

Africana Studies  
AFRA 464: Internship  
Sample Syllabus

Course Instructor: To Be Determined  
Course Title: AFRA 464: Internship  
Course Prerequisite: AFRA 110: Introduction to Africana Studies  
Office: Africana Studies Department, 417 Ewing Hall  
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### **Course Description**

Internships are off-campus experiential learning activities designed to provide students with opportunities to make connections between the theory and practice of academic study and the practical application of that study in a professional work environment. Students have an opportunity to work with practicing professionals, gain experience and confidence working in their chosen fields, and make contacts which often prove valuable in finding employment after graduation.

Internships are completed under the guidance of an on-site supervisor and a faculty sponsor, who in combination with the student will create a framework for learning and reflection. A student may take up to six (6) hours of internship credit, but no more than three (3) credit hours in any given semester. These credits are taken on a pass/fail basis and will count as AFRA elective credit only.

**REQUIREMENTS:** To qualify for an internship with the Africana Studies Department, a student must meet all of the following requirements:

1. The students must be an AFRA Major PRIOR to applying to an internship.
2. The student must be a junior or senior. (Completed at least 62 credit hours)
3. The student must have a G.P.A. in AFRA courses of 2.75 or higher.
4. The student must have the approval of the AFRA Department Chair to register.

### **Course Objectives**

- An understanding of how Africana coursework ties to professional careers of interest
- Gain insight into a possible career path of interest while learning about the industry in which the organization resides, organizational structure, and roles and responsibilities within that structure.
- Develop professional connections and identify a strategy for maintaining those connections
- Reflection on the internship experiences, including:
  - Ability to articulate what was learned and how it will be apply to your professional career goals

- Identification of professions that may be of interest as a result of this experience
- Identification of additional skills that will need to be developed to ensure career readiness. This might include learning a new technology, developing a broader network, additional coursework, etc.

**PROCEDURE:** We encourage students to start applying for internships before the end of the prior term. That is, if a student wishes to begin an internship in the spring, application should be made before the end of the fall term.

The procedures for application are as follows:

1. The student should put together a complete resume. Students are encouraged to make use of the resources available at the Career Services Center ([www.udel.edu.csc](http://www.udel.edu.csc)) in compiling their resume. The Career Services staff is also available to review completed resumes and cover letters before they are submitted to prospective internships supervisors.
2. The student should develop a written statement of his/her career objective(s), as well as a statement outlining the kinds of experience, skills, information, and contacts which he/she expects to gain from an internship.
3. The student should then examine the listings of internship opportunities on the Blue Hen Career listing located on the Career Services website ([www.udel.edu.csc](http://www.udel.edu.csc)) and explore possible internship locations. The student should narrow their search to several organizations that offer internships suited to their career objectives and expectations.
4. The student should then contact those individuals in the selected organizations who would be supervising the internship, and provide that individual with the materials necessary to apply for the internship.
5. After the student has chosen a given organization and that organization has accepted the student as an intern, an internship contract is completed which specifies the learning expectations of the student and the duties, responsibilities, and assignments required by the organization.
6. By completing and signing the internship contract, the supervisor and all employees of the participating organization agree to adhere to the Sexual Harassment Policy of the University of Delaware which can be found on the following URL: <http://www.udel.edu/ExecVP/policies/personnel/4-29.html>.

Fall and Spring Semesters  
Africana Studies Department  
Internship Contract Requirements & Instructions

7. The students should bring the completed contract to the AFRA Department main office in room 417, Ewing Hall. If the contract is satisfactory, the student will be registered for the appropriate number of credit hours in the AFRA 464 internship course.
8. The student will append, to their internship contract, a statement of at least 250 words which explains how this internship contributes to their academic and career goals.
9. The student will append, to their internship contract, a job description from the site supervisor which lists responsibilities and how your performance will be evaluated.
10. The AFRA Department Chairperson and the internship course instructor reserves the right to make unannounced on-site visits to any company or organization where a student is an intern to ensure that students are indeed working on projects which will be challenging and educational.

INTERN DUTIES:

1. The student sets up a regular work schedule with the internship supervisor. Students are expected to work a total of 40 hours for each course credit hour earned. Depending on the specific internship, students may spend relatively little time working one week and be swamped with work the next. Interns should be sure to learn the nature of the time requirements of the internship and keep them in mind when scheduling courses and other activities.
2. The intern must meet with the internship course instructor and all other current interns at the scheduled class meeting time. These group meetings allow the instructor to follow the intern's progress and allow the intern to discuss any accomplishments or problems experienced during the previous week. The meetings give students an opportunity to learn what other interns are doing, to ask for advice, and to share common problems.
3. The intern must complete weekly journals in which he/she records activities, assignments and work hours. The journal should also include observations on the organization, dealings with supervisors, co-workers and clients, as well as applications of concept learned in previous course work.
4. The intern must prepare an internship report due at the end of the term. The report must include the following:
  - a. A summary of the internship journal
  - b. A portfolio of any materials produced by the intern.
  - c. An evaluation of the intern's organization as a site for future internships.
5. The internship supervisor will provide a written evaluation of the intern's performance, and the course instructor will assign the final grade.

**Course Requirements and Documentation of Internship Activity (may be edited/alterd by the Instructor)**

<b>Assignment</b>	<b>Description</b>	<b>Due Date/Time</b>
Daily journal	Write down your experiences and identify skills being developed by writing in a daily journal or blog.	
Conduct an informational interview	Conduct an informational interview with an individual at your organization other than your site supervisor to explore a profession of interest and summarize your findings.	
Midterm assignment	Identify what you have learned to date and how this will be relevant to your career goals. Establish goals for the remainder of your internship and actions to achieve those goals.	
Final assignment	Analyze your internship experience, reflecting on lessons learned and how your liberal arts education prepared you for the internship. Address whether the profession you learned about is still of interest (why or why not) and actions you will need to take to effectively pursue your chosen career.	
Submit an updated resume	Add details about your experience including new skills developed and results obtained during the internship. Submit to the Berry Career Institute and faculty sponsor.	
Supervisor's assessment of student	Should be submitted directly from the site supervisor to the faculty sponsor	

*Note that some completed assignments may become a permanent part of departmental and/or College records which other faculty and staff may read as part of the ongoing process of assessment.*

**Grading Process and Criteria** (Note that the grading for all internships is pass/fail).

Assignments will be graded based on satisfactory completion of each by the deadlines.

**Class Meeting Schedule**

The specific dates and times that you will be at the internship site will be determined by your site supervisor, in consultation with you.

**Roles & Responsibilities**

**Intern**

- Communication with site supervisor regarding course objectives and site supervisor deliverables
- Adheres to professional work standards including: regular attendance, punctuality, working within agreed upon hours, wearing appropriate attire as stated by the organization, and abiding by all code of conduct policies
- Completion of agreed upon course assignments while meeting professional work obligations

**Site Supervisor**

- Provide site information including employee handbook and any code of conduct information
- Set forth expectations for the work to be completed and associated timelines
- Establish preferred method and frequency of communication with intern
- Identify opportunities for intern to meet learning objectives
- Introduce intern to key people (other staff, vendors, managers, executives) who can assist intern with their professional development and become part of their network
- Oversee work
- Conduct evaluation(s) and share performance feedback and skills development needs with intern

**Faculty Sponsor**

- Approve, oversee, and grade academic assignments
- Serve as primary contact for Site Supervisor regarding concerns with student performance.
- Help intern to get the most from their experience through regular check-ins with intern
- Submit final grade for internship