

## Gen St 350, Sections D &amp; E

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**Course Description**

This Canvas-based online course is one option for students seeking to earn Gen St 350 credit for the demonstrated learning associated with an internship. The course aims to enhance students' career readiness through guided self-reflection, peer dialogue, and employer feedback. Through active participation in online discussions and thoughtful completion of structured assignments, students will reflect on their internships and identify how their internships relate to their coursework, personal identity, and professional future.

**Learning Objectives**

Upon completion of this course, students will be able to:

- Set measurable goals and develop a plan to achieve them
- Identify how their internship relates to their academic courses and major (if applicable)
- Communicate in a workplace environment in a clear and confident manner
- Evaluate their own performance, accept feedback from others, and embark upon change based on internal and external feedback
- Articulate their experience and skills to potential employers
- Identify and articulate next steps in their career trajectory
- Communicate effectively in an online environment, with an emphasis on coherent, concise, and respectful dialogue

**Course Expectations**

This course is graded as Credit / No Credit and can be taken for 1-6 credits. To earn credit, you must:

- Make 20 Canvas posts (10 self-initiated posts and 10 in response to classmates)
- Turn in all assignments
- Earn 75 out of a total 90 possible points on assignments (separate from required canvas posts)
- Receive a favorable evaluation from your internship site supervisor indicating you have fulfilled your commitment and responsibilities to the organization
- Work at least 3 hours at internship site per week for 10 weeks for each credit you seek to earn:

Credits	Weekly hours at internship*	Minimum total hours at internship
1	3	30
2	6	60
3	9	90
4	12	120
5	15	150
6	18	180

\*Based on a 10 week quarter

Late work:

Assignments are due in Canvas by 11:59pm on the date noted in the syllabus. Late work will be penalized 10% each day (24 hour period) past the due date. Students who anticipate having difficulties meeting a deadline should reach out to the instructor.

Course point breakdown:

- Canvas posts, 10 points
- Written assignments, 90 points

**Course Schedule**

<b>Week</b>	<b>Dates</b>	<b>Assignment</b>	<b>Due</b>
1	March 26-April 1	Maximizing your internship	Sunday, April 1
2	April 2-8	Learning agreement	Sunday, April 8
3	April 9-15		
4	April 16-22	Informational interview	Sunday, April 22
5	April 23-29	Employer check-in meeting	Sunday, April 29
6	April 30-May 6		
7	May 7-13	Internship description for resume	Sunday, May 13
8	May 14-20	STAR story	Sunday, May 20
9	May 21-27		
10	May 28-June 3	Employer performance evaluation 3-4 page final paper	Sunday, June 3 Sunday, June 3

**Course Assignments**

Below is a brief summary of required assignments. Detailed descriptions are available in Canvas.

- **Maximizing Your Internship** (5 pts) – Watch and reflect on video clips featuring interns and intern supervisors giving tips about how to maximize your internship.
- **Learning Agreement** (15 pts) – Set learning goals for your internship, establish a strategy for achieving your goals, and discuss your goals with your supervisor.
- **Informational Interview** (10 pts) – Interview somebody who works in your internship field and produce a brief write-up of the experience.
- **Employer Check-In Meeting** (10 pts) – Receive written and oral feedback from your site supervisor about your efforts at your internship site.
- **Internship Description for Resume** (5 pts) – Synthesize your internship tasks and accomplishments in a compelling format for future employers.
- **STAR Story** (5 pts) – Identify and write a story from your internship that highlights skills and accomplishments you might want to share in future interviews.
- **Employer Performance Evaluation** (20 pts) – Receive structured feedback about your performance at your internship site and about your career readiness.
- **Final Paper** (20 pts) – Synthesize your learnings from your internship and connect them with your academic experiences and professional goals.

## **Policies**

### **Inclusivity:**

At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity and justice for all. It is important that we – as a community of learners in this course – respect, honor, and explore diversity in *all* of its forms. It is critical that each of us carefully listen to others' experiences, respect the validity of others' experiences, and be willing to reconsider our own perspectives in light of new information.

### **Access and Accommodations:**

Your experience in this class is important to us. If you have already established accommodations with Disability Resources for Students (DRS), please communicate your approved accommodations to us at your earliest convenience so we can discuss your needs in this course. If you have not yet established services through DRS, but have a temporary health condition, mental health concern, or permanent disability that requires accommodations, you are welcome to contact DRS at 206-543-8924, [uwdrs@uw.edu](mailto:uwdrs@uw.edu), or [disability.uw.edu](http://disability.uw.edu) so that we can work together to create an inclusive and accessible learning environment.

### **Academic Integrity:**

Students have the responsibility to know and observe UW's Student Conduct Code and section on Academic Responsibility - <http://depts.washington.edu/grading/pdf/AcademicResponsibility.pdf>

### **Communication:**

Instructors will communicate with students individually using students' UW email addresses. You are encouraged to check your UW email frequently. Additionally, students will receive announcements via Canvas and students are responsible for seeing and understanding the information posted there.