-79.9
A- 90-92.9	C 73-76.9
B+ 87-89.9	C- 70-72.9
B 83-86.9	F 69.9 & below
B- 80-82.9	

## Attendance & Participation

This course uses various learning methods that require your active involvement. You are expected to participate in the course through Canvas and attend the two required face-to-face sessions. You are expected to contribute fully to our discussions and activities.

**Much like a job or an internship experience, you are expected to contribute to the class community.** Here are some of my expectations regarding your class contributions and classroom behavior:

*Quality Contributions.* Quality comments possess one or more of the following properties: offer a unique and relevant perspective, contribute to moving the discussion and analysis forward, build on others’ comments, transcend the “I feel” syndrome, include evidence, recognize and integrate basic concepts with reflective thinking.

*Classroom Respect.* Virtually or face-to-face, classroom respect is critical for a positive learning environment. Out of respect for one another, then, the following class rules apply:

- Arrive on time. I begin and end class on time. We often begin activities immediately that last for the entire session.

- Turn cell phone sound off when in class. If it is essential for you to leave it on (in an emergency-type situation), let me know this at the start of class. Your phone should be stowed during class.
- No laptops or tablets for note-taking. To make the most of our class time, you are expected to take notes by hand. Please refer to this article: <http://pss.sagepub.com/content/25/6/1159> for the reasoning behind this policy. If you believe an exception is in order, please discuss it with me in advance. Laptops/tablets will be used for some activities and to conserve paper, you are welcome to bring up course readings when we are discussing those.
- Don't have sidebar conversations. They are disrespectful to those around you.
- Listen to what other students are saying and respond to them. Comments that interrupt or ignore what others are saying will count against your participation grade.
- Be civil, courteous, and professional at all times. Disagreement is part of any discussion of interesting ideas and issues, but please keep conflicts at a professional level. I'm happy to see us attack an idea or a problem but attacking a person is not productive.

## Assignments

Assignments are a major part of this course. After all, in this class, YOU are the focus and so you will need to be doing a lot of thinking, reflecting, researching, writing, and reviewing. Similar to the professional world, YOU will determine how much value you take away from these activities, experiences, and assignments.

A complete list of assignments are provided on Canvas.

## Course Policies

**Attendance:** You are expected to attend and participate in all classes. You are expected to be in the classroom on time and ready to begin.

- Each absence will result in a 10% reduction in your grade. There are only two face-to-face sessions for this course. You are expected to be present at each, be prepared for your presentations, and dress professionally.

**Accommodation:** If you have a disability that requires accommodation in this course, please contact me before or during the first session of class so we can make arrangements.

**Academic Integrity:** Cases of suspected cheating or plagiarism are reported directly to the Dean's office. I take this seriously and expect you to do the same. Dominican's policies and procedures are strictly followed regarding the investigation of suspected cases of cheating and plagiarism. If you are unsure about the line between collaboration and cheating, feel free to talk to me before it is too late.

## Assignment List

Week #	Due Date	Assignment (Points)
1	Sunday, September 3	Introduction – Discussion Post (5)
2	Sunday, September 10	Strengths Finder Assessment & Strengths in Action Summary (15)
3	Sunday, September 17	Brennan School of Business Learning Objectives Form (20) Long-term Goals – Discussion Post (10)
4	Sunday, September 24	Organizational Introductory Paper (30)
5	Sunday, October 1	Organizational Introductory Presentation (10) Company Culture – Discussion Post (10)
6	<b>Tuesday, October 3</b> 6:00-8:00pm FACE-TO-FACE SESSION	During this session, you will present to the class a summary of your findings from your Organizational Introductory Papers. You will use your visual aid (PowerPoint, Prezi, etc.) that was submitted for the Organizational Introductory Presentation (10).
7	Sunday, October 8	Hard & Soft Skills – Discussion Post (10)
8	Sunday, October 15	
9	Sunday, October 22	Meeting with an Executive in Residence (10)
10	Sunday, October 29	Updated Resume & LinkedIn (20)
11	Sunday, November 5	Key People – Discussion Post (10)
12	Sunday, November 12	Following Up & Thank You – Discussion Post (10) Peripheral Learning – Discussion Post (10)
13	Sunday, November 19	Internship Experience Report (40)
14	Sunday, November 26	Internship Experience Report Presentation (20)

Week #	Due Date	Assignment (Points)
15	<b>Tuesday, November 28</b> 6:00-8:00pm FACE-TO-FACE SESSION	During this session, you will present to the class a summary of your findings from your Internship Experience Report. You will use your visual aid (PowerPoint, Prezi, etc.) that was submitted for the Internship Experience Report Presentation (20).
16	Sunday, December 3	Brennan School of Business Supervisor Internship Evaluation (10)