# Z:\STUDENTDOCS\Marketing\Logos\CPE\CPE - Elmhurst.png

## INTERNSHIP COURSE SYLLABUS

**Internship Coordinator:**

Holly Coffin Phone: 630-617-6457

Center for Professional Excellence, Career Education E-mail: hollyc@elmhurst.edu

Circle Hall, First Floor

#### Faculty Monitor:

*Academic Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Faculty Monitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Upload all required paperwork on Blackboard**

**Remember to save copies of all your paperwork**

**Definition of Supervisors:**

***Site Supervisor*** – Your supervisor at your internship site that will monitor you, provide you with on-the-job training, evaluate your performance and verify your hours worked.

***Faculty Monitor*** – An assigned Faculty Monitor from the college will tie in how your academics relate to your experience, review required coursework (provided), and will issue your grade.

***Coordinator*** – Your personal coach from the college that is available for professional assistance in good and challenging times, to help you evaluate how this experience ties into your future goals, and provide avenues for future internships or job opportunities.

**Prerequisites:**

* GPA: 2.50
* Site approval (by the Internship Coordinator in conjunction with your Faculty Monitor)

**Criteria for Successful Completion/Grading:**

* Timely completion of employer site packet, self-assessments, goals and learning objectives, and feedback forms (only **typed** forms will be accepted)

### Attendance at the Professional Development session

### Meetings with Site Supervisor

* Measurable progress toward learning objectives

### Completion of Reflection Paper

* Documented Time Sheet verifying required hours

*.5 credit: 13-24 hours/week for 8 weeks (Total: 98-182)*

*1.0 credit: 25-31 hours/week for 8 weeks (Total: 196-238)*

*1.5 credits 32+ hours/week for 8 weeks (Total: 252 +)*