

Summer Internship in Leadership

INT 199

Summer 2009

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Course Description and Objectives

The Kravis Leadership Institute (KLI) offers an academic Summer Internship in Leadership to compliment the sponsored internships at CMC. Students may receive one-half course credit per internship and may receive a total of one full credit for internships. Completion of INT 199 satisfies the experiential requirement for the Leadership Sequence.

The purpose of an internship or experiential learning experience is to enable CMC students to gain valuable experience to learn and develop personal leadership skills. This experience is designed to complement your course work taken during the academic year so that your leadership education experience is enhanced. Experiential learning is intended to contribute meaningfully to your overall academic preparation by providing an opportunity for the practical application of skills and concepts learned in classes. An internship is much more than a job; it is a course which offers you an individualized educational experience through the study of a structured employment situation.

Course Requirements

Internship Work Hours

Students must work a minimum of 200 hours and 2 months.

Readings

Students are required to read the following:

- 1.) All students are required to read the following core texts:

Conger, J. A. & Riggio, R. E. (2007). *The Practice of Leadership: Developing the Next Generation of Leaders*. San Francisco, CA: Jossey-Bass Inc. Publishers.

- 2.) With the approval of your faculty reader, students will identify 2 additional books that are applicable to leadership in the specific area of their internship. This requirement may be satisfied by a collection of journal articles where appropriate. The readings selected should relate to the field or industry of the internship and leadership.

Papers

Students are required to complete two papers:

- 1.) **Research Paper:** Research proposals will be approved by your faculty readers prior to the start of the internship. The research paper is a cited, academic research paper on a leadership topic related to the nature of the internship. The research paper is coordinated directly with your faculty reader. The paper should be 8-12 pages, typed, and double-spaced (including references page). **This paper is due upon the completion of the internship** and submitted electronically to your faculty reader and to Sherylle Tan, KLI Associate Director of Research and Internships.
- 2.) **Reflection Paper:** The reflection paper offers you the opportunity to reflect on your entire internship experience and think about both the positive and negative aspects of your internship as well as the value of the internship experience. This may include a summary of the work accomplished during your internship; however, *the focus of the reflection paper should be to critically analyze the internship experience*. You may want to attach a couple digital pictures or a copy of your work product (be aware of confidentiality). This paper should be about 2 pages (not including attachments). This paper should be completed after returning to campus in order to allow time to digest and reflect upon the experience before writing this paper. **This paper is due Friday, September 11, 2009**. This paper is submitted to Sherylle Tan, KLI Associate Director of Research and Internships.

Online Discussion

Students are expected to participate regularly in online discussions. Online discussions take place on OrgSync (www.orgsync.com) Discussion Forums. You will receive an invitation to join OrgSync and instructions on how to sign up and access OrgSync. Arrangements will be made for students with internships in areas with limited or no internet access.

The online discussions are designed to support your work as interns and to avoid the isolation and fragmentation that can undermine independent learning in internships. These online discussions will include reflections of your internships, reporting of your experiences with other interns, and support/guidance for your work.

Workshop and Orientation

Students are required to participate in the following workshops and orientations:

- 1.) **INT 199 Orientation:** Orientation will be offered in April (dates to be announced). All students are required to attend one of the workshops offered. Exceptions made for students abroad or in Washington, D.C.
- 2.) **Post-internship workshop:** A post-internship workshop will be offered in mid-September (date to be announced). All students are required to attend. Exceptions made for students abroad or in Washington, D.C.

Supervisor Evaluation

Prior to the completion of your internship (around the last week), you should give your internship supervisor the Supervisor Evaluation Form (attached and available on OrgSync). Be sure your internship supervisor sends the form directly to me and does not give it to you. Your supervisor should complete the evaluation and email (Stan@cmc.edu) or mail to:

Sherylle J. Tan, Ph.D.
Kravis Leadership Institute
850 Columbia Ave.
Claremont, CA 91711

Grading

This course is a one-half credit credit/no credit course. Credit will be awarded upon satisfactory completion of course requirements as determine by both the faculty reader and academic coordinator.