

Academic Internship Program (AIP197) Syllabus

Academic Internship Program
9500 Gilman Drive, #0442
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<http://aip.ucsd.edu>

Office Hours: Mon, Tues, Thurs, and Fri 8:00am - 4:00pm (closed from 12-1) and Wed 8:00am - 1:00pm

Course Overview

The Academic Internship Program is an academic course that offers students of all majors the opportunity to intern and conduct research in diverse corporate and community settings while earning 4, 8 or 12 units of P/NP academic credit over the course of 10 weeks. 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. Students are required to intern a minimum number of hours based on the number of elected AIP 197 units. Students receive guidance from AIP counselors in identifying appropriate internships; résumé, cover letter and interview preparation; securing an internship; and identifying a faculty advisor for the research paper/project.

Course Learning Objectives

1. To provide an opportunity for students to conduct research that considers how academic theory both informs, and is informed by, organizational practice.
2. To provide an opportunity for students to further develop their critical thinking, problem-solving, research and writing skills; skills that we believe to be critical to academic success, personal growth, and career readiness.
3. To provide an opportunity for students to develop interpersonal skills and leadership ability in an organization and/or industry related to their career aspirations.

Course Eligibility

In order to participate in AIP 197, students must have completed 90 units, 2 upper-division courses and have a minimum GPA of 2.5 at the time of application. Transfer students must have completed one quarter of course work prior to the time of application.

Course Requirements

Course requirements include enrollment forms, internship hours, final research paper/project, online workshops, exit evaluation and program evaluation.

1. **WebReg Enrollment** : Students must inform their counselor via email when they secure an internship in order to be pre-authorized for enrollment in AIP. Once pre-authorized, students will enroll themselves in AIP through WebReg.
2. **Enrollment Forms and Faculty Advisor**: All students are required to complete the following enrollment forms by the specified AIP deadline (see website for current calendar).
 - a. Learning Agreement Form: The learning agreement outlines the internship, including any training the student will receive and the internship responsibilities. The learning agreement requires the signature of student, the internship site supervisor and AIP.
 - b. Special Studies Form: The special studies form outlines the proposed analytical research paper/project topic. The special studies form requires the signature of the student's faculty advisor, the student, and AIP.
 - c. Faculty Advisor: All students are required to secure a faculty advisor on campus. The faculty advisor approves the student's research paper or project topic and aids the student in obtaining appropriate resources. A faculty advisor is eligible if they are either a permanent faculty member on campus or if they are teaching during the internship quarter.
3. **Internship Hours**: All students are required to complete a certain number of internship hours per week based on the number of elected AIP units. Internship hours must be completed at the internship site and students are not permitted to work out of home offices. A supervisor must be present at all times. Any exceptions must be approved by the student's counselor. **Our standard AIP internship is the 4 unit option.** Approval for the 8 or 12 unit options require a petition.
4.
 - a. 4 units = 10 hours of field work per week at the internship site
 - b. 8 units = 20 hours of field work per week at the internship site

- c. 12 units = 30 hours of field work per week at the internship site
5. **Analytical Research Paper or Project:** Students have the choice to complete an analytical research paper or an equivalent project (4 unit option only) based on the number of elected AIP units. A bibliography, composed of outside resources, is required for all papers and is not counted as part of the final page requirement.
- a. 4 units = 10 page analytical research paper or 4 equivalent project with a 3-4 page analytical paper. The bibliography must include 2 books or 4 journal articles/websites.
 - b. 8 units = 20 page analytical research paper. The bibliography must include 4 books or 8 journal articles/websites.
 - c. 12 units = 30 page analytical research paper. The bibliography must include 6 books or 12 journal articles/websites.

Analytical Research Paper: All research papers must contain substantive academic content relating to their internship field. The papers must include a topic relating to the industry where the student is working and must contain a strong analytical focus. The purpose of the research paper is to integrate a student's academic experience with their internship site. All papers must be standard 12 point font, 1 inch margins, double spaced and include a separate bibliography.

Analytical Research Project: All projects must contain substantive academic content relating to their internship field. Every project must include a supplemental analytical research paper. The supplemental paper must include a topic relating to the industry where the student is working and must contain a strong analytical focus. All papers must be standard 12 point font, 1 inch margins, double spaced and include a separate bibliography.

- 6. **Online Course Component:** Although AIP 197 does not have an in-class component, there is a online component Students are required to complete three online reflective workshops by the Friday of the 3rd, 6th, and 9th Week. Workshops and Due Dates are located on the AIP website: <http://aip.ucsd.edu>.
- 7. **Exit Evaluation:** Students are required to have their internship site supervisor complete their exit evaluation. The exit evaluation is located on the AIP website: <http://aip.ucsd.edu>.
- 8. **Program Survey:** Students are required to complete a program evaluation. Students may include an updated transcript notation on the program evaluation. The program evaluation is located on the AIP website: <http://aip.ucsd.edu>.
- 9. **Peer and Professional Event:** Students are required to attend the quarterly Peer and Professional event on campus. Location and time to be determined.

Grade

To receive a PASS, students must complete their required internship hours and submit their paper, exit evaluation and program evaluation by Thursday of Week 10. Students are required to submit a copy of their final research paper to their faculty advisor and to the AIP office. The final paper must meet the academic standards of the course and must earn a grade of PASS from the faculty advisor.

Academic Dishonesty

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. The appropriate sanctions are determined by the egregiousness of the Policy violation. Students who become aware of their peers either facilitating academic misconduct or committing it should report their suspicions to AIP for investigation.

AIP Contacts:

Valora Blackson, Director: Arts & Humanities; Graphic Design; Literary, News, and Magazine Publishing

Tricia Taylor Oliveira, Assistant Director: Film, Radio and Television Production; Law; Government; Urban Studies and Planning, International Migration Studies

Annie Abbott, Senior Internship Counselor: Advertising & Public Relations; Environmental Issues; Marketing; Medical Care and Clinical Research; International, Lab Sciences, Engineering and Computer Science

Kerry Shannon, Internship Counselor: Accounting and Finance; Clinical/Counseling; Education; Human Resources; Social Service; Real Estate, Public Service Minor, Public Health

Important Dates for Current Winter 2010 AIP Students

Winter 2010

Please notify your AIP counselor as soon as you have secured an internship. The Special Studies Form and Learning Agreement are both due by **December 7th, 2010**, and are required to finalize your enrollment.

Important Dates

Internship Dates January 4th, 2009–March 12th, 2010

October 5th -November 6th

Winter Internship Application Period

December 7th

Special Studies Form and Learning Agreement due at the AIP office

March 11th

Research Paper/Project, Exit Evaluation and Program Evaluation Due

Online Workshops

Participation in AIP 197 includes three Online Workshops, an Orientation, a Mid-Quarter, and a Wrap-Up Workshop.

- 1.) Orientation Workshop Materials Due: **Friday of 3rd week (January 22)**
- 2.) Mid-Quarter Check-In Workshop Materials Due: **Friday of 6th week (February 12)**
- 3.) Wrap-Up Workshop Materials Due: **Friday of 9th week (March 5)**

AIP Peer and Professional Event

Come hear from a panel of professionals and AIP alumni about how to make the most of your internship experience, and interact with your AIP peers and counselors. All current AIP students are expected to attend. Watch your email for details on the event!

Date: TBD

Time: TBD

Location: TBD

