One credit of C410 will require a minimum of 50 hours of work for the internship; three credits need 150 hours minimum.

**Internship Goals:**

*Apply what you have learned in courses to real-world experiences, reflect on those experiences, and receive feedback to take the next steps to build particular skills;*

*Build mentoring relationships with supervisors, faculty, and peers;*

*Encounter differences across people and in ways of thinking;*

*Use your experiences to clarify your values, interests, and personal goals (including those related to careers).*

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**Intern responsibilities:**

Student interns will arrange a certain number of hours of work with the site supervisor and will communicate any conflicts that arise in order to make other arrangements. Time limits should be agreed upon beforehand.

--Complete PACE-C 410 assignments.

--Fill out a one-page report that will be made available to other students for review in considering internships at the site.

--Keep copies of any written work, audio or video artifacts, on a USB drive for use in future courses for PACE or for personal professional development and presentation.

Please NOTE:  
Internship sites may be changed if the first placement is unsatisfactory. Student should first
-- Discuss the situation with the PACE internship director, and
-- Report to the site supervisor, giving notice as appropriate.

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**Please consult the PACE internship director whenever questions or concerns arise. Don’t wait until a minor annoyance becomes a major crisis.**
Assignments

Review the Oncourse Assignments tab. Each assignment will have guidelines to follow. Check your assignment after it is graded for feedback comments.

To earn one credit of C410, the following assignments are required.

At least 80% of total points must be earned to receive a grade of ‘S’ for the internship credit.[80/100 points for one credit]

1: Final reflection paper [7-10 pages]. (65 pts.)
2: Final public report. (10 pts.)
3: Debriefing consultation with PACE internship director. (25 pts.)

Total possible points: 100

Please contact Joelene Bergonzi, pace@indiana.edu, 812-856-7882, with any questions, concerns, or for general consultation. I am always glad to speak with you! Thank you for your work and your reflection.

For three credits of C410, please add these assignments to the ones explained above:

1: Reading Reflection* [about 5 pages] (100 pts.)
2: Three Journal Entries. (75 pts.)
3: Midterm consultation. (25 pts.)

READING LIST
*Choose from these books or check with me for approval of substitutions.

Bornstein, David. How to Change the World: Social entrepreneurs and the power of new ideas. ISBN 0195138058
Klaus, Peggy. The Hard Truth About Soft Skills: Workplace lessons smart people wish they’d learned sooner. ISBN 9780061284144
Leider, R. J., & Shapiro, D. A. Whistle While You Work: Heeding your life’s calling. ISBN 1576751031
Loeb, Paul Rogat. Soul of a Citizen: Living with conviction in challenging times. ISBN 9780312595371
Wilson, Marie C. Closing the Leadership Gap: Why Women Can and Must Help Run the World. ISBN 9780143114031
C410 assignments:

» Reading Reflection – 100 pts.

Highlight points and questions that provoked your thinking and those which you think are especially relevant for your learning and your professional development. Use your own words and not direct quotes, but put page numbers as appropriate to cite the text.

What steps might you take in your internship that were inspired by this reading?

Attach your reflection to this assignment. It should be at least 5 pages long, 1-1/2 spaced, 12 pt font. [See note under Syllabus tab.]

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General instructions for all journal entries:

Use the queries listed for each journal entry as general prompts; you don’t need to cover each one separately. Just keep them in mind as you consider your experiences

However: Each reflection must give details to show what you mean, how you learned, what the context was, and what next steps you would take. When you make a claim/generalization: SHOW what you mean by giving an example of what it looked like or HOW it happened or WHY you think what you do.

You can think of this as the WHAT, SO WHAT, and NOW WHAT of reflection, as follows--

WHAT: Please give DETAILS of what happened to show what you mean in these entries.

SO WHAT: Then expand your reflection to tell more about the context of what those incidents meant in connection to what is going on and larger issues.

NOW WHAT: Then tell what you still need to know, what you’d like to find out, or what steps you would like to take.

Please use a Word document to write your reflection for all journal entries. Upload it to the assignment and keep a copy for your records until it is graded.

» Journal Entry #1 – 25 pts.
As you discuss your first experiences at your internship site, please consider the questions below. You do not need to address each one for your reflection.

--What assumptions did you have at the beginning of your experiences?
--How are the people you are meeting different from you? How are you similar to those you are meeting?
--What do you anticipate will be the challenges to your comfort zone and to your learning here?
--Are there any new goals would you add to (or how would you revise) your work plan?

» Journal Entry #2 – 25 pts.
--What new ways of interaction did you practice with those you are serving? How were your skills challenged so far? What do you wish you already knew how to do?
--What 'greater context' issues have you noticed at your agency?
--What next steps do you want to take?
--What else do you want to talk about?

» Midterm Consultation – 25 pts.

Arrange a time and then actually communicate with Joelene either in person or through Skype, phone, FaceTime, or ... You can email me sometime around the last week of June to set this up and we should 'meet' hopefully at the end of June or at the latest by July 10. Please let me know your schedule. Thank you. 812-856-7882 or email pace@indiana.edu

You can prepare by thinking about your work so far. We might discuss:
--What continues to be a challenge for you?
--How have your feelings about what matters most to you changed or gotten stronger so far?
--What has changed most about you in this process?
--What do you need or what would you wish to learn in the rest of the project?
--What have you learned from your internship so far?
--Do you feel prepared to do this work? Please explain.

» Journal Entry #3 – 25 pts.

A few days after our midterm consultation, please summarize your thoughts about the continuing challenges you are facing and how you are dealing with maintaining optimism and hope.

You can use some of these prompts as needed:

--What ethical dissonances (areas of potential or actual conflict with your own values) are arising for you?
--Please reflect specifically on the context of what you have learned from other people’s points of view during this internship.
--What have others taught you from their perspective?
--How is this NOT about you?

» Final Reflection Paper – 50 pts.

Please use the following prompts to write a (minimum) of 7 pages, 1-1/2 spacing, 12 pt. font. Papers may be longer if you have edited to avoid repetition. Use the questions as suggestions, not requirements. After I have read the paper, we will meet to discuss applying what you experienced for your future career choices.

Be sure that any broad claims or generalizations [such as “I learned a lot about communication.” Or “The clients could be difficult to work with.”] include the details to SHOW WHAT happened, and HOW it affected the situation, even WHAT it means in a greater context and to you. This is an IN-Depth reflection to integrate your experiences during the internship for your learning and professional development.
Part 1.
General details—Please fit in as much of these as you can, without just answering questions:

-- How did you fulfill the project goals from your original plan?
-- What revisions to that plan needed to be made?
-- What do you see as your most significant accomplishments?
-- What challenges did you face in this internship?
-- How did you push your learning when faced with challenges?
-- In what ways did you go outside your comfort zone?
-- Seeing those places as your ‘learning edges,’ what happened at those times?
-- If there has been a frustrating aspect of the work, what was it?
-- In what ways did you seek guidance and mentoring?
-- After this experience do you see any change in your longer term career goals?
-- Were any academic courses or experiences useful to you in this work?
-- What skills have you developed that you can see transferring to other jobs or experiences?
-- What are your overall observations on the effectiveness of this organization?
-- What are your overall observations on your own effectiveness during this internship?

Part 2.
THE BIG QUESTION YOU SHOULD BE SURE TO ADDRESS:
-- How has the internship added to your understanding of political and civic engagement?
Tie in your experiences specifically with concepts you have studied through PACE and other classes.

Part 3.
Specific metacognitive questions--please include as much of this as possible:
--During your time as an intern, how did you change in terms of
  *What you care about differently now than you did before?
  *What actions you are capable of performing now?
  *What you can connect or integrate now, that you could not before?
  *Your ability to think about problems in areas you have studied in college?
  *What you know?

--What did you learn about
  *The process of learning about political and civic engagement?
  *Interacting with other people?
  *Yourself?
  *Some of the major ideas you studied through the PACE program?
  *The phenomena involved in political and civic engagement?

» Final Public Report
Though this assignment is not graded, it is required in order to have your internship count toward the PACE certificate. Your name will be removed before sharing it with others.
Please make a one-two page document with brief but descriptive feedback to help future students thinking of doing a similar internship:

Site_________________________________________           Semester/year _______

How were you trained, oriented, supervised or provided with learning opportunities? What do you think about the variety and nature of your internship experiences? What else would you like students to know? Would you recommend this organization as a site for future internships? Explain why or why not.