

GWU PSC 2987- Internship
1-3 credits
Fall, Spring, Summer semesters

Internship Coordinator:
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PSC 2987 offers students the opportunity to integrate their learning in the classroom with practical experience in the community.

Registration Requirements:

- Junior standing (60+ completed credits)
- Declared PSC or PSC policy focus major
- Have a confirmed PSC-relevant internship

Policies:

- PSC 2987 is graded pass/ no pass. The credits count, but pass/ no pass courses do not impact GPA
- All work is due the last day of the courses, as defined by the [GWU Academic Calendar](#)
- Students can enroll in 2987 multiple times. ONLY 3 credit hours will count towards PSC major requirements; additional credit will count towards graduation credit requirements.
- A student may earn PSC 2987 credit for paid and unpaid internships.
- The deadline to enroll in PSC 2987 is the end of the 5th week of classes. Students are required to complete the full required internship hours and assignments for the semester, regardless of when they formally register for the course.
- No PSC 2987 credit is given retroactively.

Registration process:

- Complete PSC 2987 Enrollment Request (requires internship supervisor's signature) AND RTF (not RTF-EZ) webforms (available [here](#))
- Send finalized RTF to your college academic advising office for processing (CCAS Advising, for most students)
- Ensure that your RTF is processed: your credits should appear in degreemap and you should be enrolled in the Blackboard course

2987 course requirements:

To pass the course, you must complete EACH of the 3 required assignments, AND 30 points from the professional development options.

Assignment	Task	Deadline	Grading
REQUIRED			
Supervisor Evaluation and Confirmation	To be completed by your internship supervisor to evaluate your work and confirm your hours. Ensure your supervisor has the link.	Last Day of Courses	Required

	Required hours: - 1 credit: 75+ cumulative hours (averages 5+/week) - 2 credits: 150+ cumulative hours (averages 10+/week) - 3 credits: 225+ cumulative hours (averages 15+/week)		
Internship Survey	Complete at the end of the semester.	Last Day of Courses	Required
Poster or video showcase	Share out your internship experience in one of 2 forms: 1. Participate in the department's internship showcase. Create a poster, print, display, and chat with attendees for 1.5 hours (note- spaces are limited, so sign up for your time slot early!). Tips and templates on making a poster are here. Print your poster here (click the 'large-format printing request' link, be sure to select the "class assignments" option, list 'PSC 2987' as the class the project is for, limit your poster size to 24"x36". NOTE: 2 business day processing time!). Upload your poster and a 250+ word reflection of your learning from making and presenting the poster on Blackboard. If you complete the course in the summer, you can complete the poster in the summer, and do the presentation in the next semester. 2. Create a short video (less than 5 minutes) for the PSC website. Upload your video and a 250+ word reflection of your learning from making and the video on Blackboard. We will post some of these on our PSC website to support other students' internship search (see here). Due on the last day of classes. Both should address the following: - Why this field? What professional interests and prior experience impacted your motivation for this internship? - Getting in the door. What would you advise others trying to secure an internship based on your search/application/ interviewing process? - Day in the life. What did your internship work and responsibilities involve? Highlights or powerful moments? - Lessons learned: content. What did you learn about the content you were working on? What problems was the organization trying to solve, and what was your role in the process? - Lessons learned: professional development. How will you talk about your internship on your resume and in future interviews? What did you learn about your career plans? - How did your learning in and out of the classroom influence each other? - Tips and tricks for other GWU PSC students? and/or, what advice would you give yourself a few years ago? - Optional (particularly for students making a poster): What should people ask you about? Pictures? A qr code to your linkedin? Key	All work is due the last day of GWU courses; Poster presentation is a tbd date in the second half of the semester (details posted and emailed through Blackboard)	Required

	conversations or events? Note: Keep in mind that the internship showcase will be public, and videos may be public; please be professional and thoughtful in what information you share about your experience and the work of your internship organization. Be sure to check in with your internship organization about any confidentiality requirements. Check in with Dr. Bauer with questions here.		
COMPLETE 30 POINTS FROM THE FOLLOWING PROFESSIONAL DEVELOPMENT OPTIONS Space out these professional development activities throughout the semester. Plan in advance! All work is due the last day of classes, as defined by the GWU Academic Calendar			
Biweekly Blackboard Discussion Posts	Biweekly, respond to discussion board prompt in 150+ words, and reply to 1+ classmate. No points for late work.	Biweekly throughout semester	3 points possible biweekly
GWU Career Center Professional Development	- Schedule a Career Coaching Appointment through the GWU Career Center - meetings can be about career exploration, industry career coaching, grad/professional school plans, resume and cover letters, interviews and offer negotiations. Write up 250+ words on your learning. Can complete 2x. - Update your resume. Use the guides in the Handshake Resources Library, resources in the Career Center page, and VMock Virtual Resume Review. Write up 250+ words in Blackboard on your learning, and post a before and after resume. - Join GW Career Connect (where GWU alum volunteer to support current students' professional development), build out your profile, and find 3 alumni with similar career interests as you (consider reaching out for an informational interview). Write up 250+ words in Blackboard on your learning, and post a before/after (if you already had a profile) - Join LinkedIn and/or build out your profile. Write up 250+ words in Blackboard on your learning, and post a before/after (if you already had a profile).	Throughout the semester	5 points each
Informational Interviews	- Meet (in person or virtually) with a professional working in your planned career field (GWU faculty, internship connection, alum from Career Connect, etc). Using the question prompts here, discuss your internship experience and career plans, inquire about their professional trajectory, and ask for advice about next steps in this career field. Write up 250+ words in Blackboard on your learning. Can complete 3x.	Throughout the semester	5 points each
Internship Showcase	- Attend the internship showcase and chat with your classmates about their experiences. Write up 250+ words analyzing how your internship	Internship showcase	5 points

	experience compared to at least 2 other students' internships.	date tbd	
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