

## **CDCI 385 – Internship Seminar, Binghamton University**

CRN: 96073

Mondays 3:30-4:30 Library North (LN) 2402

Instructor: David Kleinberg, Ph.D.

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Office Hours: Mondays 4:30-5:30 or by appointment

### **Course Description and Goals:**

This seminar is designed to give students the opportunity to combine a practical, “hands-on” internship with reflection on the knowledge gained during the internship. Students will address relevant issues pertaining to the nature of their experience, and compare and contrast their experience with that of other students. This course fulfills the General Education Oral Communication (O) requirement, and as such, requires the student to present orally to the class.

### **Grading:**

Attendance and Participation: 20%

Blackboard Journal: 15%

Résumé: 5%

Midterm Evaluation: 20%

Final Evaluation: 20%

Final Agency Presentation: 20%

### **Grading Scale:**

<b>93-100 A</b>	<b>90-92 A-</b>	<b>87-89 B+</b>	<b>83-86 B</b>	<b>80-82 B-</b>	<b>77-79 C+</b>
<b>73-76 C</b>	<b>70-72 C-</b>	<b>67-69 D+</b>	<b>63-66 D</b>	<b>60-62 D-</b>	<b>0-59 F</b>

**Attendance and Participation:** Students are expected to be punctual for class, and to attend all sessions. In addition to being practice for a professional situation, it is important to participate in all discussions and be attentive for all presentations. Tardiness will be considered as an absence and will negatively affect your final grade. If you know that you will be unable to attend a class session ahead of time, please inform the instructor before that class session.

**Cell Phone and Laptop Policy:** All cell phones should be turned off or silenced. If your cell phone rings during class, you will be asked to step outside to answer it, and will be marked absent for the day. Texting, checking emails, and surfing the web are disrespectful to the instructor and your classmates, and will negatively affect your participation grade. The only acceptable use of a laptop during class time is in conjunction with a PowerPoint presentation.

**Blackboard Journals:** Students will submit at least one page-long, double-spaced paper, per via Blackboard, reflecting on your activities at your internship site. Only your instructor will read your submissions. The journal submissions are due by Friday at 5PM each week. It is suggested to write and edit your submissions using a normal word processing program, then submitting a proofread copy to Blackboard.

**Blackboard:** Students are expected to check the site <http://blackboard.binghamton.edu> for this course regularly for syllabus changes and other announcements. Supplemental readings and homework will be posted on Blackboard as PDF (Adobe Acrobat) files. Blackboard may also be used for collaborations and discussions outside of class-time.

**Academic Integrity:** The Student Academic Honesty Code applies to this course. Make yourself familiar with it. You may wish to note that each year academic honesty violations (e.g., plagiarism, cheating on quizzes or exams) can and do result in Harpur students being suspended from the University for multiple semesters. You can find out more about the Honesty Code in the bulletin: <http://bulletin.binghamton.edu> (Click on [Academic Policies and Procedures - All Students](#)).

**Accommodations for Students with Disabilities:** Services for Students with Disabilities (SSD) provides a wide range of assistance to enrolled students with physical, learning or other disabilities. If you have a disability and need classroom accommodations, please contact Services for Students with Disabilities, Phone: 607-777-2686 (voice/TTY), Fax 607-777-6893. E-mail: [bjfairba@binghamton.edu](mailto:bjfairba@binghamton.edu)

### **Class Schedule:**

**August 29: Group Orientations (UUW325)**

**September 5: No Class (Labor Day)**

**September 12: Syllabus, Introductions, Seminar Format**

**September 19: Job Searches**

**September 26: Résumés, Make your Internship Experience Work For You**

**October 3: Job Interviews, Résumés due**

**October 10: Organizational Analysis Paper due**

**October 17: Discussion TBA**

**October 24: Discussion TBA**

**October 31: Discussion TBA**

**November 7: Public Presentations Tips**

**November 14: Final Presentations**

**November 21: Final Presentations**

**November 28: Final Presentations**

**December 5: Final Presentations**