



# 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. Research paper and internship hour requirements correspond with the number of units elected.

## Course Learning Objectives

1. To provide an opportunity for students to conduct research that considers how academic theory informs, and is informed by, organizational practice.
2. To provide an opportunity for students to develop their critical thinking, problem-solving, research and communication, skills which are critical to academic success, personal growth, and career readiness.
3. To provide an opportunity for students to actively engage 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.*

**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.

All 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.

### 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 must contain substantive academic content with a strong analytical focus and adhere to AIP's detailed Research Paper Guidelines.

- 2 units (summer only): 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 research paper and internship, or more 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 for feedback prior to the final due date. AIP will not grant an extension beyond the end of the quarter to allow further work on papers or projects.

### Changing the Research Paper Topic

Final research papers and projects must adhere to the topic or project approved via the Special Studies 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 from the faculty advisor to AIP indicating approval of the new topic will suffice.

### **Submitting Your Final Research Paper or Project**

All research papers and projects are due by Thursday of Week 10. Submit the research paper or project with written analysis to your faculty advisor. Also submit written work to AIP via the turnitin.com assignment in Ted (<http://ted.ucsd.edu>. Course is listed as AIP197). If you created a project that can not be submitted to turnitin.com, turn in a copy to the AIP office. Final papers and projects are read, evaluated, and graded by the faculty advisor. AIP will request a grade directly from the faculty advisor.

### **Turnitin.com**

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.com 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.com, 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:**

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|--|-----------------------------------|
| 1. One-on-one Check in Meeting with AIP Counselor  | between weeks 4 -8                |
| 2. Informational Interview   | Due at 1:1 meeting with counselor |
| 3. Mid-quarter Reflection Assignment   | Due Friday, Week 6                |
| • Submit via InternLink at <a href="http://aipinternlink.ucsd.edu">http://aipinternlink.ucsd.edu</a> |                                   |
| 4. Self-Evaluation AND Program Evaluation  | Due Thursday, Week 10             |
| • Submit via InternLink at <a href="http://aipinternlink.ucsd.edu">http://aipinternlink.ucsd.edu</a> |                                   |

### **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 research 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 research paper 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:** Literature Building, Room 210 ▪ Phone: 858-534-4355 ▪ Fax: 858-534-1707

**Web:** <http://aip.ucsd.edu> ▪ Email: [aipwebmaster@ucsd.edu](mailto:aipwebmaster@ucsd.edu)

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