



INTERNSHIP ACKNOWLEDGMENT

I (print name) _____, hereby confirm my understanding that I will be a participant in the Dream Careers Internship Program during the summer, fall or spring term, and as a benefit, will be enrolled at New York University in a 1-credit, graded internship course, which is a requirement of the Dream Careers program. [Please see subsequent pages for more information on the Internship Course]

I further understand that New York University will maintain a permanent record of the grade received in the University Registrar's Office.

Signed: _____

(Participant/ or Responsible Party)

Date: _____

This signed form must be returned to Dream Careers before registration in the Internship can be completed.

FREQUENTLY ASKED QUESTIONS

WHY DO I RECEIVE NYU CREDIT?

1. To enhance your experience
 - a. This course is specifically designed to help you make the most out of your time in your internship and our program. This course was built to help bridge the gap between your studies and your career development. It will also allow you to reflect upon the professional experience you will be gaining and challenge you to think differently about your experience and create a forum for you to share your thoughts.
2. It's required
 - a. All of our employers require you to receive course credit for your internship. Even if it is not required for your graduation or if you are transferring it over to your host school.
 - b. It is also required through our program and allows you to be living within the NYU dorms and gain access to their facilities.

WHAT EXACTLY IS IT?

Essentially this is an online course. The course primarily consists of self-assessments and journals directly related to your internship experience. You will be given the opportunity to reflect on your experiences and communicate directly with your faculty advisor on your progress as well as share your experiences with fellow participants.

This course will offer the opportunity for students to write guided journal entries exploring the many aspects of their internship experience. In addition students will discuss with fellow students their discoveries about their respective jobs, companies and industries. Faculty will help students in learning how to leverage the experience in pursuit of future career ambitions.

HOW DO YOU ACCESS THE COURSE?

Prior to your arrival you will receive information that will guide you through a registration process. Once complete, you will receive additional information on your course and how to access the content approximately one week before you arrive.

WILL THIS CREDIT TRANSFER TO MY SCHOOL DIRECTLY?

No. Dream Careers does not communicate with your school directly. You first need to contact your advisor or department head to see if they accept transfer credits. Once you find the answer to this, you will need to find out what information they need in order to begin this process. Once you identify this, we can help you collect the appropriate documents.

I WOULD LIKE TO RECEIVE ADDITIONAL CREDITS, IS THIS POSSIBLE?

YES! You can sign up to receive as many as 4 credits through your internship course through Dream Careers. You will receive more information and instructions on how to sign up for these prior to your arrival.

I NEED A TRANSCRIPT FOR MY SCHOOL TO TRANSFER THIS CREDIT. HOW DO I GET ONE?

Following the completion of the program and all your assignments, you will receive instructions at our closing ceremonies on how to attain your official transcript on NYU letterhead.

I AM RECEIVING CREDIT FROM MY OWN SCHOOL. DO I STILL NEED TO TAKE THIS?

Yes. This credit is still a part of your experience and is required. Please reach out to your Internship Coordinator to discuss if you have any concerns about this.

COURSE SYLLABUS

*Delivered in collaboration with **NYU's Paul McGhee Division***

A private university in the public service

7 East 12th Street, 7th Floor New York, NY 10003-9502

College Internship Course

Course Number: *EXPR1-DC 9500*

Credit Hours: *1 Credit Hour*

(Arrangements can be made to take 2, 3 or 4 Credit Hours)

Course Length: *8 weeks*

Faculty Name: (TBA) Students will be placed in groups of approximately 25 and will work with an individual instructor. This information will be given to students during the arrival orientation as well as listed on the online course platform.

Contact Information of Faculty: This information will be given to students during their arrival orientation as well as listed on the online course platform.

Each student will receive approximately one week before their arrival at NYU a user name and a password via email. This email will instruct them to sign on and to complete the student tutorial for engaging in an online course. It very important that students complete the tutorial prior to their arrival or they will not be prepared to start the course as required. Once they have accomplished the tutorial students may gain access to some of the online course materials. These course materials will include the course syllabus, the instructor's name and contact information, the instructor's welcome announcement, and an introduction outlining the course's process and overall goals.

COURSE DESCRIPTION:

Internship courses for academic credit at colleges and professional schools enable students to apply classroom learning in the workplace. Using best practices in experiential learning, students reflect upon the professional environments they will be entering and develop an understanding of the competencies they will need throughout their working lives. They explore the particular practices of a profession or industry, and refine or reassess their career goals.

Students participate in eleven hours of coursework, to be conducted online, during which they learn to identify the skill sets associated with their internship that will allow them to perform to the expectations of their site supervisors. They also explore learning strategies, general codes of conduct, and networking approaches which create a context for individual growth and development throughout a career. Academic assignments are specifically designed to enrich the learning experience throughout the internship.

LEARNING OUTCOMES:

- Student will be able to articulate and apply principles learned in and outside the classroom
- Student will complete assignments that encourage in-depth reflection on the internship experience
- Student will gain self-awareness, self-confidence, and interpersonal skills
- Student will develop work competencies for a specific profession or occupation
- Student will explore career options, and gain general work experience

**Students making arrangements to take 2.3.4 credits will receive supplemental information from instructor when the class begins.*



Learning Lessons

There are 6 self-directed learning lessons with specific tools to support experience of the internships.

Lesson 1

Beginning the Internship: An Assessment

Lesson 2

Identifying Professional Skills Necessary in the Workplace

Lesson 3

Communication in the Workplace

Lesson 4

Motivation in the Workplace

Lesson 5

Linking Classroom Learning to the Real World

Lesson 6

Re-Assessment of Professional Aspirations and Organization 'Fit'

COURSE REQUIREMENTS:

- Successfully fulfill the work requirements of the internship
- Read and participate in the weekly lessons on the class course site
- Submit three reflective journals to the course instructor incorporating the knowledge gained from the self-directed learning lessons. The assignments for Journals #1, #2, and #3 are located within the weekly Lessons. The specific questions to be answered and due dates are located in these Lessons. **(Please see chart below for grading criteria)**
- Participate in forum discussions and class discussions address topics covered in the lessons. Students are expected to participate throughout the week a minimum of 3 times. Students should post their own answers, read other posts and respond to other posts. It is a weekly on-going discussion

GRADING CRITERIA:

Successful completion of the internship	20%
Journal entries	40%
Online Forum participation	40%

Letter Grade	Quality Points
A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	60-66
F	Below 60

Subject to Change

- *This syllabus is subject to change in the event of extenuating circumstances.*