

## **GCU/GIS/GPH/PUP 484: Internship Course Overview**

*Students are required to apply for permission to enroll into this course. Email [sgsup.careeradvising@asu.edu](mailto:sgsup.careeradvising@asu.edu) for more information.*

Internships offer the opportunity to explore a career while gaining relevant experience and professional connections. Also, internships provide an opportunity for students to contribute to endeavors which have a real effect in the surrounding community. This course supports students to think critically about their internship experience and provide structured discussions/assignments to reflect on their experience and focus on their professional development.

The National Association of Colleges and Employers (NACE) is leading professionals who are focused on employing the college educated with relevant knowledge, resources, and insight to professional development. NACE connects more than 7,300 college career services professionals at nearly 2,000 colleges and universities nationwide, as well as, more than 3,000 recruiting professionals and business affiliates. Those representatives have collectively developed a definition and identified the competencies associated with career readiness for the new college graduate.

This course supports a student's preparation for a professional career by mastering the 7 core competencies that form career readiness as identified by NACE:

- Critical Thinking/Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Information Technology Application
- Leadership
- Professionalism/Work Ethic
- Career Management

Each module in this course will focus on the core competencies. At the end of the course, students will write a paper or submit an online presentation summarizing their internship experience and include how each of the core competencies were applied throughout the internship.

### **Course Structure**

This course is organized into 6 modules:

- Module 1: Teamwork
- Module 2: Leadership & Career Management
- Module 3: Critical Thinking & Communication
- Module 4: Digital Application
- Module 5: Professionalism
- Module 6: Your Internship Reflection

## Coursework Time Commitment

Students can expect to dedicate an average of 1-3 hours per week towards coursework.

## Tracking Internship Working Hours

Students will be required to maintain a weekly log throughout the duration of this course. In the work log, students are expected to include the details of the work they accomplished, along with, the total number of working hours for each week. Students begin tracking their working hours on the first day of the academic term till the final day of the same academic term. The total working hours completed during the academic term must be equivalent to the amount of academic credits the student enrolled for.

Credits	Total hours worked	Approximate hours per week	
		Fall or Spring (15-weeks)	Summer A+B (12 weeks)
1	45	3	3.25
2	90	6	7.5
3	135	9	11.25
4	180	12	15
5	225	15	18.75
6	270	18	22.5

**Undergraduates:** For each additional credit (up to a maximum of 12), you would work an additional 45 hours at your internship site.

*Note: During the Fall and Spring, both Tempe-based and online internship courses are offered only as 15-week Session C courses. During the summer, the internship courses have a custom 12-week schedule that is dynamically dated.*

## Internship Supervisor Responsibility

At the end of the term, students will provide their completed work log to their internship supervisor for review. After it has been reviewed, it will be the internship supervisor's responsibility to directly email the 484-course instructor the student's work log with their confirmation that the hours and work accomplished are correct, along with, the internship supervisor's evaluation of the student's performance throughout the internship.