

CAREER ACCELERATOR SERIES

Delivered by Dream Careers in collaboration with New York University

NEW YORK UNIVERSITY

A private university in the public service

*School of Continuing and Professional Studies
Paul McGhee Division - 726 Broadway, 6th Floor New York, NY 10003-9502*

High School Summer Internship/EXPR-DC9503

1 credit

Course Length: 4 weeks

Summer 2011

Faculty Name: (TBA) Students will be placed in groups of 20 students and will work with an individual instructor. This information will be given to students during the arrival orientation as well as listed on the online course platform.

Room Location: This information will be given to students during their arrival orientation as well as listed on the online course platform.

Contact Information of Faculty: This information will be given to students during their arrival orientation as well as listed on the online course platform.

Each student will receive approximately one week before their arrival at NYU a user name and a password via email. This email will instruct them to sign on and to complete the student tutorial for engaging in an online course. It very important that students complete the tutorial prior to their arrival or they will not be prepared to start the course as required. Once they have accomplished the tutorial students may gain access to some of the online course materials. These course materials will include the course syllabus, the instructor's name and contact information, the instructor's welcome announcement and an introduction outlining the course's process and overall goals.

COURSE DESCRIPTION:

Internship courses for academic credit at colleges and professional schools enable students to apply classroom learning in the workplace. Using best practices in experiential learning, students reflect upon the professional environments they will be entering and develop an understanding of the competencies they will need throughout their working lives. They explore the particular practices of a profession or industry, and refine or reassess their career goals.

Students participate in eleven hours of coursework, to be conducted on-site or synchronously online, during which they learn to identify the skill sets associated with their internship that will allow them to perform to the expectations of their site supervisors. Students meet once a week with faculty to discuss the ideas/concepts of the weekly lesson and to discuss general workplace issues. These meetings may be in a synchronous format on-line or face-to-face for those students in New York City. They also explore learning strategies, general codes of conduct, and networking approaches which create a context for individual growth and development throughout a career. Academic assignments are specifically designed to enrich the learning experience throughout the internship.

Students will benefit from participation in a resume development segment that will be an added value of the course. This segment will not be part of the grading criteria, but used to further the development of the students' understanding of the importance of an effective resume for future internships and job searches. The students will be asked to submit their own version of their resume online one week ahead for faculty review and to provide the basis for discussion. Your second and final version will be required one week before class ends. The faculty will review and make any remaining comments or suggestions for improvement prior to the last day of class.

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LEARNING OUTCOMES:

- Student will be able to articulate and apply principles learned in and outside the classroom
- Student will complete assignments that encourage in-depth reflection on the internship experience
- Student will gain self-awareness, self-confidence, and interpersonal skills
- Student will develop work competencies for a specific profession or occupation
- Student will explore career options, and gain general work experience

Learning Lessons

There are 4 self-directed learning lessons with specific tools to support experience of the internships.

Lesson 1

Beginning the Internship: An Assessment

Lesson 2

Identifying Professional Skills Necessary in the Workplace

Lesson 3

Communication in the Workplace

Lesson 4

Re-Assessment of Professional Aspirations and Organization ‘Fit’

COURSE REQUIREMENTS:

- Successfully fulfill the work requirements of the internship
- Read and participate in the weekly lessons on the class course site
- Submit two reflective journals to the course instructor incorporating the knowledge gained from the self-directed learning lessons
- Meet in class or synchronously online with the instructor on a weekly basis to address the weekly lessons and further discuss internship and workplace issues.

GRADING CRITERIA:

Successful completion of the internship	40%
Journal entries	20%
Class Meetings/Discussions	40%

Letter Grade		Quality Points
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	60-66	1.0
F	Below 60	

Subject to Change

- *This syllabus is subject to change in the event of extenuating circumstances.*

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NYU-SCPS ONLINE LEARNING PLATFORM:

Students will be working with a highly sophisticated online platform with many perks. Online courses are delivered via NYU-SCPS Online, comprising the Epsilen™ learning platform and Horizon™ Wimba's embedded synchronous capabilities.

The NYU-SCPS Online Epsilen Platform provides students with social networking capabilities, portfolio building, and a robust set of tools to support online learning needs.

- **Academic social networking.** NYU SCPS online combines social networking so you can build your professional network while acquiring new skills and gaining new knowledge. Some programs plan face-to-face meet-ups as well.
- **ePortfolios.** Students build and accumulate artifacts of their study with NYU SCPS into a robust online portfolio that demonstrates their knowledge and skills to employers.
- **Faculty interaction.** Our faculty are present online and interacting with you regularly.
- **Formats and Flexibility.** We do not use a one size fits all approach to teaching and learning online. We prefer live interaction over prerecorded lectures. Our forms of assessment are go beyond tests and quizzes and emphasize real-life authentic activities (i.e. writing business plans, redesigning of a social media strategy, refining your own screenplay)
- **Convenience.** You gain access to the NYU expertise and programs without being on campus.
- **State of the art technology.** Courses are taught using sophisticated tools that promote interaction, collaboration, and conversation.
- **Expertise.** We have faculty who are world class industry experts teach our online courses
- **Professional Networks.** Access to a global network of peers, faculty, and industry professionals. Consider: Our faculty are accessible experts and your peers are accomplished adults seeking new knowledge and opportunities
- **High Quality Programs.** We have high quality programs specifically designed for online learning

Epsilen™ Minimum System Requirements:

Operating System and RAM

Students must have access to a MAC or PC computer with at least 256 MB of RAM, and broadband Internet access with one of the following operating systems:

Windows 2000

Windows XP

Windows Vista

Windows 7

Macintosh OSX 10.3 or higher

Software Applications and Web Browser

The following software applications must be installed on your computer:

Microsoft PowerPoint

Microsoft Word

Microsoft Excel (if applicable)

Adobe Acrobat Reader

Internet Explorer 6.0, 7.0 or higher, or Firefox 3.0 or higher for PC users Safari 3+ for Mac users (all browsers must be Java and JavaScript enabled and have pop-up blockers disabled).