Syllabus
CAS IN 250  Internship for Liberal Arts: Work & Identity—Theory & Practice
(LIB ARTS INTERN)

Fall, 2015

Course Information:

Credits: 1 credit (90 hours) or 2 credits (120 hours), pass/fail, and not counting toward the degree;

Class Periods: This is an online course, with two face-to-face sessions, one at the beginning and one midway through the semester. Students may review each weekly lesson at a time convenient to their individual schedules within the week, but must remain current by completing each lesson and associated assignments within the period prescribed.

Prerequisites: Prior completion of Career Directions and Self Discovery workshops offered by the Center for Career Development. Successful completion of the application process and acceptance into the internship

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Office Hours: By appointment

Course Description:

From Robert Heilbroner’s essay, “The Act of Work”: “To write about the act of work is daunting because work is the focusing lens for so much of human experience. Work conjures up joy and despair, fulfillment and anesthesia, creativity and drudgery. It brings to mind the ideas of Marx and Aquinas, Freud and Benedict, Weber and Aristotle. It raises the most immediate and pressing issues of unemployment and discrimination, and the most perennial and persisting questions of purpose and achievement. In a word, work is the inescapable starting point for all social inquiry—if only we knew where to start.”

Undergraduates in the liberal arts are particularly well positioned to bring their academic experience to bear on the subject of work as they participate in an internship experience that also allows time for reflection on identity and its role in finding meaningful work and the place of one’s occupation or career in the making of a rich and fulfilling life.

Using Heilbroner's essay as a point of departure, the course will explore historical and philosophical themes about work as they relate to one’s achievement of a life well lived. The course also seeks to provide guidance in a workplace setting, offering students an opportunity to explore their goals and aspiration as they participate in a one-semester internship within Boston University. It focuses on the essential skills and competencies for
getting started and being successful in the workplace and the value of a liberal arts education as powerful preparation for the workplace. To demonstrate their emerging thinking about linking their academic experience with career goals, students will develop a personal philosophy statement, through reflective writing, engagement in self-assessment, and review the literature for evidence-based best practices in employment effectiveness.

**Text/ Primary Course Materials:**

**Required:**


Supplemental readings as assigned from:


**Course Objectives:**

Upon completion of this course the successful learner will be able to:

1. Align elements of the liberal arts major with transferable competencies needed in the workplace.
2. Reflect on one’s personal career aspirations and beliefs related to the internship itself and the course readings.
3. Compare and contrast different influences on one’s work ethic.
4. Review the organizational culture of the internship site, including the mission and scope of work of the office providing the internship.
5. Analyze current issues in employment that are affecting one’s career aspirations.
6. Demonstrate understanding of workplace challenges and ways to address those challenges.

This course will be offered online using Blackboard as the course management system. Discussion items will be assigned for each topic in the course. Students will be expected to respond to the questions listed for each week’s topic and comment on other students’ postings. A final reflection paper will be used to assess the course objectives.

Course Requirements:
1. Weekly discussion and readings.
2. Complete the minimum hours of internship work.
3. Receive and respond to feedback from the mentor/supervisor about work performance.
4. Using the Boston University job postings (Human Resources), write one cover letter detailing your qualifications for the position.
5. Critique one organization’s website specific to the internship field for its clarity in defining roles and responsibilities for employment in the organization and the opportunities for professional development and career advancement.
6. Develop a personal philosophy statement regarding work ethic and the work environment.
7. Final Reflection Paper – assessment of the internship experience, lessons learned, advice you would give future interns within the organization in which you worked.

All assignments are to be submitted on the due date indicated via the Blackboard course site. Weekly participation is required via Blackboard. Participation is expected on all readings and should respond to the questions posted. In addition students must respond to at least one other student’s posting. All postings should be made no later than Sunday midnight. The class week is considered Monday through Sunday.

Comments and follow up responses will be expected should they be raised in the discussion by other members in the class or by the instructor. The quality and professionalism of the discussion board will be the basis for passing grade. The instructor will not comment on each posting but may comment to provide direction to the discussion as postings accumulate.

Each Monday readings for the week’s topic and discussion questions will be posted on Blackboard.

*Please keep a personal copy of all assignments/projects/proposals posted so your work can be resubmitted if there is a posting or transmission error.*

*Participation Rubric*
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<tr>
<th></th>
<th>Unsatisfactory</th>
<th>Needs improvement</th>
<th>Meets expectations</th>
<th>Exceeds expectations</th>
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<tbody>
<tr>
<td><strong>Content</strong></td>
<td>Comments add nothing to the discussion or are inappropriate</td>
<td>Some comments are inaccurate or inappropriate, do not reflect upon readings or classmate viewpoints, and do not add to the discussion</td>
<td>Most comments are convincing, reasonably reflect assigned readings and classmate viewpoints, and add to the discussion</td>
<td>All comments are convincing, with strong reflection on assigned readings and classmate viewpoints.</td>
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<td><strong>Form</strong></td>
<td>Unprofessional comments, frequent spelling or grammar errors</td>
<td>Some unprofessional comments, some spelling and grammar errors</td>
<td>Professional, but minor spelling and/or grammar errors</td>
<td>Always professional, considers others’ opinions, no spelling and/or grammar errors</td>
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**Course Outline**

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<tr>
<th>Week</th>
<th>Topic</th>
<th>Reading/Assignment</th>
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<tr>
<td>1</td>
<td>Identity and Work</td>
<td>Read “The Act of Work”</td>
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<td>2 and 3</td>
<td>Linking academic preparation and work; finding my “life’s work”; imagining the ideal life</td>
<td>Read posting from You Majored in What?</td>
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<td>3</td>
<td>Understanding one’s own work ethic</td>
<td>Christakis, Ch. 5, “The Buck Starts Here”</td>
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<td>5</td>
<td>Developing a résumé and drafting a cover letter</td>
<td>Study 1-2 job postings for in an organization in which you might seek employment.</td>
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<td>6</td>
<td>Midterm reflection on the internship experience, including any feedback or guidance provided by mentor/supervisor</td>
<td>Working draft of reflection paper</td>
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<tr>
<td>Week</td>
<td>Topic</td>
<td>Description</td>
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<td>Week 7</td>
<td>Professional Development</td>
<td>Description of one discipline specific and one general professional organization</td>
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<td>Week 8</td>
<td>Personal Responsibilities, goal of making “every action professional”</td>
<td><em>Can They Do That?</em></td>
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<td>Week 9</td>
<td>Special Topics in career development</td>
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<td>Week 10</td>
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<td>Readings from <em>The Working Life</em></td>
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<tr>
<td>Week 11</td>
<td>Special Topics Diversity and gender equality in the workplace</td>
<td>Read <em>Can They Do That?</em></td>
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<td>Week 12</td>
<td>Academic Preparation, Work, and Career: A Personal Statement</td>
<td>Personal Philosophy Statement due</td>
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<td>Week 13</td>
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<td>Final Paper due,</td>
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<td>Week 14</td>
<td>Challenges in the workplace. Observations.</td>
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*Students must abide by the Academic Policies and Procedures set forth in the Boston University Catalog. Students must read, understand, and comply with all of these policies and procedures.*

*Plagiarism*