Neuroscience 294: Internship

Location: TBD  
Loras College: ARR

Psychology Program

Instructor: Jake Kurczek, PhD  
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Office Hours: By appointment

Textbook: None  
Additional journal articles and materials will be assigned as needed and posted to the course website

Class Website: You will be able to find PDFs of the lectures and discussions posted to the course website

Course Goals and Overview

This course is designed to give students firsthand knowledge about the careers they are considering when they finish their undergraduate degree. By working in “real life” settings students will learn about their “fit” with the work of specific professions and organizations. Students will also increase their own self-awareness, their strengths and areas for future growth, as well as experience a growth in confidence and other work related skills.

Perspective: It is important that you take this experience seriously. Please act responsibly in meeting expectations. Let people know when you are not able to be where you are expected or if you are unable to do what is required. You are a student and a learner so it is reasonable that you may make mistakes as you learn. Do not accept responsibilities that you do not feel qualified to do. Remember that how you behave reflects on you personally and also on the college.

Field experience is terrific opportunity to learn about work that interests you. It is also an excellent way to begin building a resume and a career. So be an active learner. Ask questions, volunteer for things you have not done before, listen and participate fully in the work of the organization. This can be a life shaping experience.
Objectives:
1. Students will have an opportunity to learn about the work environment of professional organizations (e.g. workload, communications systems and patterns, personnel expectations, connection to other professional organizations, funding sources and others).
2. They will have an opportunity to observe professionals in their day to day activities.
3. The student will also learn about themselves in a para-professional role and about the “fit” or lack of “fit” with this career choice.
4. Students may be asked to assist in professional activities and/or perform those activities themselves under the supervision of the hosting organization.
5. Students will gain insight into their own strengths and areas for further growth.
6. Students will be expected to make connections between information they have learned in classes and the application of that information in the work environment.
7. Students will build their resume in a way that enhances their attractability to future employers.

Course Requirements, Policies and Assignments

SEE ASSIGNMENT DETAILS and COURSE INFORMATION for documentation
Course information and assignment details are found in the Syllabi Appendices on the Course Onboarding document called Course Information and Assignment Details (with Assignment Rubrics).

Assignments
* A Passing grade denotes the equivalent of “C” work. In order to receive a passing grade, ALL required items must be included/submitted/deemed passing and Internship of 50 hours (per credit hour) must be completed.

Communication: At the beginning of the semester you will submit the following information:
1. Site placement: address(es), phone.
2. A list of duties and responsibilities.
3. Name of immediate supervisor.
4. A general outline of work schedule.
5. A statement of personal and professional goals for the placement.
6. Contact information for you and your site supervisor.

It will be your responsibility to communicate immediately if there is any concern on your part or on the part of the site personnel regarding your placement. You should also feel free to contact me at any time to talk about what you are learning or with questions or suggestions. Encourage site personnel to contact me at any time they feel it is necessary. Provide my contact information to your site supervisor.
Other communication will consist of providing a regular update on your experience when we meet as a class.

Writing requirements:

**Journal:** At the end of the semester you will submit a typed journal entry reflecting your thoughts on the placement. You must have a minimum of an entry for each week (14 entries in total). The journal entries should reflect your thinking about this experience. You might include the following: new skills that you are learning, difficult/puzzling experiences, growth experiences, questions about specific aspects of your work, summary of interesting material provided by the site personnel, how the experience is informing thoughts on your future, what your work means to your internship site and the clients it serves and others.

**Summary and reflection:** At the end of the placement you will submit a summary document which describes the work you have done. You should also include a reflection on the experience that summarizes your reactions to what you have learned. Specifically address how well you have met the goals that you set initially. Include your thoughts on how you expect to use what you have learned in the future both personally and professionally.

**Time Log:** At the completion of the placement you should provide a log of the hours worked. This should be verified by a supervisor's signature.

*It is critical that you contact me at any time that you have concerns about the progress of the placement. It is also critical to contact me immediately if you feel in any way compromised, unprepared or overwhelmed. Also if you asked to do something you do not feel comfortable doing, or feel in any way threatened in your placement. Also let me know if you feel you may have made a mistake or violated an agency policy. See me as your advocate in working through any problems that may arise.*

**Internship Portfolio:** Internship Portfolios provide students with a summation of their experience. They allow the student to take a reflective view of where they started, how their internship helped them to learn & develop new skills, and demonstrate how it might support the next steps in their educational & professional careers.

Internships cover 50 hours of on-site work experience per credit earned and are designed to guide the student through an introduction into career readiness & exploration. The Portfolio is the culmination of those experiences with an emphasis on learning and expanding the professional skill set.

**Class Meeting Preparation:** In our class meetings you will be expected to communicate with other class members about your placement activities. You should be prepared to talk articulately about both positive and challenging experiences you have had. Please give some thought prior
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to the meeting about this. Also remember that what is discussed in class meetings may include confidential information about clients and you are expected to strictly maintain the confidentiality of all information and never talk about information you obtain in class outside of class. You will also learn about other resources in the community and how other agencies/organizations work. It is reasonable to use this information in your placement if the opportunity arises but be very careful not to include information about specific clients. Always be looking for connections between your academic work and the work you do in the placement and vice versa.

Class Schedule:
Meeting dates and times to be determined by student schedules:
Meeting #1: Introduction, review of placement sites
Meeting #2: Site discussion, Goals review: outside readings by students due
Meeting #3: Final meeting: review and wrap up.
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Getting Started

Who can intern?
Students looking for elective credit and valuable professional experience! Students who have completed a minimum of 40 accumulated credits and have a cumulative GPA of 2.5 are eligible to take an internship for elective credit through the Center for Experiential Learning.

How to find internship positions?
- The Experiential Learning Center on campus posts positions on bulletin boards, sends email notices out to students, and offers workshops on finding & preparing for internships and career positions.
- CollegeCentral.com is a primary source for business to post internship & employment opportunities. Postings are updated regularly. Get connected via the link at the bottom of this page.
- AccessDubuque.com provides a filter for searching for internships in the Dubuque area.
- LinkedIn has proven to be a successful tool for internship searches.
- Company Websites sometimes have internship positions listed under their “career” tabs

Registering your internship with Loras College
With students currently in the process of seeking Summer and Fall internships, this is just a reminder that we now utilize the College Central Network to automate applications for many of our programs (internships, Adducci Loan, Scholl Scholarship, etc.). All students registering for internships must do so solely by accessing the “Academic Internship Application Agreement” form through their student page on the Loras College CCN system.

Key Steps to this process include:
1. Two applications are currently available on the CCN. By clicking on “Submit New Academic Internship Agreement,” you will be taken to a page with 2 options; for SUMMER internships, you will need to complete the “Academic Internship Application.” For FALL (and subsequent semesters), please access the “Academic Internship Application – Revised” The original application will be inactive as of June 1.
2. Once the application is submitted, the CCN routes it to the CEL for initial review for eligibility and accuracy and assigns a workflow for approval.
3. Students wishing to take the internship for credit within their major, must have the approval of a faculty member who will supervise the internship. In these instances, the faculty member will be sent an email notifying him/her that there is an “agreement/application” needing review. If approved, the application will next route through the employer. If not approved, the faculty member will be asked for comments and the application will be routed back to the student for revision.
4. Once approval has been received from all workflow points, the student’s internship information is generated into a spreadsheet that will be sent to the Registrar’s office for official registration into the appropriate course.

Please note that, in order to comply with legal restrictions for tuition reimbursement deadlines, the deadline to register for an internship has been moved to the 1st Friday of each term.
When writing a goal, think in terms of the S.M.A.R.T Principle:
S = Specific
M = Measurable
A = Attainable
R = Relevant
T = Time frame

What do you want to learn through this specific goal? What are some things that you can do to reach this goal (ie: meet with sales staff once a week; read related journals and report on the readings via your journal; do a case study on a client and then report to the leadership team and/or supervisor etc.)? When do you want to accomplish this goal (ie: first day, first week, once a week etc.)

GOAL #1:

Activities to reach goal –

GOAL #2:

Activities to reach goal -

GOAL #3:

Activities to reach goal -
Developing Your Learning Contract

The learning objectives are an important part of the process and generally fall into four categories (you choose what areas that YOU want to focus on). When developing learning objectives, be as specific as possible:

Skill Development:
Learning and improving specific skills (writings, research, computer, communications etc.).

Broader Knowledge:
Understanding the workplace, operational procedures, organizational structure.

Career Awareness:
Specific career positions and occupations and the qualities/training required.

Personal Development:
Values, confidence, assertiveness, decision making, problem-solving.

Tasks and Strategies:
Indicate the tasks and strategies you will perform in order to achieve your learning objectives. In other words, what specific things will you be doing in your internship to reach your goals? (Examples: Interview an executive; observe counseling techniques; attend a sales meeting; read a trade journal.)
Internship Journals

Reflection should be a deliberate and regular habit during your experience. Although reflection and your recording can overlap in some ways, they are different. The primary purpose of reflection is to evaluate what you are learning and how you are growing.

Week 1  Date:  Total Hours:
What do you hope to challenge yourself with the most over the internship? How will you make sure that

Week 2  Date:  Total Hours:
Summarize your tasks and what you are learning in this experience. How would you draw a connection between your academic learning, professional goals, & social awareness of the “common good”?

Week 3  Date:  Total Hours:
What role does this organization play in the community? Does this organization contribute to the “common good” &/or display an understanding of social responsibility - in what way(s)?

Week 4  Date:  Total Hours:
What does this experience point out to you about your own attitudes, biases, or preferences? How does this internship fit with your values?

Week 5  Date:  Total Hours:
When reflecting on your work environment, what are two things you would keep and two things you would change about your workplace? How would you effectively and ethically implement those changes?

Week 6  Date:  Total Hours:
What insights have you gained about yourself? How could your gifts and challenges affect the workplace?

Week 7  Date:  Total Hours:
In recognizing your knowledge and skills, how can you use those gifts to impact the community in which you decide to spend your professional career?

Week 8  Date:  Total Hours:
What are you learning about yourself in terms of communication style, adaptability, and contribution to the professional setting? How do these qualities/skills impact others in your work environment? How are you impacted by those qualities/skills of others?
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Week 9  
Date:  
Total Hours:  
What gaps do you recognize in your knowledge and/or skills related to this experience? How will you address those gaps?

Week 10  
Date:  
Total Hours:  
Based on this experience, what will your leadership style be when/if you are in a supervisory role in the future? How can you put those leadership skills to good use within your community?

Week 11  
Date:  
Total Hours:  
What is one challenge you have faced in this internship? What problem-solving skills & ethical standards did you use to respond to this challenge? Would you do anything differently if faced with this challenge again?

Week 12  
Date:  
Total Hours:  
What have you accomplished in your time in this internship that you hadn’t expected? What have you been unable to accomplish that you had hoped?

Week 13  
Date:  
Total Hours:  
You will soon have to represent this internship on your resume, if a future employer were to ask you to name 3 key points of this experience how would you answer them?

Week 14  
Date:  
Total Hours:  
As you reflect on the totality of your experience, what skills do you hope to further develop? How can you use those skills to pursue your career goals while also making a positive contribution to society?

Week 15  
Date:  
Total Hours:  
In what ways has this internship experience developed you in relation to the Loras Dispositions?
Student Internship Performance Evaluation - Final

Purpose: This form provides an opportunity for the Site Supervisor to provide constructive feedback regarding the internship student working for your organization.

Directions: Please complete the form & review the responses with your intern, using the discussion points to further the learning experience.

Part I: Basic Information

Student’s Name: _____________________________

Site Supervisor’s Name: _______________________

Brief Description of Intern’s Duties: ___________________________________________________________

Frequency of supervision meetings:

_____ weekly        _____ monthly

_____ bi-weekly      _____ other: __________________________

Was the Learning Plan reviewed during the course of the internship?  Yes  No

Were the objectives obtained?  Yes  No

Part II: General Professional Skills

1=Poor       2=Below Average       3=Average       4=Above Average       5=Excellent       N/A

Attitude (enthusiasm, commitment, responsive):

Comments: ____________________________

Initiative (self-starter, consistent motivation):

Comments: ____________________________

Demonstrates Problem-solving Skills:

Comments: ____________________________
Part III: Discussion Points

What were the biggest challenges during this internship? How were these faced?

What does the supervisor see as the 2 areas of greatest strength and the 2 areas with the most room for growth?

What major pieces of advice can you (supervisor) give to the intern as he/she looks to future employment?

Additional Comments:

This evaluation was discussed with the student: Yes No

Student Signature: _____________________________ Date: ____________

Site Supervisor Signature ________________________ Date: ____________
Portfolio

1) Title Page – Name, Loras College, Semester of Internship, Name of Internship Site
2) Copy of Job Description as provided by the supervising site
3) Copy of Cover Letter/Letter of Application from student to Site Supervisor
4) Completed Learning Plan (Template is included)
5) Reflective Journal Questions & Responses submitted weekly on eLearn
6) Final Evaluation
7) Final Essay – 2 to 4 pages reflecting upon your experience.
   a) Expand on the questions, “What did I do?” “What did I learn?” and “Why did it matter – personally and in relation to the common good?”
   b) Reflect on your Learning plan – did you reach your goals?
8) Updated Resume including your internship experience