

**THE AMERICAN UNIVERSITY
WASHINGTON SEMESTER PROGRAM
WASHINGTON, D.C. 20016**

**WASHINGTON INTERNSHIP FOR NATIVE STUDENTS
(WINS)
INTERNSHIP COURSE- NO2T
SUMMER SEMESTER 2005 SYLLABUS
Mondays 7-9PM
Dunblane 101**

Professor
Address
Tel No.
Email:
Office Hours:

Required Readings

Thomas Friedman, The World is Flat
Steven Covey, The Seven Habits of Highly Effective People

Course Description

This course is composed of an internship and an academic class, designed to provide the student a professional, as well as a classroom, environment in which to explore and analyze issues that arise in the workplace in the course of any career. We are also here to provide a means for the student to best assess his/her short and long term academic and professional goals. The course is designed to teach students to think analytically and multi-dimensionally with respect to their work and to broaden their knowledge with respect to the ever-evolving global employment marketplace that the students will be entering upon graduation. The WINS program of the American University, therefore, is a dynamic learning experience.

It is important to study the workplace, analyze professional and leadership techniques, and focus on proven methods for achieving success. The WINS student should use the workplace and the classroom as places to reflect on the why's and how's of the Washington internship experience. Although the focus of the internship is experimental learning, the Washington Semester Program is founded on the premise that people do not simply "learn by doing." In fact, it is the Program's belief that practical learning is enhanced by individual introspection, by sharing experiences with

others, by readings, lectures, and by comparing personal observations with those found in the scholarly literature.

The overall objective of the program is to intertwine the internship experience with the academic course so that the student can decide how to use their academic knowledge and internship experience to improve their career opportunities. The WINS Internship Course has four main course goals: (1) to maximize the students' learning during their time in Washington; (2) to provide the student with a forum in which they can learn from each other's experiences; (3) to provide students with an in-depth understanding of the organization that they work for and how it operates, and (4) to provide students with job skills, work experience, and professional contacts in the Washington area to open doors for future employment possibilities after their internships.

Academic Integrity Code

Standards of academic conduct are set forth in the University's Academic Integrity Code which can be found at <http://www.american.edu/academics/integrity/code01.htm>. It is expected that all examinations, tests, written paper, and other assignments will be completed according to the standards set forth in this code. By registering, you have acknowledged your awareness of the Academic Integrity Code and you are obligated to become familiar with your rights and responsibilities as defined by the Code. Violations of the Code will not be treated lightly and disciplinary action will be taken should such violation occur. Please see us if you have any questions about the possible academic violations described in the Code or as they relate to particular requirements for this or any other course at American University.

Readings and Discussions:

Students are required to attend and participate in the internship class; complete all reading and writing assignments, and be prepared for an active dialogue on topics presented by guest speakers or the professor. Assigned readings should be completed prior to their due date. Written assignments are due on the date provided by the professor. Class discussions are important not only to understand the material, but also to improve your grade. Students, who cut class or come to class unprepared or without assignments completed, should expect to receive a lower grade.

The Internship Component: (40% of your Final Grade)

The Washington Internship for Native Students (WINS) contract specifies that at least 60% of your time at your internship must be devoted to entry level professional (non-clerical) work. You should receive a copy of an internship contract, the **Description of Internship Duties**

Form, during orientation. Your office supervisor should complete this Contract after you have accepted an internship. You and your supervisor should indicate on the form what work you will be doing and in as much detail as possible so that there will be no misunderstanding later in the semester. **A signed copy of your contract must be given to the WINS office no later than June 8, 2005.**

Your duties might include the following responsibilities:

- Performing an analysis of particular issues
- Researching or gathering information
- Organizing or assisting with special events or projects
- Assisting with clients or cases
- Writing articles or speeches
- Creating or maintaining a database
- Attending hearings, meetings or conferences
- Writing up summaries or evaluations

Through discussions with your office supervisor, you can make sure that the Contract fulfills many of these requirements. A clear delineation of duties will help you avoid misunderstandings that may arise once the internship begins. The Contract also serves as a basis for evaluating your work performance at the end of the internship and determining your grade from the internship at the end of the semester. Some of the work may be somewhat tedious in nature, involving such tasks as copying, answering phones, and clipping news articles. Please remember that clerical work, if it is limited, can prove to be a learning experience as well. Although no more than 40% of the student's time should be devoted to such clerical tasks, interns can prove their professionalism by doing every task assigned to them to the best of their ability.

While it will be a good idea for the student's own personal and professional growth to learn to handle manageable problems in a mature and independent manner, students should not hesitate to seek their professor's advice. If the problem persists even after the student has made a first attempt to work things out with his or her supervisor directly, the professor can then act as a liaison and trouble-shooter between the student and the supervisor.

If at any time, a student should sense that his or her supervisor is not behaving properly, the student must inform his or her professor immediately. Such cases are fortunately rare, but no student should hesitate to tell his or her professor if there is a problem. In fact, if the problem is serious enough to warrant intervention, the student has an **obligation** to make the professor aware immediately.

The WINS office will officially confirm your placement in a letter to your supervisor. In it, we will suggest that your supervisor have regular meetings with you throughout the semester. We urge you to arrange for these meetings, at which time you can discuss your performance and expectations, as well as any problems. You should also use this time to receive feedback on your progress and work products.

You are expected to work an eight (8) hour day, Monday to Friday, except on U.S. holidays. At your discretion, you may put in more time, but remember that your internship may not interfere with your other classes. Please notify your office supervisor of your class schedule when you begin your internship. There may be a WINS related activity that conflicts with your internship times. If there is, please let me know if there is any problem with your office allowing you to attend the WINS activity, and we will see what additional work arrangements can be made to make up the lost time. You are also expected to notify your office supervisor, **in advance**, if you will not be able to come to work on any given day. **If there is an emergency, please notify the WINS office or me immediately and we will notify your office supervisor of your situation.**

The Academic Component: (60% of your Final Grade)

While it is important to gain work experience, keep in mind that the internship is above all, a learning experience, a stepping stone to your own career. It is, therefore, important to study the workplace and demonstrated methods of achieving success. The academic component of the internship course is designed to provide knowledge and opportunities to reflect on your work, your organization and your life goals/career goals.

In order to achieve these objectives, there will be several reading and writing assignments required of the students during the semester. **Your professor will notify you as to when written assignments are due.** Academic evaluation (60% of your final grade) will be based on your class participation and your written assignments.

Written Assignments

The objective of this class is to develop products that not only illustrate a student's achievements during his/her time with the WINS program, but will also serve as examples of their work for future educational or employment opportunities. By the end of the semester, the student will have compiled a portfolio of documents that demonstrate his/her accomplishments. The professor will go over in class the items that make your individual portfolios.

Class attendance is mandatory. Whenever there are guest speakers, students should be prepared to ask questions and participate in discussions with the guest speaker.

Reading Assignments

Students are required to read the assigned books per the lecture instructions. In addition, reading material will be handed out during the semester as part of your reading assignments. You are expected to read the Washington Post on a daily basis and to stay abreast of current events.

If there are any questions, please feel free to contact Professor at Tel No. . My e-mail address is: .

Thank You