

PHIL 4620 P4C Internship **Applied Experience / Academic Internship**

ADMINISTRATIVE INFORMATION

Applied Experience and Academic Internship experiences are administered through the Center for Community Engagement and Career Education, **CECE**. The course is a collaborative effort between an academic program, CECE, and a local agency or business.

CECE Contact Information:

Office Address: 54 CAF (located just next to the Runner Café)

Telephone: 661-654-3033, Fax: 661-654-3345, Email address: career@csub.edu

COURSE OBJECTIVES

This course is designed to offer students who have completed PHIL/CAFS 2620 and 3620 with an applied experience within a professional setting. The student has the opportunity to engage in skill-building experiences and professional development through designing a curriculum for a semester long P4C sessions at a public library or school, planning and conducting these sessions, and observing and reflecting on the implementation of the program at the work site.

Specific Learning Outcomes Include:

- **Discipline Based Knowledge:** Utilizing discipline-based knowledge to contribute to the P4C program at the Kern County Public Libraries, and applying discipline-based knowledge to tasks and activities;
- **Professional Ethics:** Understanding the critical role of confidentiality, referral, and legal obligations of individuals involved in service activities;
- **Diversity Awareness:** We live (and serve) in a highly diverse world. Being sensitive to issues of gender, culture, ethnicity, socio-economics, and age of those served is an important component of the course;
- **Communication Skills:** Establishing effective and personal communication is important to all human interactions.

COURSE REQUIREMENTS

- PHIL 4620 P4C Internship is a **3 unit course**. The student will complete a minimum of 60 hours, composed of 24 hours of active work at the library and 20 hours preparation for sessions and 16 hours of work on reflection journals and paper.
- **Attend a MANDATORY Orientation Session** offered through CECE. Orientation dates are posted in RunnerLink on the Events tab. ***Complete the University Waiver during the orientation session.***
- Establish your schedule with your work site supervisor
 - i. Follow all administrative requirements to ***report the internship through RunnerLink*** using the attached student guide
- Submit the following documents to CECE **by the last class day of the quarter**
 - i. ***Time / Activity Log*** (signed by your internship site supervisor)

GRADING – TWO PARTS

The Course is Graded as CREDIT / NO CREDIT

Part One – Completion of Academic Internship / Applied Experience Hours & All Associated Forms

- Complete Intern Hours
- Attend an Orientation Session
- Submit the Time/Activity Form
- Complete and submit the university waiver to CECE
- Submit the Agency Evaluation of the Student Form, (automatically generated through RunnerLink)
- Submit the Student Evaluation of the Agency Form, (automatically generated through RunnerLink)

Part Two – Weekly Journal and Final Reflection Paper

Weekly Journal

The Weekly Journal can be prepared as a Word document. At the end of each week, please document your experiences at that week's sessions. Please include the date for each journal entry. Submit your topic and lesson plan for each week. Share the challenges, your observations of the work site, and what you believe you gain from the experience each week. The journal should be submitted to the course instructor by the last day of class for the academic semester.

Final Reflection Paper

The Final Paper should be a comprehensive reflection of your experience. You should include an overview of the internship including specific projects, assignments and programs you participated in during the experience. Please comment on the environment in which you worked, and include how courses in your major have contributed to this experience. Finally, please include how this experience has impacted your career choice. The paper should 4 pages in length. The paper should be prepared using MLA or APA format, double-spaced, 1 inch margins, and use Times New Roman - 12 point font. Please submit the final reflection paper to your instructor.

Students Must Complete ALL Requirements and Submit ALL Forms and Papers On Time to Receive Credit for the Course. The course is graded as CREDIT / NO CREDIT.

INSTRUCTOR EXPECTATIONS

Students must complete the intern hours in relation to the number of units earned for the experience. Students are expected to complete all course requirements by the deadlines indicated for each assignment. This includes submitting required forms and papers and completing the end of the semester Reflection Paper. It is the responsibility of each student to personally turn in all required forms and papers. Additionally, students should be sure to keep copies of all completed forms and papers. The specific course requirements and schedule are subject to change by the instructor in the event of extenuating circumstances.

ACADEMIC INTEGRITY & PROTOCOL

Academic integrity and honesty are expected. Plagiarism or academic dishonesty of any type will, at a minimum, result in a “zero” for that assignment. The instructor reserves the right to pursue additional penalties for cheating, including dismissal from the university. Please familiarize yourself with the section on Academic Integrity in the CSUB Catalog. It is your responsibility to understand what is and is not permitted. In addition to the definitions of academic dishonesty outlined in the CSUB catalog, in this course specifically, the following constitute academic dishonesty:

- Falsifying your time sheet
- Falsifying your site supervisor evaluation
- Falsifying your weekly journal
- Copying an assignment from another student
- Turning in an assignment previously turned in by you or another student for this course
- Turning in a paper for this class that you have written for another class, either previously or this quarter

OFFICE OF SERVICES FOR STUDENTS WITH DISABILITIES (SSD)

To request academic accommodations due to a disability, please contact the Office of Services for Students with Disabilities (SSD) as soon as possible. The SSD office is located in SA 140, and can be reached at 661-654-3360 (voice), or 661-654-6288 (TDD). If you have an accommodations letter from the SSD Office documenting that you have a disability, please present the letter as soon as possible to discuss the specific accommodations you might need for the class.

INCOMPLETES AND WITHDRAWING FROM THE COURSE

You may only take an “incomplete” in this course if you have completed 50% of the coursework at a passing level, and only for a “serious and compelling” reason. Incompletes revert to an “F” if course work is not completed by the end of the next regular academic term. If you are unable to complete your applied experience / academic internship you must inform the organization and CECE immediately.

The instructor reserves the right to disenroll students who disrupt class, fail to respect others’ confidentiality and privacy, or create an unsafe learning and working environment for others. The last day to drop the course without a “W” being recorded is September 24. If you drop the course between September 25 and November 9, a “W” will appear on your transcript. This is only allowed for “serious and compelling” reasons, which do not include doing poorly in the course. After November 9, you may not drop the course, unless you are withdrawing completely from the university.