

PHL 493 - Internship Course, Philosophy Department

Generic Syllabus

Description

Any job that makes use of the skills we teach in classes in the department, such as critical thinking, ethical considerations, aesthetical topics, scientific problems, or social-political issues could serve as an internship. If you show us that your potential internship will help you develop your ability to think about philosophical issues outside the traditional classroom setting, we will approve the internship for Philosophy department credit. Practically speaking, students have completed internships in various areas, including environmental agencies, non-profit organizations, editing, public relations, law, and so on. The internship course is supposed to enrich your educational experience and to improve both your philosophical knowledge and your ability to reflect critically on experience outside the classical classroom setting. As such, you should be aware that the internship will be accompanied by assignments determined by the faculty advisor and coordinated by the Director of the Undergraduate Program.

Course Goals

1. Learning to apply philosophical knowledge in the field
2. Acquiring skills in working with others as a member of a team
3. Developing skills in expressing oneself orally and in writing by applying philosophical considerations to a selected co-curricula activity

How does a student arrange an internship?

The Philosophy department does not arrange internships for students; it merely oversees the internship. Students are responsible for locating an internship, with the help of the Department of Philosophy, the College of Arts and Letters, and Career Services and Placement. The Department does keep a file of previous internship requests, as does the College of Arts and Letters (located at 200 Linton Hall).

Organization

The internship course will be overseen and organized by the Director of the Undergraduate Program in Philosophy (DUP). The assignments and the direct faculty contact, however, will be organized and determined by the faculty advisor. After having found an internship students should first meet with the DUP who must approve the internship for being eligible for academic credit. DUP will propose possible faculty advisors. Concrete assignments will be negotiated between the student and the faculty advisor.

How many credits can a student earn for an internship?

Internships through PHL 493 can take place during fall or spring. The amount of credit varies, depending on how much time is dedicated to the job weekly.

Who is eligible to do an internship?

To be eligible for an internship, a student must be a Philosophy Major or Minor (including Philosophy and Law), must have completed a minimum of 2 philosophy classes in the Philosophy department, must be a junior or senior, and must gain the approval of the department (i.e., the Director of the Undergraduate Program).

The Internship Experience in Philosophy

Congratulations on your decision to complete an internship. Internship experience enhances your post-college marketability and helps you transition better into the workplace. Completing an internship demonstrates both your commitment to learning skills learned in the classroom and applying them to real-life situations in the workplace. The actual work you will perform on the work site has already been negotiated among the CAL internship coordinator, and yourself during the initial interview. A copy of this description will be placed in your internship file with your application. But getting the internship is only the first step involved in your commitment to this experience. In addition to actual on-the-job experience, you are also expected to meet certain academic requirements as part of your internship grade. This generic syllabus outlines the requirements that must be met in order to receive a passing grade for the internship. Concrete assignments will be negotiated between the student and the internship supervisor (see worksheets)

How does an internship count toward a Philosophy degree?

The internship (Phl 493) will count towards the credits required for the major or minor, but may NOT be used to fulfill the 400-level Philosophy department elective requirement.

How does a student enroll for internship credit?

In order to enroll for credit in PHL 493, students must submit an *Internship Agreement Form* (available online) to the Philosophy Department (503 South Kedzie Hall) and make a first initial appointment with the Director of the Undergraduate Program (DUP). At that time, students may pick up an internship packet from the DUP, which includes the employer and student evaluation forms, worksheets, and other material. The DUP will help you to find an internship supervisor in the philosophy department.

Course requirements

The following list outlines all activities that will be considered in determining your grade. The final list will be negotiated between you and the internship supervisor (and depends upon the credits received for this course)

Activity Logs

You are required to submit weekly activity logs to the supervisor, which describe and record your internship hours and activities. Activity descriptions and rationales should be described as fully as possible. Submit your logs each week regardless of the number of hours worked (can be waived by the internship supervisor)

Paper Assignment

At the end of the internship, you will be asked to write a paper about the experience in connection with assigned readings. The paper topic, paper length and the assigned readings will be negotiated between you and the internship supervisor (and depend upon the credits received for this course). This paper should connect the learning you have done in your classes with the learning you have done on the internship.

Meetings with faculty advisor

You are required to attend meetings with the faculty advisor. These meetings will involve sharing your internship successes and discussing the assigned readings.

Supervisor Evaluation

Your faculty advisor will be asked to complete an evaluation of your work and will assign a numeric grade.

Exit interview and final assessment

You will be expected to meet at the end of the semester with the Director of the Undergraduate Program and assess your experience.

Writing Center Information

MSU's writing center offers excellent help on all matters regarding writing and learning. Check the website at <http://writing.msu.edu> for an overview and hours. For more information, please call 517.432.3610 or send an e-mail to writing@msu.edu.

Integrity of Scholarship and Grades (Plagiarism)

The following statement of University policy addresses principles and procedures to be used in instances of academic dishonesty, violations of professional standards, and falsification of academic or admission records, herein after referred to as academic misconduct. [See General Student Regulation 1.00, Protection of Scholarship and Grades.]: check <https://www.msu.edu/unit/ombud/RegsOrdsPolicies.html>

Academic Honesty

Article 2.3.3 of the Academic Freedom Report states that "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the (insert name of unit offering course) adheres to the policies on academic honesty as specified in General Student Regulations 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations. (See Spartan Life: Student Handbook and Resource Guide and/or the MSU Web site: www.msu.edu) Therefore, unless authorized by your instructor, you are expected to complete all course assignments, including homework, lab work, quizzes, tests and exams, without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work completed for another course to satisfy the requirements for this course. Students who violate MSU rules may receive a penalty grade, including but not limited to a failing grade on the assignment or in the course. Contact your instructor if you are unsure about the appropriateness of your course work. (See also <http://www.msu.edu/unit/ombud/honestylinks.html>)

Accommodations for Students with Disabilities

Students with disabilities should contact the Resource Center for Persons with Disabilities to establish reasonable accommodations. For an appointment with a counselor, call 353-9642 (voice) or 355-1293.

Phl 493 - Internship Course, Philosophy Department

Worksheet for student

Description

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Name: _____

PID: _____

Date: _____

Junior Senior

If you are interested in signing up for our internship course (PHL 493), please follow the following steps:

I took the following philosophy classes. Write them down here:

I have developed a concrete idea of what kind of internship I would like to have. You need concrete ideas for your meetings with Courtney Chapin and Paul Jacques. Write your ideas down here:

I have made an appointment with Courtney Chapin, CAL field career consultant; (517) 432-8257, chapinco@msu.edu

I have made an appointment with Paul Jaques, CAL internship coordinator; (517) 884-1714; jaques@msu.edu

I have found an internship opportunity. Briefly describe the location and the internship here:

Please explain how the internship is related to philosophy in general, to specific philosophical issues, or philosophy classes you took or intend to take:

I have made an appointment with the Director of the Undergraduate Program in the Philosophy Department and discussed my plans and possible faculty advisors. Date and time of appointment:

Monday Tuesday Wednesday Thursday Friday Date/Time: _____

The Director of the Undergraduate Program has approved the internship as eligible for academic credit

I have thought about possible faculty advisors. Write their names down here:

I have contacted – with approval of the Director of the Undergraduate Program – the following instructors

The following faculty member has agreed to supervise my internship course

Date

Signature Student

Please make two copies of this document and return it to the front office of the Philosophy department, 503 South Kedzie Hall (one copy for the internship file, one copy for the DUP)

Phl 493 - Internship Course, Philosophy Department

Worksheet for Supervisor and Student

This form should be filled out by the student and the internship faculty advisor

Description

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Name student: _____

PID: _____

Junior Senior

Name internship supervisor: _____

Credits: 1
 2
 3
 4

Please discuss the following points together with your faculty advisor (check also the generic internship course syllabus online)

Please describe the form and length of the weekly activity log

Waived by faculty advisor

Please describe the form and length of the required paper at the end of the internship

Due date of paper: _____

Please list readings that will accompany the internship

Please briefly describe and list assignments connected to the reading assignments (meetings, response papers, etc.)

Please list any additional tasks or assignments

How often will the student and the faculty supervisor meet? Describe scope and goal of meetings

Please make two copies of this document and return it to the front office of the Philosophy department, 503 South Kedzie Hall (one copy for the internship file, one copy for the DUP)

College of Arts and Letters/Department of Philosophy Internship Agreement Form

Information about the intern	STUDENT NUMBER	
	NAME	
	ADDRESS	
	CITY/STATE/ZIP	
	TELEPHONE NUMBER	
Information about the supervisor (faculty)	NAME	
	TELEPHONE NUMBER	
Information about the director (DUP)	NAME	
	TELEPHONE NUMBER	
Information about the Institution/ Organization	NAME	
	ADDRESS	
	CITY/STATE/ZIP	
	TELEPHONE NUMBER	
	CONTACT PERSON	
Information about the internship	DATES OF PARTICIPATION	
	SEMESTER YEAR	
	PHL (Course #) NUMBER OF CREDITS	
	DAYS AND HOURS OF WORK	
	HOURS OF WORK PER WEEK	
	DESCRIPTION OF INTERNSHIP DUTIES:	

This form is a written record of a proposed internship placement made for job training and for academic credit at Michigan State University. Its execution shall not give rise to contractual obligations among the parties to it.

COMPLETE ALL ITEMS. PLEASE PRINT.

MSU does not provide Worker's Compensation Insurance.

Signature Student

Signature Director of the Undergraduate Program

Phl 493 - Internship Course, Philosophy Department

Internship Supervisor Evaluation Form

Name of supervisor: _____
Name of student: _____
PID: _____
Date: _____

Assignment, brief description	Grade

Final grade: _____

Signature supervisor

Please make two copies of this document and return it to the front office of the Philosophy department, 503 South Kedzie Hall (one copy for the internship file, one copy for the DUP)



**Department of Philosophy
Internship Program
Employer's Evaluation of Student**

Student _____ Employer _____

Instructions: This rating when completed by the supervisor is very valuable to the student. It provides objective evaluation of the student's ability, characteristics and growth, and identifies areas requiring improvement. Please complete and return this report not later than 1 week after the student leaves your employ.

Attitude towards work

- Very enthusiastic
- Positive-willing to work
- Shows interest most of the time
- Somewhat indifferent
- Definitely not interested

Work Initiative

- Recognizes work to be done and does it without directions
- Does more than is assigned if given directions
- Does average amount of assigned work
- Sometimes tries to avoid work
- Low production, unreliable

Quality of work

- Always does neat, accurate work
- Usually produces high quality work
- Produces acceptable work
- Inferior work is common
- Does almost no acceptable work

Adaptability

- Reacts very quickly to new situations
- Easily learns new duties if given time
- Routine worker, requires detailed instructions
- Slow to learn and accept new changes
- Unable to adjust to change

Dependability

- Completely reliable in following instructions
- Meets obligations with little need for supervision
- Requires careful supervision
- Requires frequent follow up on routine duties
- Unreliable even under close supervision

Cooperation

- Good team worker, well accepted, tactful
- Works well with others
- Gets along satisfactorily
- Has difficulties working with others
- Unfriendly, rude, hard to get along with

Attendance and Punctuality

- Never late or absent
- Very seldom absent or tardy
- Average attendance
- Late of absent several times
- Attendance and punctuality is a problem

Progress

- Outstanding improvement
- Some improvement
- Average level of performance
- Fails to improve
- Does inadequate work

OVERALL PERFORMANCE: Outstanding Very Good Average Marginal Unsatisfactory

Student Appearance: Appropriate Inappropriate

What unusual traits, positive or negative, have you observed?

How has the internship affected the student's qualifications for employment?

In what capacity, if any, would you give this intern permanent employment?

This report has been discussed with the student. Yes No

Employer's Signature

Date

Student
Department



**Department of Philosophy
Internship Program
Student's Evaluation of Program**

Name _____ Major _____ Date _____

Employer _____ Coordinator _____

Supervisor _____ Employed: Beginning _____ Ending _____

1. How valuable was this work experience to you in: (rate on a 1-5 scale; 1= very valuable, 5= no value)

- 1 2 3 4 5 Helping you decide on a future career (in this area or different area)?
- 1 2 3 4 5 Providing insight into your employer's business or operation?
- 1 2 3 4 5 Learning new skill or techniques?
- 1 2 3 4 5 Applying, integrating, or making relevant the knowledge gained from your course?
- 1 2 3 4 5 Clarifying your future educational goals?

2. Comment on the following:

A. The strong points or highlights of your work experience:

B. Changes which have made your work experience more meaningful:

C. Employer's supervision:

D. In what ways the internship may be made more effective for future student:

3. Did the assignments in the internship course make your experience more valuable? Why or why not?

Student's signature

Date