

GCU/GPH/PUP 584: Internship Course Overview

Students are required to apply for permission to enroll into this course. Email 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.

As a graduate level professional development course, the objective of the 584-internship course is to take an advanced approach to a student's critical thinking and professional development while completing their internship.

GCU/GPH/PUP 584 will cover the following topics:

Staying Relevant in Your Industry
Career Management
Work-Life Balance
Negotiations
Getting Involved
Informational Interviewing
Reflection on Your Internship Experience

This course will **not** have any assignments or modules regarding; resumes, CVs, cover letter, or interviewing. If a student needs support with one or more of those topics then they are encouraged to schedule a career advising appointment with the SGSUP Career & Internship Coordinator.

Course Structure

This course is organized into 5 modules:

- Module 1: Let's Get Started
- Module 2: Creating Your Professional Brand
- Module 3: Advocating for Yourself
- Module 4: Building Your Professional Network
- Module 5: 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

Graduate Student:

Master of Urban and Environmental Planning, up to six credits of PUP 584 may count as an elective towards the 47 credit hours required for graduation.

MA and PhD students, should check with their advisor about how an internship course would fit into their plan of study.

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 584-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.