**Sophomore Internship Program (SHIP)***

Career Services Internship UBE 496

buffalo.edu/career/Students/experience/Internships/Sophomore_Internship_Program.html

**Instructor:** Bob Orrange  
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**Location:** 259 Capen Hall 716-645-4620  
**Office Hours:** By appointment only, Monday-Friday, 9 a.m. - 4 p.m.

*Note: All class levels are eligible – you do not have to be a sophomore to participate!

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**COURSE DESCRIPTION**

The Sophomore Internship Program (SHIP) provides a mechanism for highly motivated students of all levels to earn 3 academic credits by combining internship experience with educational knowledge. Upon approval, the student’s internship is registered for UBE 496 credit.

**COURSE OBJECTIVES**

- Develop and use the skills involved in researching and acquiring an internship/job.
- Gain real world work experience including:
  - Hands-on work experience.
  - Building your professional network.
  - Learning and developing professional skills.
  - Becoming 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 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 and contract found on:
   
   buffalo.edu/career/Students/experience/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. This journal will 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. Key contributions you made to the internship (e.g. improved a process, completed a project, recognized by your supervisor, etc.).
   f. Any additional feedback you would like to provide to Career Services.

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 your internship supervisor)
- 20% Journal (maintained weekly, hours included, in-depth reflection)
- 20% Halfway Progress Report
- 20% Final Paper
- 20% Agency/Company 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.html.

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 an E-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. To get started go to: Buffalo.digication.com.

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 whatsoever 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!