

ARHU 386: Experiential Learning Practicum in the Arts and Humanities Research Focus

EXPERIENTIAL LEARNING COORDINATOR

Dr. Paula Nadler, arhuinternships@umd.edu

1120 F.S. Key Hall

301-405-2108

COURSE OBJECTIVES

Students will:

- Gain valuable career related or other research experience under professional guidance and supervision;
- Have opportunities to utilize some of the ideas, theories, and techniques learned in college courses;
- Develop or enhance their reflective writing and research skills through a process of writing and revising in a "real world" environment.

REQUIREMENTS

This course includes the following components:

- (1) Your actual research experience
- (2) Three (3) reflection papers
- (3) Time and activity logs
- (4) A resume and cover letter assignment
- (5) A VAULT Industry Guide reflection
- (6) Audience/Stakeholder Analysis
- (7) A narrated PowerPoint based on your research
- (8) 1 site supervisor evaluation

Your grade for this class will be determined by your performance in each of these areas, which include your ability to meet deadlines, follow assignment guidelines and your research supervisor's evaluation.

This course requires that students:

- (1) Comply with all rules, regulations, and policies of the site/organization.*
- (2) Perform to the best of their ability the tasks assigned by both the course faculty and research supervisors.
- (3) Complete course assignments and duties according to the due dates.

**Please note that students cannot work more than 8.5 hours per day, except in unusual circumstances.*

STUDENTS WITH DISABILITIES

I will make every effort to accommodate students who are registered with the Accessibility and Disability Service Office (ADS) and who provide me with a University of Maryland Accommodation form which has been updated for the current term. This form must be presented prior to the beginning of your internship.

ACADEMIC INTEGRITY

The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. This includes hours worked at your internship and job/professional responsibilities. For more information on the Code of Academic Integrity or the Student Honor Council, please visit <http://www.shc.umd.edu>.

ASSIGNMENTS AND GRADING

Please note that late assignments will be marked down 10% per day (including weekends) unless prior notification has been made. It is the student's responsibility to ensure that all paperwork is submitted and received on time.

The assignments in this course are designed to contribute to your overall development in a professional environment through a variety of activities, each building upon the other. This is a course where your academic work will reflect itself in the professional environment where you are researching and vice versa. You should be aware that this is not a "credit for work" experience, and you should be prepared for the rigors of an academic course while participating in the professional environment.

Written Assignment Guidelines:

All assignments will:

- be typed and submitted via MS Word attachment on or before the due date;**
- use white paper and black ink;**
- use 1" margins;**
- use 12-point type and Times New Roman font;**
- be double spaced.**

Assignments not following these criteria will lose one letter grade. Cite sources, if used, using MLA or APA style. These are graded college writing assignments; spelling, grammar, and organization count. *Please make sure to carefully proofread your work!*

I: Research Experience

Your experience serves as the foundation of the course.

Qualifications: You are able to work at a professional site or remotely under professional supervision – your primary supervisor must be a professional in the field. You may not report to another undergraduate student, and you should have minimal supervision from graduate students/assistants. You are NOT permitted to work in a personal home office under any circumstances. Your supervisor is not permitted to be an immediate family member or someone who lives with you in your household.

Hours: A minimum of 135 hours are required in order to earn academic credit.

II: Reflection Papers (30% of grade)

due see ELMS

These reflections are a direct way for you to focus on your professional development and exploration of research over the duration of your experience. You can use the prompts below to help guide your reflections:

- (a) Reflect upon and respond to the specific work environment, professional responsibilities and your role in the organization.
- (b) Think about the writing and research you do for your classes at Maryland and for your organization. Be specific about the academic process and how you are adapting that knowledge and your classroom skills to the "real world" research environment.
- (c) Consider the "best" and "worst" parts of the experience, what you would change if you were the supervisor, and what activities you "wish" you could do "more" and "less."
- (d) Examine the feedback process at your organization. How is feedback given? How is it received? In what ways is it similar to/different from academic feedback that you receive in your classes? How have you responded to feedback and constructive criticism? Are there any areas for improvement in how you receive/respond to feedback?
- (e) Discuss the expectations you had of this position when you chose it and whether those expectations have been met or changed as a result of the actual experience.
- (f) What impact will your experience have on your future academic experience(s)? Consider the most important skills you developed and the most critical knowledge you gained during your experience. How might those skills manifest themselves back in the academic classroom?
- (g) What was the highlight of your experience?
- (h) Discuss a conflict or disappointment you experienced.
- (i) Honestly and objectively evaluate your work, performance, and contribution as an researcher. What were your most important and least important contributions?
- (j) Would you recommend this experience to another UMD student? Why/why not? Please be specific about the pluses and minuses of your experience this summer.

III: Time and Activity logs (10% of grade)

due: See ELMS

The time and activity logs are designed to help you see where you start professionally in your experience and how you progress over the course of the semester as your opportunities grow and change from week to week. If you find that you are doing too much work that is clerical in nature, you will work with the course instructor to ensure that you are engaging in appropriate activities for academic credit and developing valuable skills for the professional workplace.

Utilizing the ARHU time and activity log forms, you will submit electronic copies every two weeks once you begin your experience. Please carefully note the due dates and dates covered for each timesheet as late timesheets are marked down 10% per day for each timesheet missed and for each day they are late. These forms should be uploaded into an email and sent to arhuinternships@umd.edu

according to the deadlines. You should also plan to keep track of your own hours. Dr. Nadler will not be able to continually update you on your hours completed or remaining.

List the total number of hours each day you intern as follows: 9/2; 9/3; etc. 3.5 hours; 5.5 hours; etc. The timesheets will automatically total the hours for each period. Please only use 15-minute increments – so 6 hours and 15 minutes would be 6.25; 6 hours and 30 minutes would be 6.5; 6 hours and 45 minutes would be 6.75.

In the space provided, please list your primary activities for that two-week period. Please provide a comprehensive description; just writing "web analysis" for two weeks is not enough.

Please note that students are not permitted to work in a private residence with a home office.

In order to receive the designated number of credits for the experiential learning opportunity, the appropriate number of hours MUST be worked. Students will not be able to adjust the credit hours after the drop-add period. Students failing to work the correct number of hours will lose one letter grade per credit underworked. Please make sure you have calculated the actual number of hours you plan to work PRIOR to registering for the course. In case of inclement weather or illness, please contact Dr. Nadler to discuss accommodations. *Please note that students are only given credit for not working on University-observed holidays (Labor Day, Thanksgiving, etc.) or when the University is closed/delayed for inclement weather~ student interns are not given credit for non-approved holidays or vacations (Veteran's Day, Columbus Day, spring break, teacher in-service days, etc.). The student intern is solely responsible for ensuring they are able to complete their correct hours by the last day of classes each semester.*

3 credit internship: 135 hours on site
4 credit internship: 180 hours on site

5 credit internship: 225 hours on site
6 credit internship: 270 hours on site

*"Hours on site" **does not include** commute time.*

IV: Resume and Cover Letter Assignment (10% of grade)

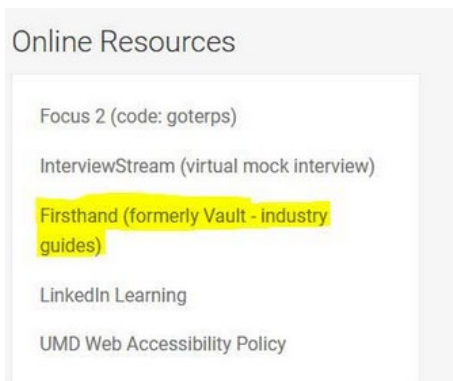
You will be required to submit a professional resume and cover letter for at least one full time employment position for which you might be eligible (use Careers4Terps to find a position for which you might be suited). The assignment should be sent as a PDF attachment. Once I receive it, I will give it to the Career Center@ARHU liaison for review. You will receive written feedback at your midterm meeting. Based on their comments, you will need to review, revise and resubmit as part of your final portfolio assignment.

V: Firsthand/Vault Industry Guide Reflection (10% of grade)

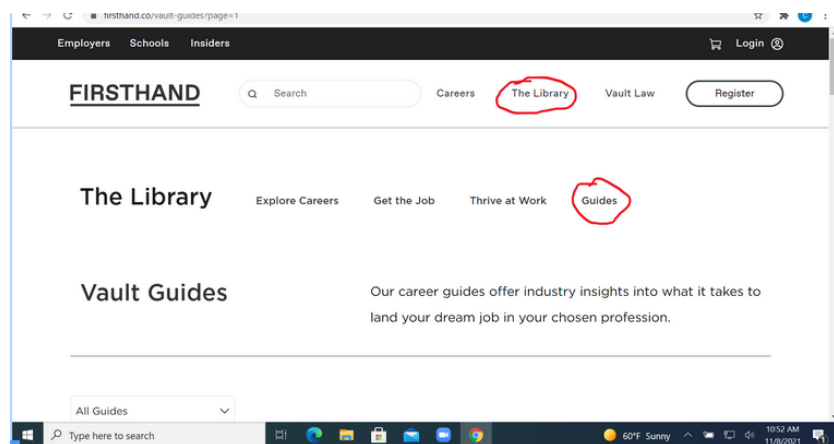
Access the Vault Industry Guide for a field of interest.
Here are the steps to access the Guide:

Log into Careers4Terps using your directory ID and password at <https://careers.umd.edu/careers4terps> (Links to an external site.) (Click on the Student Tab to log in)

On the home screen of Careers4Terps, look on the right side of the page to locate the Online Tools section and select Vault (Industry Guides):



Each Guide contains numerous job titles associated with the career field. For each job title, the guide then provides quick facts as well as detailed information about the history of the role, day to day duties, educational requirements, work environment, hiring outlook, salary information and much more.



Select the industry guide that most interests you. Within the guide, pick the one job title that is of greatest interest and write a SWOT (Strength-Weakness-Opportunity-Threat) Analysis of your readiness to enter this career field/position after graduation.

Strengths:

Which specific skills do you possess for this position?

What have others told you are your greatest strengths, especially in relation to this field?

Weaknesses:

Do you have areas of weakness in your preparation for this field?

Do you have personality traits that might hold you back (i.e. dislike of public speaking, weakness in statistical analysis, etc.)

Opportunities:

How could you get more involved in this field (professional associations, etc.)? Does your field HAVE

professional associations? Research and identify several, along with their goals/mission statement. If not, what strategies might you employ to get involved with the profession and other professionals in it?

Threats:

What, if any, obstacles would you face in landing an entry-level role in this career field upon graduation?

VI. Audience/Stakeholder Analysis (15% of grade)

There are 2 parts to this assignment:

- (1) You will create an assessment of the audience/stakeholders for the research in which you are engaged. It should include a discussion of your specific project assignment(s) and who the intended audience(s) is/are (what are the goals of the research you are doing in terms of messaging, agenda, etc.).
- (2) You should also take a step back from the specific project with which you are engaged and take a big picture consideration of the field in which you are researching. Create a SWOT (Strengths, Weaknesses, Opportunities, Threats) report for the project/overall goals and explore where your project fits into a larger framework of research in the field.

VII: Final Project (20% of grade)

The project is comprised of two parts:

- (1) You will create a narrated 8-10 minute PowerPoint presentation. It should be professional and engaging in appearance and should have a theme (no white slides with black text) and should contain a minimum of 5 content slides + cover slide which includes your name and the name of your project + an appropriately formatted reference slide (APA, MLA, etc.). It should focus on the following:
 - a. An overall objective summary of the content of the research;
 - b. Any takeaways you have about the content;
 - c. What takeaways you have about the overall experience.

Please adhere to proper formatting guidelines for PowerPoint presentations – no complete sentences unless they are a direct quote; use bullet points instead of sentences; no more than 5 bullet points per slide; do NOT read your slides to us...they are there to support you, not the other way around.

- (2) You will submit your updated resume reflecting the Career Center@ ARHU liaison's suggestions.

Upon submission of your final project, Dr. Nadler will review it and send suggestions for revision. You will have until the posted deadline to revise your project and resubmit it. Students who choose not to revise their portfolios, or fail to submit them by the deadline, may be penalized.

VIII: Supervisor Evaluation (5% of grade)

Your site supervisor must complete and submit a Midterm Intern Evaluation. Dr. Nadler will email this directly, so please inform her ahead of time if your supervisor changes/has a different email address from the one on your application.