Sophomore Internship Program (SHIP)
Career Services Internship UBE 496

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Office Hours: By appointment only, Monday-Friday, 9 a.m. - 4 p.m.
Website: buffalo.edu/career/Students/Internships/Internships/Sophomore_Internship_Program.html

COURSE DESCRIPTION
The Sophomore Internship Program (SHIP) provides a mechanism for highly qualified sophomore students to earn 3 academic credits by combining internship experience with educational knowledge. SHIP provides participants with an opportunity to gain real world leadership experience in a not-for-profit agency in the Western New York area. Upon approval, the student’s internship is registered for credit through UBE 496.

COURSE OBJECTIVES
- Develop and use the skills involved in researching and acquiring an internship/job.
- Gain real world work experience in the not-for-profit sector including:
  - Hands-on work experience
  - A leadership experience with an non-profit agency leadership team
  - On-going contact with agency executives
- Build your professional network.
- Learn and develop professional skills and become accustomed to a professional working environment.
- Gain familiarity with and use the resources of Career Services.

REQUIREMENTS
Students must complete a minimum of 120 hours of service to the employer in order to be evaluated and to earn 3 credit hours. In most instances, internship hours are earned on-site. However, outside activities connected with the internship, such as client appointments, may count toward the total number of hours. Each student will be responsible for tracking hours (verified by Career Services with the employer).

ASSIGNMENTS
Prior to the start of the internship:
1. Complete SHIP application found on buffalo.edu/career/Students/Internships/Internships/Sophomore_Internship_Program.html

During the internship:
1. **Internship Activities Journal:** Maintain a weekly journal which should also contain the hours worked for that week. Journaling will allow you to record feelings, observations, and learning experiences related to your internship as well as to the people you have met. A journal is a tremendous help as you build your resume and prepare for future
interviews. A copy of your journal will be due at the end of the semester. This will not be returned.

2. **Halfway Progress Report**: Complete/submit a 2-3 page progress report based on your journal at the half-way point of your internship. This report should contain the following information:
   a. Brief description of the organization and how you fit in the organizational structure
   b. Brief description of your assigned project(s) at the workplace and associated learning objectives
   c. Personal and professional goals/objectives for this internship
   d. Your opinions about the internship and your supervisor

3. **Final Paper**: A 3-5 page final paper based on your journal will be due at the end of the semester. This paper is designed to determine the benefit of having participated in the Sophomore Internship Program. It should answer the following:
   a. How did the internship experience change from the first to the second half?
   b. Describe your supervisor’s management style. Did it correspond with your preferences?
   c. Identify and discuss the learning objectives that you think you achieved.
   d. In what way has this experience influenced your career plans?
   e. Any additional feedback you would like to provide to Career Services.

4. **Pre/Post Internship Assessment**: A very brief questionnaire regarding your learning and professional development as a result of the internship.

All assignments are required for students to receive full credit for the internship experience.

**GRADING**
Will be a letter grade based on the following breakdown:

20% Attendance (to be confirmed by agency)
20% Journal (maintained weekly, hours included, in-depth reflection)
20% Halfway Progress Report
20% Final Paper
20% Agency Evaluation

Your final grade is ultimately based on your internship performance as reported by your supervisor. *Your ability to be reliable, meet deadlines, and represent the University in a professional manner is crucial.*

Incomplete (I): Due to the format of the course, incompletes will only be given in extreme circumstances. The UB Undergraduate Policy will be followed regarding incompletes.

**ATTENDANCE POLICY**
You are required to be on time and present for your agreed-upon internship work hours. Prompt responses to email/phone inquiries from Career Services and/or your instructor are part of your expected attendance requirements.
ACADEMIC INTEGRITY
You are responsible for the honest completion and representation of your work, for the appropriate citation of sources, and for respect for others’ academic endeavors. By placing your name on academic work, you certify the originality of all work not otherwise identified by appropriate acknowledgements. You should be aware that the University has a policy regarding academic honesty. For more information go to: http://undergrad-catalog.buffalo.edu/policies/course/integrity.shtml.

STUDENTS WITH SPECIAL NEEDS
If you may require some type of instructional and/or other accommodation, please inform the Sophomore Internship Program early in the semester, or in a timely manner, so that we can coordinate the accommodations you may need. If you have not already done so, please contact the Office of Accessibility Resources. The office is located at 25 Capen Hall and the telephone number is 716-645-2608. The Office of Accessibility Resources will provide you with information and review appropriate arrangements for reasonable accommodations.

HIGHLY RECOMMENDED ACTIVITY
Create a Portfolio: Although not required for the internship, a valuable marketing tool as you look for future internships or full-time employment, a portfolio will provide potential employers with a visual record of your accomplishments. Materials you may consider for your portfolio: special project reports, presentations, writing samples, letters of recommendation, screen-shots of web-design projects, surveys, photographs, newsletters, press releases, brochures, budgets, or financial reports. Always respect any boundaries for non-disclosure of the employer’s proprietary information.

Use Career Services: Career counselors are available to all students during the course of their internships. Students are invited to call, email or stop by 259 Capen Hall to discuss the positives and / or negatives of their internship experiences. Students experiencing any difficulties are urged to alert the Sophomore Internship Program coordinator as soon as possible. Students should not assume they are “stuck,” as most of the time we can intervene and fix the problem.

*We want each student to have a great internship experience!*