

AIP 197: Academic Internship Program Syllabus

AIP 197 is an upper-division, special studies course. AIP offers students of all majors the opportunity to intern and conduct research in diverse professional and community settings while earning 2, 4, 8 or 12 units of P/NP academic credit over the course of the quarter. Through the academic internship experience students enhance their research, critical thinking, problem-solving, and writing skills by bringing an academic lens to a question or issue related to the internship experience. Paper/project and internship hour requirements correspond with the number of units elected.

Course Learning Objectives

1. Examine how academic theory informs, and is informed by, organizational practice.
2. Develop and practice critical thinking, problem-solving, research and communication skills which are critical to academic success, personal growth, and career readiness.
3. Create opportunities for active engagement in professional and community settings.

Course Requirements

Internship hours

All internships must last the entire duration of the 10-week quarter.

- 2 units (summer only): 5 hours/week (50 hours total)
- 4 units: 10 hours/week (100 hours total)
- 8 units: 20 hours/week (200 hours total)
- 12 units: 30 hours/week (300 hours total)

Note: Internships must take place in a supervised professional setting. Internships hours may not be completed virtually/from home unless pre-approved by AIP.

Tracking hours: Track internship hours on a weekly basis using the “Track Hours” tool in [InternLink](#). The internship supervisor verifies hours worked via the Supervisor Evaluation at the end of the internship.

Any missed hours must be made up before the end of finals week in consultation with the internship supervisor, including hours missed due to a late start date. Students experiencing difficulty fulfilling the required hours should contact their AIP counselor immediately for assistance, and to determine options.

Research Paper or Project

All AIP students write an analytical research paper or complete an approved project under the guidance of a UCSD faculty advisor. All research papers and projects must contain substantive academic content with a strong analytical focus and adhere to AIP's [Research Paper Guidelines](#).

- 2 units: 5-page research paper
- 4 units: 10-page research paper or equivalent project with written analysis
- 8 units: 20-page research paper or equivalent project with written analysis
- 12 units: 30-page research paper or equivalent project with written analysis

Faculty Advisor Meetings

Students are expected to maintain regular contact with their AIP faculty advisor, meeting a minimum of three times during the quarter to discuss the paper/project and internship, or more frequently as required by the faculty advisor. Contact may be in person or via email or phone, per agreement with the faculty advisor. AIP highly recommends that students submit a draft of the research paper to the faculty advisor and request feedback prior to the final due date. Extensions beyond the end of the quarter will not be granted to allow further work on papers or projects not meeting faculty expectations.

Changing the Research Paper Topic

Final research papers and projects should adhere to the topic or project approved via the Learning Agreement Form unless the faculty advisor approves a change. Students wishing to change the topic or project must submit a description of the revised topic/project with faculty approval no later than two weeks prior to the deadline. An email message from the faculty advisor to AIP indicating approval of the new topic will suffice.

Submitting Your Final Research Paper or Project

The final paper or project is due by Thursday of Week 10. Submit the final paper, or project with written analysis, to your faculty advisor. Also, submit written work to AIP via the Turnitin assignment in the TritonEd website for AIP 197. If you created a project that cannot be submitted to Turnitin, submit a copy to the AIP office. Final papers and projects are evaluated and graded by the faculty advisor. AIP will request a grade directly from the faculty advisor.

Turnitin

Students agree that by taking this course all required papers will be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. Your Turnitin Originality Report may be shared with your faculty advisor. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin service is subject to the terms of use agreement posted on the Turnitin.com site.

If you unable or unwilling to submit your research paper or project via Turnitin, submit a hard copy to AIP with a signed statement that reads, "In refusing to submit my paper to Turnitin, I take full responsibility for the material contained within this paper and affirm its originality and use of proper citations. I understand that my paper may be checked for plagiarism by other means and that I will receive an NP in the course if any evidence of plagiarism is found."

Reflection Component

Reflection is essential to the experiential learning process. Several reflection assignments are incorporated into the AIP course.

Assignments:

1. Group Check-in Meeting with AIP Counselor Week 5 or Week 6
 - Students will be emailed a link to sign up for one scheduled session
2. Mid-quarter Reflection Assignment Due by Friday, Week 7
 - *First-time AIP students only:* Complete an [Informational Interview](#), and respond to the Reflection Assignment questions in [InternLink](#)
 - *Returning AIP students only:* Complete the Portfolium assignment sent via email, and present your portfolio at your scheduled Group Check-in Meeting
3. Self-Evaluation AND Program Evaluation Due Thursday, Week 10
 - Links to your evaluation forms will be sent via email. Alternatively, evaluations may be accessed via [InternLink](#)

Grade

AIP is graded on a Pass/No Pass basis only. To receive a Pass, students must satisfactorily complete the required internship hours and receive a passing grade on the final paper or project, as evaluated by the faculty advisor. An Incomplete grade will not be submitted for AIP 197; students must satisfactorily fulfill all internship hours and research paper or project requirements prior to the end of the internship quarter.

Academic Integrity

All suspicions of academic misconduct will be reported to the Academic Integrity Office according to university policy. Those students found to have violated the Policy on Integrity of Scholarship will face administrative sanctions imposed by their college Dean of Student Affairs and academic sanctions imposed by AIP. Administrative sanctions can range from disciplinary probation to suspension and dismissal from the university; those are not at the AIP's discretion. Academic sanctions can range from an NP on the assignment to an NP in the class.

Questions and Concerns

Students experiencing problems at the internship site or difficulty fulfilling the internship or paper/project requirements should contact their AIP counselor in a timely manner to discuss a course of action. Students may contact their counselor directly, or call the AIP office at 858-534-4355.

Office: Teaching + Learning Commons @ Geisel • **Phone:** 858-534-4355

Web: <http://aip.ucsd.edu> • **Email:** aipinfo@ucsd.edu

Office Hours: Monday, Tuesday, Thursday, Friday 8:00am-noon and 1:00-4:00 pm, Wednesday 8:00am-noon