

Instructor: Dr. Ben Littlepage

Office Location: 3244 Alexander Hall

Office Phone: 270-809-2796

Email: blittlepage@murraystate.edu

DEPARTMENT: Educational Studies, Leadership and Counseling

COURSE PREFIX & NUMBER: PSE 720 **CREDIT HOURS:** 3

I. TITLE: Internship I

II. COURSE DESCRIPTION AND PREREQUISITE(S):

This course provides students with practical application to complements the theoretical concepts introduced in the PSE graduate program. Students will complete a semester internship in a postsecondary education setting. The internship site will be approved by the student, site supervisor and instructor. The student must complete a minimum of 150 direct contact hours with the internship site, under the guidance of the site supervisor. Supervision of the student's internship experience will be shared between the site supervisor and the instructor. Monthly class meetings on Murray State's campus will coincide with the internship experience. Class meetings will give students an opportunity to reflect on the field experience and class assignments, discuss employment prospects, explore best practices, and develop an action plan for completing student learning outcomes.

Prerequisite(s): Student eligibility is contingent upon the completion of six specialization core credit hours in the PSE program.

III. COURSE OBJECTIVES:

The student will be able to

- A. articulate and apply principles and concepts from previous coursework and professional experiences;
- B. complete assignments that encourage in-depth reflection of the internship experience;
- C. develop a deeper sense of self-understanding, self-confidence, and interpersonal skills;
- D. develop work competencies for professional settings in higher education; and
- E. explore career pathways in the postsecondary education field.

IV. CONTENT OUTLINE:

- A. Overview of expectations of student, instructor, and site supervisor
- B. Professional expectations of leaders in postsecondary education
- C. Ethical and legal aspects of the internship experience
- D. Applying critical thinking and problem-solving skills in the internship
- E. Connecting theory to practice

V. INSTRUCTIONAL ACTIVITIES:

- A. Journal reflections
- B. Self-guided reading
- C. Field experience
- D. Regular, formal and informal consultations between the instructor, work supervisor and student
- E. Group discussion
- F. Guest speakers

VI. FIELD, CLINICAL, AND/OR LABORATORY EXPERIENCES:

Non-paid internship hours (150) are required for this course in an approved placement.

VII. TEXT(S) AND RESOURCES:

Sinek, S. (2009). *Start with why: How great leaders inspire everyone to take action*. Penguin Group: New York.

PSE Internship Manual (located at PSE website > Resource Center)

VIII. EVALUATION AND GRADING PROCEDURES:

Note: A grade will be calculated at the end of the term. Although the experience is largely self-paced, assignments, with a deadline, not submitted on time will receive an automatic zero. The determination of grade is made through formal and informal assessments throughout the internship.

<u>Assignments</u>	<u>Points</u>
Forms (MOA, Info Sheet, Action Plan)	10
Class Attendance	160 (40ptsx4)
Weekly Journal – Time Sheets	160 (10ptsx16)
Supervisor Evaluations (formative, summative)	20 (10ptsx2)
Student Evaluation	10
Internship Reflection	20
Resume Critique	10
Job Search Action Plan	10
<u>Leadership Text Reflections</u>	<u>40 (10ptsx4)</u>
Total:	440 pts

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

E = below 60%