UNIVERSITY OF GUAM
UNIBETSEDÅT GUAHAN

MI698-01 INTERNSHIP

Course Syllabus and Calendar

Section Information	Instructor Information
Section Information Section: 01 Credits: 3 Pre-requisites: MI 501, 502, 503 and appropriate research methods course and consent of advisor	**Instructor Information** Name: Michael Clement Email: mclement@triton.uog.edu Office Location HSS 312 Office Hours: MW 9-11, T 1-3 Phone Number:671 777 6121

COURSE CATALOG DESCRIPTION

6 credits of Internship and accompanying report satisfies the capstone requirement for the Professional Track of the Micronesian Studies Program. An internship may also serve as an elective in the Thesis Track of the Micronesians Studies Program. Students work with their advisor to secure placement in a government organization, non-governmental organization or apprenticeship with a traditional knowledge expert. Upon completion of the internship, students present a report on their internship experience. With consent of their MSP advisor, some professional track students may take up to 9 credits of internship. (1-9 credits)

COURSE CONTENT

This course provides students with an opportunity to gain practical skills in fields in which the Micronesian Studies degree prepares students. The course consists of a) completing a determined number of internship hours; b) performing the tasks under the supervision of a professional; and c) developing skills needed in government and non-government organizations or in a field of traditional Micronesian knowledge. A final portfolio requires students to document and reflect on their internship experience.

COURSE MOODLE PAGE

Most information and assignments for this course are found on the Course Moodle Page:

COURSE	MOODLE LINK	ENROLLMENT KEY
MI-698-01 INTERNSHIP - FA'24 - M. CLEMENT	████████████████████	███████

STUDENT LEARNING OUTCOMES ALIGNMENT MATRIX

Course Learning Outcomes	Program Learning Outcomes	Institutional Learning Outcomes
1. Evaluate the role of selected government or non-governmental organization or traditional knowledge expert in a Micronesian Society	PLO2: Apply different theoretical and analytical frameworks to the study of Micronesia with an emphasis on Micronesian indigenous epistemologies and perspectives.	IGLO 1: Demonstrate mastery of critical skills, theories, methodologies, and other content knowledge at a level that will enable them to address fundamental questions in their primary area of study
	PLO3: Communicate effectively, both orally and in writing, theories and issues using an interdisciplinary approach to the study of the Micronesian region.	IGLO3: Exercise oral and written communication skills sufficient to publish and present work in their field
2. Develop skills and knowledge through internship in a government or non-governmental organization or through mentorship with a traditional knowledge expert	PLO2: Apply different theoretical and analytical frameworks to the study of Micronesia with an emphasis on Micronesian indigenous epistemologies and perspectives.	IGLO 1: Demonstrate mastery of critical skills, theories, methodologies, and other content knowledge at a level that will enable them to address fundamental questions in their primary area of study
	PLO5: Integrate research with community engagement in service to the island communities in Micronesia.	IGLO5: Exemplify, through service, the value of their discipline to the academy and the community at large, interacting productively and professionally with people from diverse backgrounds.
3. Apply interdisciplinary regional knowledge in service to a government or nongovernmental organization or traditional knowledge expert	PLO5: Integrate research with community engagement in service to the island communities in Micronesia.	IGLO4: Adhere to ethical principles of academia and their respective disciplines in coursework, fieldwork, and other appropriate situations
		IGLO5: Exemplify, through service, the value of their discipline to the academy and the community at large, interacting productively and professionally with people from diverse backgrounds.

Student Contributions

Some of the best materials come from students. Send the instructor any blogs, website URLs, books, videos, etc., that might be of value to this course and your classmates. Student contributions will be posted as a resource on the Moodle course page after instructor review.

Course Delivery and Technical Assistance

The student experience will primarily take place in the organization of your internship. If needed, the instructor may plan for a face-to-face meeting with the interns to discuss the course. All assignments will be available to students on the Moodle course page. Students will be required to submit all assignments

on Moodle. Assignments submitted via email or hardcopy will not be accepted unless discussed with the instructor prior to the due date. If you do not already have a Moodle account, you can create one on the Moodle website. For assistance, contact Moodle Help at: moodlehelp@triton.uog.edu or call 735-2620/1.

If you need technical assistance at any time during the course or to report a problem with Moodle, you can contact the Office of Information Technology at oit@triton.uog.edu or call 735-2630.

Usability and Design

The instructor is committed to creating a course that is inclusive in its design. If you encounter barriers, please inform the instructor immediately so that we can determine if there is a design adjustment that can be made or if an accommodation might be needed to overcome the limitations of the design. The instructor is open to considering creative solutions as long as they do not compromise the intent of the assessment or learning activity. Student feedback is always welcome as it will assist the instructor in improving the usability and experience for all students.

COURSE REQUIREMENTS AND EXPECTATIONS

After securing an internship and registering for the course, students are ready to start the internship course. Below are the course requirements:

1. Attendance at the work site is vital to the success of this course. Professional track students will spend the entire semester completing 300 hours of work as part of the internship project. Attendance will be monitored at the work site as well as during online sessions (discussed in requirement #2). Students must participate in all online discussions to receive attendance credit throughout the semester. These online discussions will allow for periodic checks during the semester. Internship hours are calculated at 50 hrs per 1 credit. Thesis track students taking 3 credits of internship for 3 elective credits must complete 150 hours of work.

    If a student is unable to attend a work session, he/she must make arrangements with the supervisor *prior* to their scheduled time. Students are responsible for recording their attendance with the time sheet provided in the attached internship packet. All logs in the time sheet must be verified by a supervisor. Frequent absences will result in a deduction of the overall grade. More than five *unexcused* absences shall be considered as means for failure.
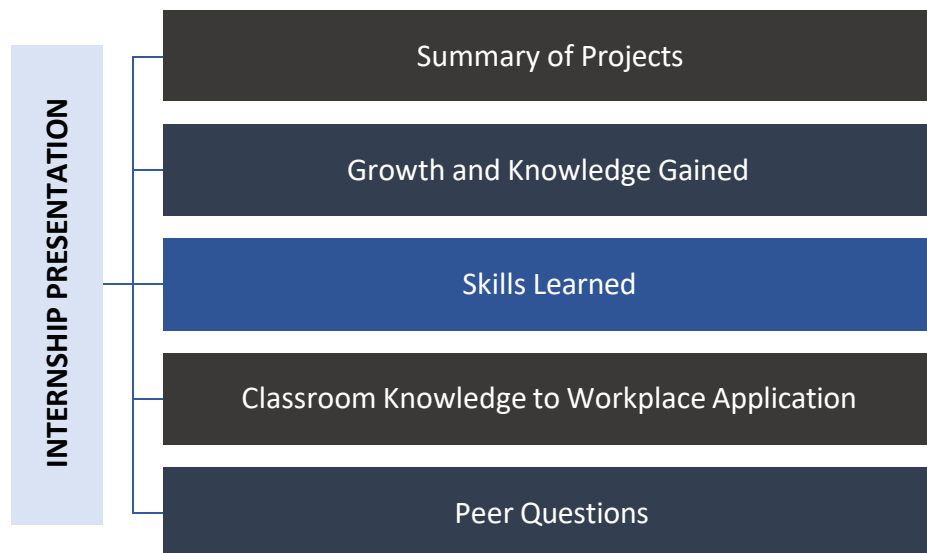
2. Students will be required to submit weekly internship assignments (as discussed in the internship project packet) to Moodle. Students will be given writing prompts each week. See Moodle for weekly writing assignments. Individual responses should be 250-350 words. Each week, students are also required to submit peer comments on two of their classmates' journal entries. Students will be evaluated by the quality and reflectiveness of the information in the assignment. Due to the nature of the work in your respective work sites, it is imperative that all assignments be considered in a professional manner. Peer comments should be thoughtful yet critical discussions of ideas and should encourage additional responses from students.

    Individual responses must be submitted no later than 5pm on Wednesday. Peer comments are due no later than 5pm the following Friday. ***Students will not be allowed to submit late assignments or peer comments***. Weekly bulletin board journals will count for 10% of the final grade.

3. Before beginning the internship, the intern, supervisor and instructor will outline the intern's job description and agree on the requirements of the internship. It will be imperative that every student works with an internship sponsor/supervisor to complete the requirements of the course including a midterm and final evaluation completed by both the supervisor and the intern. All evaluations must be submitted by the deadline specified on the course calendar. ***Students will not be allowed to submit late evaluations***. Each evaluation will count for 20% of the final grade.

    (See attachment for more information on the internship project and the breakdown of specific requirements.)

4. Students will give a presentation on their internship experience. The presentation should include comments about knowledge and skills that you gained from the internship, and your application of on-the-job and classroom learning. Presentations should be 20 minutes in length. After the presentation, each student will have the opportunity to "interview" each other. This will be a chance to apply your recent experiences in a formal setting. Presentations will be graded on the following:

INTERNSHIP PRESENTATION

- Summary of Projects
- Growth and Knowledge Gained
- Skills Learned
- Classroom Knowledge to Workplace Application
- Peer Questions

Presentations will take place during the last week of the semester. ***Students will not be allowed to submit late presentations***. The presentation will count for 10% of the final grade.

5. Students will be required to submit a final portfolio/report documenting all work completed by the student during the semester. Students may choose a project or work with their supervisor to identify the tasks to be completed during the course of the semester. These projects must be agreed upon by the instructor, the internship sponsor/supervisor and the student. These projects should be selected with the specific purpose of getting students to apply what they learn in-class and during their internship project to practical work. ***Students will not be allowed to submit late assignments or projects***. The portfolio will count for 40% of the final grade.

GRADING POLICY

Visit the course Moodle page for details about each week's assignment listed in the course outline and semester calendar below. Click on the assignment to access the detailed instructions as well as to submit your assignment.

Be sure to pay close attention to assignment deadlines. There will be no late assignments or make-up work. To discuss missed work, please contact the instructor via email.

Grades will be posted to the Moodle gradebook. Students can click on the assignment to view grades and instructor feedback. Students will receive a message from Moodle once grades have been updated. Don't hesitate to contact the instructor if you would clarification or additional guidance on grading.

Grade Distribution

Weekly Journals	10%
Midterm Evaluation	20%
Final Evaluation	20%
Internship Presentation	10%
Report/Portfolio	40%
Total:	100%

Grade points are assigned as follows:

Letter Grade	Percentage Value	Definition	
A+	100%-98%		Honors-level performance with superior quality and extraordinary distinction.
A	97-93%	Outstanding	
A-	92%-90%		
B+	89%-87		Solid accomplishment, indicating a substantial mastery of course materials and a good command of skills required by the course.
B	86%-83%	Good	
B-	82%-80%		
C+	79%-77%		Students have achieved the level of competency needed for advancing to a subsequent course which has this course as a pre-requisite.
C	76%-70%	Adequate	
D	69%-60%	Deficient	Minimal passing, but not adequate to take a subsequent course which has this course as a pre-requisite.
F	59% and below	Failure	Inadequate to receive credits.

KEYS TO SUCCESS

Be on time and be present. Being present means being an active student. Take notes, try problems, write down questions, and ask them when you don't quite get it. The goal of the student during this internship experience should be to think actively and make connections so that experience can enhance the learning that you've done in the classroom.

Take advantage of the resources available to you. Ask questions. Ask questions. Ask questions. Your supervisor and instructor are your best resources during this experience. They can help you apply your knowledge of government and politics to your experiences and make it relevant to you.

Communicate. Use office hours, email, and Moodle to communicate with your classmates and the instructor. Don't wait until you are struggling with a problem. Address any issues as they come rather than at the end of the internship experience. Reach out when you need help developing a strategy for completing an assignment or managing the course. The instructor will do regular check-ins throughout the course to see what is going well and what needs improvement.

COURSE POLICIES

Participation—Students are expected to participate in all online activities. Students who fail to participate will not gain the full benefit of the course content. Students who participate in the course are more likely to succeed in the course.

Learning Responsibilities—If you find that you have trouble keeping up with assignments or other aspects of the course, make sure that you let your instructor know as early as possible. Be proactive about your learning especially when difficulties arise during the semester so that together we can help find a solution.

Complete Assignments—All assignments for this course will be submitted electronically via Moodle unless otherwise instructed. Assignments must be submitted by 5:00pm on the due date. Extensions will not be given beyond the due date. Special permission for extensions may be considered but must be requested from the instructor **before the due date**.

Course Withdrawal—Students may withdraw from the course at any time during the voluntary withdrawal period without permission from the instructor. If students decide to withdraw from the course after the voluntary withdrawal period, students must seek instructor's consent before the last day of classes.

UNIVERSITY POLICIES

Student Evaluation of Teaching—The student course and faculty evaluations for courses will be administered at the completion of the semester within College Net. Student participation is essential and appreciated. Student responses are anonymous and cannot be traced back to individual students. You will need your WebAdvisor login credentials to complete the evaluation. If you experience login issues, please refer inquiries to OIT staff to assist at 735-2630/40.

Plagiarism Statement—The term "plagiarism' includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials (UOG Student Handbook, p. 49). Proper citations of all research resources (i.e., direct or indirect quotations, ideas, suggestions, charts or graphs, and paraphrases or summaries of all articles, books, or audio/visual material) are required for all assignments. Students will not be permitted to submit the same work for more than one course unless approval is given by the instructors of the courses involved. Cases of plagiarism are referred to the Student Discipline and Appeals Committee. In this course, the penalty for plagiarism is up to the instructor and based on the severity of the infraction-most common penalties are no credit for the assignment or failure in the course.

Communication Policy—University policy states that official communications will be sent using university assigned (@gotriton or @triton) email addresses. University electronic mail and messaging is to be used to enhance and facilitate teaching, learning, scholarly research, support academic experiences, and to facilitate the effective business and administrative processes of the University. (OIT policy manual, 3.10, p. 36)

EEO/ADA Statement—The University is committed to providing an inclusive and welcoming environment for all members of our community free of all forms of discrimination and harassment in all programs, activities and employment practices as required by Title VII and Title IX and other applicable statutes and policies. If you experience harassment or discrimination, report it immediately to the Director of EEO/ADA & TITLE IX Office, at 671-735-2244, 671-735-2971, TOD 671-735-2243 or eeo-ada@triton.uog.edu.

For immediate assistance in an emergency call 911.

ADA Accommodation Services—For individuals covered under the ADA {Americans with Disabilities Act), if you are a student with a disability requiring academic accommodation{s), please contact the Student Counseling and Advising Service Accommodations Office to discuss your confidential request. Please provide an accommodation letter from the Disability Support Services/Student Counseling and Advising Service Accommodation counselor. To register for academic accommodations, please contact or visit the Student Center, Rotunda office #6, disabilitysupport@triton.uog.edu or telephone/(TOD) 671-735-2460. For applicants or employees with a disability requiring employment or workplace accommodation(s), please contact the Director of EEO/ADA & TITLE IX Office to discuss your specific needs. Please provide documentation concerning your disability and the need for employment or workplace accommodation. Our office is located at the lya Hami Hall, Dorm 2, right side entrance, first floor, Room 104 and our contact numbers are indicated above.

Tobacco Free Campus—The University of Guam is a smoke-free campus. Smoking is prohibited at all times while on University property. For the health and safety of faculty and students please adhere to these regulations.

Guidance on Alternate Grading Option—Students have the right to use the alternate grading option this semester, but you should be aware that this option may not be appropriate in all courses. In most courses required for professional certification, or programs requiring specialized accreditation, letter grades are required. Think carefully, and talk through your options with a trusted advisor, before exercising this option.

No Recording Policy—Recording of class meetings is not allowed. Not only is the delivery of course content the intellectual property of the instructor, but students enrolled in the course have privacy rights. Unauthorized recording and distribution of courses may violate federal law.

* Any changes to the syllabus may be made at the instructor's discretion. Students will be informed of any changes prior to the time in which they are made.

Course Outline and Semester Calendar

Important Note: Assignments will be explained in detail within each week's corresponding section on Moodle. Due dates are also on Moodle. If you have any questions, please contact your instructor.

Posts on discussion forums must be submitted no later than 5:00pm (CHST) on Friday of each week unless specified otherwise on Moodle.

WEEK	TOPIC	ASSIGNMENT
1	Introduction	Complete Sponsor Agreement Form and Waiver documents
9	Midterm Evaluation	Submit Sponsor Evaluation and Self-Evaluation Form
15	Final Evaluation	Submit Sponsor Evaluation and Self-Evaluation Form
16	Internship Presentation	Upload Presentation to Moodle
Exam Week	Portfolio	Upload the link to your Portfolio to Moodle *(Please ensure that the instructor has been granted access to all the files in your portfolio.)*