DEPARTMENT: Educational Studies, Leadership and Counseling

COURSE PREFIX & NUMBER: PSE 720 CREDIT HOURS: 3

I. TITLE: Internship 1

II. COURSE DESCRIPTION AND PREREQUISITE(S):
This course provides students with practical application, complementing the theoretical concepts introduced in the PSE graduate program. Students will complete a semester internship in a postsecondary education setting. The internship site will be approved by the student and instructor. The student must complete a minimum of 150 direct contact hours with the internship site, under the guidance of the site supervisor. Supervision of the student’s internship experience will be shared between the site supervisor and the instructor. Individual, in-person or at-a-distance, and class meetings will coincide with the internship experience, one time per month. Class meetings will give students an opportunity to reflect on the field experience and class assignments, discuss employment prospects, explore best practices, and develop an action plan for completing student learning outcomes.

Prerequisite(s): Student eligibility is contingent upon the completion of six specialization core credit hours in the M.A. Postsecondary Education program.

III. COURSE OBJECTIVES:
The student will be able to
A. articulate and apply principles and concepts from previous coursework and professional experiences;
B. complete assignments that encourage in-depth reflection of the internship experience;
C. develop a deeper sense of self-understanding, self-confidence, and interpersonal skills;
D. develop work competencies for professional settings in higher education; and
E. explore career pathways in the postsecondary education field.

IV. CONTENT OUTLINE:
A. Overview of expectations of student, instructor, and site supervisor
B. Professional expectations of leaders in postsecondary education
C. Ethical and legal aspects of the internship experience
D. Applying critical thinking and problem-solving skills in the internship
E. Connecting theory to practice

V. INSTRUCTIONAL ACTIVITIES:
A. Journal reflections
B. Self-guided reading
C. Field experience
D. Regular, formal and informal consultations between the instructor, work supervisor and student
E. Group discussion
F. Guest speakers

VI. FIELD, CLINICAL, AND/OR LABORATORY EXPERIENCES:
Non-paid internship hours (150) are required for this course in an approved placement.

VII. TEXT(S) AND RESOURCES:
VIII. EVALUATION AND GRADING PROCEDURES:
Note: A grade will be calculated at the end of the term. Although the experience is largely self-paced, assignments, with a deadline, not submitted on time will receive an automatic zero. The determination of grade is made through formal and informal assessments throughout the internship.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
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<tbody>
<tr>
<td>Forms (MOA, Info Sheet, Action Plan)</td>
<td>10</td>
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<tr>
<td>Class Attendance</td>
<td>160 (40ptsx4)</td>
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<tr>
<td>Weekly Journal – Time Sheets</td>
<td>160 (10ptsx16)</td>
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<tr>
<td>Supervisor Evaluations (formative, summative)</td>
<td>20 (10ptsx2)</td>
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<tr>
<td>Student Evaluation</td>
<td>10</td>
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<td>Internship Reflection</td>
<td>20</td>
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<td>Resume Critique</td>
<td>10</td>
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<td>Job Search Action Plan</td>
<td>10</td>
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<tr>
<td>Leadership Text Reflections</td>
<td>40 (10ptsx4)</td>
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<tr>
<td>Total:</td>
<td>440 pts</td>
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A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
E = below 60%

IX. ATTENDANCE POLICY:
Students are expected to adhere to the MSU Attendance Policy outlined in the current MSU Bulletin. Full participation in the internship experience is expected.

X. ACADEMIC HONESTY POLICY:
Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students’ academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

Violations of Academic Honesty include:
- **Cheating** - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.
- **Fabrication and Falsification** - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.
- **Multiple Submission** - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.
- **Plagiarism** - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one’s own in any academic exercise, without due and proper acknowledgement.
Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:
1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
3) Lowering the grade or failing the student(s) in the course.

If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Equal Opportunity. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

XI. NON-DISCRIMINATION POLICY STATEMENT:
Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact the Executive Director of Institutional Diversity, Equity and Access, 103 Wells Hall, (270) 809-3155 (voice), (270) 809-3361 (TDD).