Course Description:
PST 270 is a skill-based experience credit course requiring 45, 90, or 135 hours of work at a supervised site and a series of online written assignments. The assignments will help you to reflect on your internship or work experience and personal progress in the 10 Skill Sets identified on the last page of the syllabus. Offered in cooperation with the College of Arts and Sciences Advising Office and implemented by the Policy Studies Program, this experience prepares you to pursue a rewarding career path once you graduate. Questions can be emailed to Bill Coplin or the Course Administrator, Angela Ward.

Eligibility Requirements:
This course is open to all undergraduates at the University who have secured a job or internship that requires at least 45 hours of work supervised by someone at the organization. It counts as an Arts and Science elective credit.

Credits:
[1-6 credits]
The number of credits is determined by the number of hours worked as an employee, intern, or volunteer. Below is the breakdown of hours and the corresponding number of credits one can receive:
45 hours – 1 credit
90 hours – 2 credits
135 hours – 3 credits

After taking this course, students will be able to:
1. Taking Responsibility
2. Developing Physical Skills
3. Communicating Verbally
UNDERGRADUATE COURSE SYLLABUS

4. Communicating in Writing
5. Working Directly with People
6. Influencing People
7. Gathering Information
8. Using Quantitative Tools
9. Asking and Answering the Right Questions
10. Solving Problems

How to fully register for the course:

1. Carefully read this syllabus and all the required assignments before you agree to take this course.
2. Fill out the PST 270 Internship Proposal/Agreement form available at the College of Arts and Sciences Advising Office and Policy Studies Office. You must obtain the following signatures on the second page:
   a) **Student’s Academic Advisor (Major Advisor)** – Contact your Major Advisor for their signature. For Policy Studies Majors, see Ms. Ward in 102 Maxwell. An appointment with Professor Coplin is not necessary for this signature.
   b) **College Undergraduate/ Graduate Office** - Regardless of your home college, you must get this signed by the College of Arts & Sciences Advising Office.
      i. Submit the **completed** PST 270 Internship Proposal/Agreement to the Office of the Registrar located in 106 Steele Hall.
      ii. *Email Angela Ward after you have delivered the form to the Office of the Registrar. (*only after classes are already in session – provides quick access to blackboard)
      iii. Check your MySlice account to view your registration status. Processing can take 3-5 days.
      iv. You will receive an email with instructions about the course and how to access Blackboard. **Within 24 hours of receiving this email,** please respond. If your enrollment in PST 270 does not appear on My Slice within a week of delivering forms to registration (and you do not have a hold on your account), please contact the Office of the Registrar and your Angela Ward.

Grading
Complete the assignments listed below by the stated deadlines. Materials for these assignments are available on the PST 270 Blackboard which you will be added to upon registration.

1. LinkedIn/Handshake - 5 points
2. Resume Submission - 5 points
3. Weekly Hours and Networking Logs - 10 points
4. Time Management Assignment - 5 points
5. Skills Assessment Assignment – 5 points (2.5 points each)
6. Health and Wellness Assignment - 10 points (5 points each)
7. Budget Assignments - 5 points (2.5 points each)
8. Trend Line Graph Practice Assignment - 5 points
9. Dale Carnegie Assignment - 5 points
10. Policy Memo Assignment - 10 points
11. Complete Agreed Upon Hours - 20 points
12. Final Electronic Portfolio - 15 points

Grading Table

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<th>Grades*</th>
<th>Grade points/credit*</th>
<th>Percentage Range</th>
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* source: http://www.syr.edu/registrar/students/grades/faq.html

This course is graded A-F based upon the criteria outlined in the syllabus

Brief Description of Assignments
Folders are provided on Blackboard with all assignments for each week. More details on these assignments are also provided on Blackboard. You must submit all assignments on the PST 270 Blackboard page.

Week 1

LinkedIn/Handshake
- Create a LinkedIn Profile and connect with Angela Ward
- For tips to get your profile started, visit https://university.linkedin.com/linkedin-for-students
- Sign up and create a profile in Career Services Online Resource Platform Handshake

Resume Submission
- Submit your current resume to Blackboard as soon as it is available.
- At the end of the semester, submit as the first item in your E-Portfolio a revised resume with a brief discussion of how it has changed.
- For resume assistance visit http://careerservices.syr.edu/resumesletters/index.html

Time Management Assignment
- You will be given formatting guidelines to create a table of assignment due dates for your course. An example will be provided on the Blackboard for the course.

Weekly Hours and Networking Logs
- Submit Weekly Hours to Blackboard each Sunday by 11:59 PM.
- Failure to meet the deadline will result in a deduction of one point.
- Once you complete the agreed upon hours, you no longer need to submit hours’ logs.

Week 2

Weekly Hours and Networking Logs
- Submit Weekly Hours to Blackboard each Sunday by 11:59 PM.
- Failure to meet the deadline will result in a deduction of one point.
- Once you complete the agreed upon hours, you no longer need to submit hours’ logs.

Week 3

Budget Assignment Part 1
- Using the budget spreadsheet on Blackboard, plan your budget for the next month.
- You will update this budget with actual amounts spent and received in Week 7
Skills Assessments Part 1
- Use the SkillsWin! Database through http://skillswin.syr.edu/database or the corresponding skills’ set in Bill Coplin’s 10 Things Employers Want You to Learn in College.
- Complete the first part of the Skills’ Assessment.
- Complete the second part of the Skills’ Assessment in Week 6.

Health and Wellness Assignment Part 1
- Complete the Health and Wellness Assignment

Weekly Hours and Networking Logs
- Submit Weekly Hours to Blackboard each Sunday by 11:59 PM.
- Failure to meet the deadline will result in a deduction of one point.
- Once you complete the agreed upon hours, you no longer need to submit hours’ logs.

Week 4
Trend Line Graph Practice Assignment
- Use the hours completed during Weeks 1-4 of your internship as data to create a Trend Line Graph using the directions provided.

Weekly Hours and Networking Logs
- Submit Weekly Hours to Blackboard each Sunday by 11:59 PM.
- Failure to meet the deadline will result in a deduction of one point.
- Once you complete the agreed upon hours, you no longer need to submit hours’ logs.

Week 5
Dale Carnegie Assignment
- Use the directions provided on Blackboard to film a one-minute Dale Carnegie Speech.
- Upload the video directly to Blackboard.

Weekly Hours and Networking Logs
- Submit Weekly Hours to Blackboard each Sunday by 11:59 PM.
- Failure to meet the deadline will result in a deduction of one point.
- Once you complete the agreed upon hours, you no longer need to submit hours’ logs.

Week 6
Skills Assessments Part 2
• Use the SkillsWin! Database through http://skillswin.syr.edu/database or the corresponding skills’ set in Bill Coplin’s 10 Things Employers Want You to Learn in College.
• Complete the Skills’ Assessment.

Health and Wellness Assignment Part 2
• Complete the Health and Wellness Assignment

Weekly Hours and Networking Logs
• Submit Weekly Hours to Blackboard each Sunday by 11:59 PM.
• Failure to meet the deadline will result in a deduction of one point.
• Once you complete the agreed upon hours, you no longer need to submit hours’ logs.

Week 7
Budget Assignment Part 2
• Using the budget spreadsheet on Blackboard, plan your budget for the next month.

Weekly Hours and Networking Logs
• Submit Weekly Hours to Blackboard each Sunday by 11:59 PM.
• Failure to meet the deadline will result in a deduction of one point.
• Once you complete the agreed upon hours, you no longer need to submit hours’ logs.

Week 8
Policy Memo Assignment
• Use the directions provided on Blackboard to come up with a policy to help your organization.
• Drafts may be submitted to Professor Coplin for comments prior to final submission. Email your draft to Angela Ward prior to the policy memo deadline.

Weekly Hours and Networking Logs
• Submit Weekly Hours to Blackboard each Sunday by 11:59 PM.
• Failure to meet the deadline will result in a deduction of one point.
• Once you complete the agreed upon hours, you no longer need to submit hours’ logs.

Week 9
Final Electronic Portfolio
• This portfolio must be submitted via blackboard by the end of your internship no later than 5:00 PM on the last day of classes. This portfolio will include:
  
  I. Revised Resume and How It Changed
II. Hours Worked and Tasks Completed
III. Skills Assessment and Evaluation of Skill Improvement
IV. Reflection Paper
V. Networking Prospect Form
VI. Products Produced During Internship
VII. Proof of Submission of Course Evaluation Survey

**Internship Hour Requirements & Transfer hours:**
You must fulfill your **total worksite hour requirement** ((45 hrs. x no. of credits enrolled) – 15 hrs. of coursework) to receive full credit in this course. If your experience started prior to your enrollment you may transfer **10 hours per credit enrolled**. Your TA will obtain verification from your supervisor that the hours to be transferred have been completed prior to your enrollment. Once you complete your hour requirement, you no longer have to submit hours’ logs. **The last hours’ log is due at 5 PM on the last day of classes.**

**Losing Points**

A. Failure to complete the agreed upon number of hours will result in a point lost for each hour that is not accounted for.

B. One point will be deducted for each day past the due date assignments are submitted. If the late penalty exceeds the total point value, half-credit *may* be awarded at the TA’s discretion.

C. Each assignment will be graded according to three criteria:
   - Completeness/Following Directions
   - Writing Quality
   - Answer Quality
University Attendance Policy
Attendance in classes is expected in all courses at Syracuse University. Students are expected
to arrive on campus in time to attend the first meeting of all classes for which they are
registered. Students who do not attend classes starting with the first scheduled meeting may be
academically withdrawn as not making progress toward degree by failure to attend. Instructors
set course-specific policies for absences from scheduled class meetings in their syllabi.

It is a federal requirement that students who do not attend or cease to attend a class to be
reported at the time of determination by the faculty. Faculty should use “ESPR“ and “MSPR“ in
Orange Success to alert the Office of the Registrar and the Office of Financial Aid. Students
should also review the university’s religious observance policy and make the required
arrangements at the beginning of each semester.

Syracuse University Policies: Syracuse University has a variety of other policies designed to
guarantee that students live and study in a community respectful of their needs and those of
fellow students. Some of the most important of these concern: Diversity and Disability (ensuring
that students are aware of their rights and responsibilities in a diverse, inclusive, accessible,
bias-free campus community) can be found here, at:
https://www.syracuse.edu/life/accessibilitydiversity/.

Religious Observances Notification and Policy (steps to follow to request accommodations
for the observance of religious holidays) can be found here, at:
http://supolicies.syr.edu/studs/religious_observance.htm Orange SUccess (tools to access a
variety of SU resources, including ways to communicate with advisors and faculty members)
can be found here, at: http://orangesuccess.syr.edu/getting-started-2/

Disability-Related Accommodations: Syracuse University values diversity and inclusion; we
are committed to a climate of mutual respect and full participation. There may be aspects of the
instruction or design of this course that result in barriers to your inclusion and full participation in
this course. I invite any student to meet with me to discuss strategies and/or accommodations
(academic adjustments) that may be essential to your success and to collaborate with the Office
of Disability Services (ODS) in this process. If you would like to discuss disability-
accommodations or register with ODS, please visit their website at:
http://disabilityservices.syr.edu. Please call (315) 443-4498 or email disabilityservices@syr.edu
for more detailed information. ODS is responsible for coordinating disability-related academic
accommodations and will work with the student to develop an access plan. Since academic
accommodations may require early planning and generally are not provided retroactively,
please contact ODS as soon as possible to begin this process.

Academic Integrity Policy:
Syracuse University’s Academic Integrity Policy reflects the high value that we, as a university
community, place on honesty in academic work. The policy defines our expectations for
academic honesty and holds students accountable for the integrity of all work they submit.
Students should understand that it is their responsibility to learn about course-specific
expectations, as well as about university-wide academic integrity expectations. The policy
governs appropriate citation and use of sources, the integrity of work submitted in exams and
assignments, and the veracity of signatures on attendance sheets and other verification of
participation in class activities. The policy also prohibits students from submitting the same work
in more than one class without receiving written authorization in advance from both instructors. Under the policy, students found in violation are subject to grade sanctions determined by the course instructor and nongrade sanctions determined by the School or College where the course is offered as described in the Violation and Sanction Classification Rubric. SU students are required to read an online summary of the University’s academic integrity expectations and provide an electronic signature agreeing to abide by them twice a year during pre-term check-in on MySlice.
Syracuse University Policies:
Students should review the University’s policies regarding: Diversity and Disability https://www.syracuse.edu/life/accessibility-diversity/; the Religious Observances Notification and Policy- http://supolicies.syr.edu/studs/religious_observance.htm; and Orange SUccess - http://orangesuccess.syr.edu/getting-started-2/

Disability-Related Accommodations:
If you believe that you need academic adjustments (accommodations) for a disability, please contact the Office of Disability Services (ODS), visit the ODS website—http://disabilityservices.syr.edu, located in Room 309 of 804 University Avenue, or call (315) 443-4498 or TDD: (315) 443-1371 for an appointment to discuss your needs and the process for requesting academic adjustments. ODS is responsible for coordinating disability-related academic adjustments and will issue students with documented Disabilities Accommodation Authorization Letters, as appropriate. Since academic adjustments may require early planning and generally are not provided retroactively, please contact ODS as soon as possible.

Academic Integrity Policy:
Syracuse University’s Academic Integrity Policy reflects the high value that we, as a university community, place on honesty in academic work. The policy defines our expectations for academic honesty and holds students accountable for the integrity of all work they submit. Students should understand that it is their responsibility to learn about course-specific expectations, as well as about university-wide academic integrity expectations. The policy governs appropriate citation and use of sources, the integrity of work submitted in exams and assignments, and the veracity of signatures on attendance sheets and other verification of participation in class activities. The policy also prohibits students from submitting the same work in more than one class without receiving written authorization in advance from both instructors. Under the policy, students found in violation are subject to grade sanctions determined by the course instructor and non-grade sanctions determined by the School or College where the course is offered as described in the Violation and Sanction Classification Rubric. SU students are required to read an online summary of the University’s academic integrity expectations and provide an electronic signature agreeing to abide by them twice a year during pre-term check-in on MySlice.