



UNIVERSITY OF NEW YORK, TIRANA

**COURSE: Internship
Fall 2007**

Instructor: Elona Konomi-Garo
Class Time: Friday 9:00 – 11:00 AM
Room: 4/D
Office Hours: Feel free to make an appointment. I am also available via e-mail or telephone.
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Prerequisites:

A min. of 96 UNYT credits and an ESC senior student status (16 ESC credits).

Course Description

Students who have accumulated 96 credit hours leading to a baccalaureate degree at UNYT can apply for admittance to the internship program. This course examines and integrates regular on-going formal learning activities with related work experience during the normal semester period. The main purpose of the course is to actively involve students with a business or institution for 12 hours per week. By successfully completing this program, students earn four Empire State College (ESC) credit hours. The work assignments are expected to be related to on-going technical, business and institutional activities allowing students to build skills and professional behavior.

Course Materials

You will be doing mostly individual research in this course. There will be handouts and articles on career advising and job search skills.

Course Objectives:

Upon successful completion of the internship, you will have working knowledge of the following:

- Acquire job search skills: be able to develop a winning resume and cover letter.
- Possess the skills for a successful interview; Use Internet and other sources for finding internships placements.
- Know the career tracks for your majors and types of organizations and institutions operating in your profession.
- Understand the relationship between employees and employer. Understand how different business or governmental institutions operate.
- Explore different working environments and be prepared to make the best of your internships as a learning experience and as an opportunity to start building your professional network.
- Increase awareness of your own behavior and work skills.
- Enhance interpersonal skills and group work.

Student Responsibilities:

Students are expected to be entirely involved in finding and developing ideas for their internship by:

- Creating a professional resume.
- Identifying the type of institutions and organizations for an internship and start approaching the organizations by inquiring about internship opportunities with them (minimum 3 prospects) by sending the resume or by calling.
- Discussing their choices with the UNYT internship supervisory instructor.
- Arranging a visit with the business or agency to discuss the possibility of doing an internship with the business of their choice.
- Once a business has been selected, identify who would supervise and evaluate their work within the business or institution.
- Developing a clear understanding of actual work requirements, who supervises their work and work evaluation criteria i.e. duties, experiential learning, population served and time commitments.
- Upon acceptance by an institution, arrange for the Internship Agreement to be completed, i.e. the written job description including learning objectives and outcomes as well as the student's time commitments, and then signed by the mentor and UNYT instructor.

UNYT Roles in the Internship Program:

- Ensure program coordination & administration.
- Develop working relationships with businesses, agencies, chambers of commerce and institutions to establish student internship placement opportunities.
- Appoint a supervisory instructor to work with students enrolled in the program, providing mentoring and supervision of work activities in close collaboration with the outside agency or business.
- Hold regular seminar sessions with internship students to facilitate growth and development of student's new work life.
- Evaluate the student's completed internship reports.

Visit from Instructor

The Internship Instructor will usually visit the students at their company once during the internship. The Visiting Instructor will seek to support both the student and the host company to help to make the internship a meaningful and successful experience.

- The student has the responsibility to arrange the visit as he/she is best placed to coordinate both their business mentor's and visiting instructor's schedule to find a suitable date.
- During the visit the visiting instructor analyzes the suitability of the internship and discusses student responsibilities to date with both the student and the business mentor.

Business or Agency Responsibilities

- Approve the Internship Agreement.
- Arrange for a business mentor who will supervise the student work along with mentoring professional skills and attitudes.
- Evaluate the work of the student for final grading.

The Role of Business Mentor

During the internship someone in the host company will be identified to support the student during their internship. This is normally the Business Mentor although additional help may also come from the team that the students work in. The student should communicate regularly with this person. Day to day problems should be dealt with at this level.

CLASS SCHEDULE

CLASS	DATE	READINGS	ASSIGNMENT DUE
1	October 12	NATIONAL HOLIDAY	
2	Oct. 15 Make-up class	Reading: Hansen, R. How to Find Your Ideal Internship. Web link: http://www.quintcareers.com/finding_ideal_internship.html	
3	Oct. 19 Make-up class	NATIONAL HOLIDAY Reading: Hansen, R. Making the Most of Your Internship. Web link: http://www.quintcareers.com/internship_success.html Handout: Cover Letter Writing; Resume Writing Write personalized cover letter	Identify and research 3 organizations to target for an Internship
4	Oct. 26	Resume peer review Feedback on the resume to finalize the draft version	PERSONAL RESUME
5	Nov. 2	Interviewing: Do's and Don'ts Handout: Interview Skills	
6	Nov. 9	Interview practice	
7	Nov 16	Instructions on Internship Journals	
8	Nov. 23	Journal discussion; student experiences sharing; how to make the internship a meaningful and successful experience.	
9	Nov 30	Handout for final report	
10	Dec. 7	Journal discussion; student experiences sharing; how to make the internship a meaningful and successful experience.	FINAL REPORT OUTLINE
11	Dec. 14	Instructor's visits discussion	
12	Jan 11	Instructor's visits discussion	
13	Jan. 18	Journal discussion; student experiences sharing; how to make the internship a meaningful and successful experience.	FINAL REPORT DRAFT
14	Jan. 25	IN CLASS PRESENTATION FINAL REPORT DUE	

Course Requirement:

The course will consist of the following components:

Participation – Total hours worked during the semester will be 100 hours. Internships are generally 10-13 weeks in length during the Fall and Spring semesters. As a rough guide, students are expecting to work 12 hours per week over a ten-week period. However, there is considerable flexibility in establishing work hours that meet the organization’s and student scheduling constraints.

Even though the internship program is more practically orientated, students are strongly recommended to participate in all seminars that will be organized. Expect your instructor to keep track of how often you contribute to class discussion.

Journal Entries – This is a learning tool that helps the student to think about what they are doing and learning. The student should record all activities and learning during the internship and should be maintained on a daily or weekly basis. For instance, departments meetings, skills learnt, projects allocated, tasks and projects completed. Also, planned, inspirational learning, and sudden insight should be recorded. The Journal is normally discussed with the instructor during the visit and it is extremely useful for final report. It will be attached to the final report as appendix.

Internship Report and Presentation – The final report should reflect your ability to integrate the theoretical knowledge gained in the classroom as well as the experiential learning gained in your internship placement. There is a need to demonstrate your ability to incorporate your knowledge and critical thinking in a broad context. As a graduate of this university, you are now in a situation to develop strategic positions that will help Albanian businesses to enhance sustainable competitive advantages.

This report can be very creative but must reflect your ability to take concepts, principles and real world applications you have gained from the UNYT curriculum along with the internship experience in order to identify and analyze problems specific to your field of study. You can base your report on the main lessons learned, but it is essential to bring together knowledge from many sources. The resume you prepared during the course and a sample cover letter will be attached to the report as appendices.

The last week students will present their experience and main ideas in the report to the class.

Criteria for Determination of Grade, including Evaluation Methods:

Participation	10%
Mentor Evaluation	20%
Journals	20%
Final Report & Presentation	50%

Grading Scale	96-100 A	90-95 A-	87-89 B+
	83-86 B	80-82 B-	77-79 C+
	73-76 C	70-72 C-	67-69 D+
	63-66 D	60-62 D-	0-59 F

General Requirements:

1. All assignments must be typed. Late assignments will be penalized at the rate of 20% for each 24 hours of lateness (or portion thereof).
2. If you must miss an assignment deadline due to a serious medical problem, then you **MUST** telephone the professor prior to due date to re-schedule. A doctor's certificate will be required.
3. Continuing and regular use of e-mail is expected.
4. Deadlines in different institutions and real business environments are very critical. Therefore, late assignments and absence from internships will not be tolerated. In the event of illness or emergency, contact your instructor **IN ADVANCE** to determine whether special arrangements are possible.
5. Students are responsible for reading and remaining informed about the UNYT Calendar, Plagiarism Guide, and Student Honor Code for information on appeals, withdrawal dates, plagiarism, cheating, and academic misconduct. Students are expected to abide by these regulations of UNYT.
6. If you feel that you have special learning difficulties, please, make an appointment with Ms. Angela Gramo. Ms. Anxhela Gramo is trained to help students with learning difficulties. She shall provide this service to UNYT students, just as it is offered in all American universities.