

Course Syllabus: Internship in Labor Studies 37:575:496

RUTGERS UNIVERSITY

School of Management and Labor Relations

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Course Overview

This course is both an online class and an internship and is designed to supplement traditional classroom-based learning with experiential learning. The internship provides students with the opportunity to practically apply knowledge gained in their course of study in labor and workplace issues. Internships can be with a variety of host organizations, including labor unions, community organizations, government agencies and private industry. A minimum of 120 hours of substantive work in the placement setting is required. Whether you have arranged your internship yourself, or whether you have been assisted in arranging one by the instructor or other faculty member, **you should let the instructor know immediately if there is a problem with the internship so that she can either intervene appropriately or see if you can be transferred to a different situation.** Students should be both supported and challenged and encouraged to take initiative and develop life-long learning skills. Each intern works under a site supervisor at the host organization. The role of the site supervisor is to oversee the student experience and provide structure and mentorship throughout the internship. Supervisors are also required to submit midterm and final evaluations of the intern's work. I will be in touch with your internship supervisor at the beginning of the semester, at midterm and at the end of the class.

Course Learning Outcomes

This course satisfies LSERs requirement that majors take at least one upper level (i.e. 400 level) class. The assignment topics are tailored to the internship experience and are intended to encourage critical thinking about key areas in the field of labor studies. The number and length of assignments consider that students are balancing the demands of the class with hours in their internship organization. Through an internship and online learning assignments, students will have the opportunity to:

- Observe, analyze and think critically about professional behavior and conditions, culture and systems within their work organizations and compare their experiences to their peers;
- Apply theories and principles learned in academic coursework to specific situations with the internship experience; and
- Gain practical work experience and develop skills relevant to their career goals under professional supervision and guidance.

Method of Instruction

This course is delivered **entirely** online through the Learning Management System, Canvas. There will be no Face-to-Face classroom sessions. The course is delivered in **asynchronous** mode. This means the learning activities and communication takes place outside of real-time. There is no live presentation or lecture. You do not have to log-in at any specific scheduled time; you log-in at your convenience.

Course Structure

The course is structured by modules. Each module is comprised of:

- Introduction of the topic for that week
- Readings (PDFs, links to website articles, other)
- Media (videos)
- Discussion Forum
- Assignment (short paper)
- No quizzes or exams

The course is divided into 4 Modules:

- Module 1 - Introductions, Internships and Workplace Rights
- Module 2 - Analysis of Worksite Interviews
- Module 3 - Aspiring to Diversity
- Module 4 - Job Quality of Occupational Stress

Course Materials

All course materials; reading materials, videos, audio are provided here, within the learning management system (Canvas). You do not need to purchase any course materials.

Methods of Evaluation/Grading Policy

Although an internship is intended to provide you with practical work experience, it is also an academic course, during which you are expected to submit assignments regarding your work. These assignments are designed to maximize the internship experience and integrate your education with real-world job opportunities. All interns, therefore, are required to meet with the supervising faculty member at the beginning of the internship to establish goals.

The final grade will be based upon the timely submission of the following items:

1. 30%: Three short papers (minimum two pages)
2. 40%: Four online forums
3. 25%: Final reflection paper
4. 5%: Supervisor feedback and evaluations.

If your supervisor's feedback is incomplete, I will weigh class assignments more heavily.

Note: Respect the privacy of individuals in your host organization. In referring to your internship supervisor and other staff in your host organization in your papers and online forums, please **respect their privacy by using their initials and/or job titles rather than full names.**

Papers

Writing is a critical skill in a professional environment and an important part of this course. Although content is important, clear and grammatical expression of thoughts and ideas, good sentence and paragraph structure, and correct spelling are expected in an upper-level undergraduate course.

Format for Papers:

Please include your name, the assignment name (e.g. Paper 1), and the date at the top left side of the page. Papers should follow standard rules of format: 12-pt Calibri or Times New Roman font, 1" margins, double-spaced.

Online Discussion Forums

Of great importance in an online learning environment is the opportunity for students to discuss their internship experiences with each other. Students are required to communicate their insights and thoughts while learning from one another in the process. The four online discussion forums offer the opportunity to discuss and compare your internship experiences and opinions about the readings with other members of the class.

The first post is expected to be substantive (minimum 400 words). You will respond to a question or set of questions in your first post; at least two subsequent posts (minimum 150 words) allow you thoughtfully compare and contrast your views to your classmates. Therefore it is important to read your classmates' posts. There is no minimum word length for additional posts (beyond the first three).

To encourage careful writing and editing, the first and longest post should first be written in word (or other writing program) and then pasted into the forum page. Writing and editing the first post in word tends to result in clearer writing and better marks on assignments; the shorter follow-up posts should also be carefully proofed and edited.

The assignment schedule provides specific due dates for each post. You must post at least three times per assignment to receive full credit for each forum.

How are the forums graded?

- **Comment quality.** The first post will count as 70 % of your grade for forum assignments, and the remaining posts 30%. The first post should offer a thoughtful discussion of your perspective on the assigned readings based on your internship. Comment quality and clarity is also considered in your additional posts.
- **Clear, grammatical writing and use of citations.** This is as important in forums as in papers.
- **Participation.** Follow up posts should demonstrate that you have read your classmates' posts and pose thoughtful questions for other members of the class.
- **Timeliness.** If you always post at the last minute it will be hard for other members of the class to respond. Specific due dates are posted for the online discussion forums—late assignments will not only lose credit but diminish the opportunity for dialogue.

Assignment Schedule

Please Note: I start this class and the assignments two-weeks late to accommodate students who find internships after the start of the semester.

The assignment schedule below creates a schedule for readings and assignments. Assignments are due at seven to 14-day intervals. As this is an online course, you will not receive regular face-to-face reminders about submission deadlines. Canvas automatically gives you notice of what is due soon. Please keep track of and abide by *all* due dates. Assignments and readings may be

changed. You will automatically receive an announcement through Canvas. Check the announcement(s) and proceed as needed.

Please email (abahruth@rutgers.edu) or text me (908-812-0974) if you need to talk about the course requirements or your internship placement. To prepare, review the entire syllabus carefully including assignment deadlines.

Assignments

- Monday, : September 16 - 30: FORUM 1 – Introductions, Internships and Workplace Rights
- Monday, : September 23: Short Paper #1- Traditional vs. Learning Organizations
- Monday, : October 14: Short Paper #2 How Relationships Shape Behavior at Work
- Monday, : October 7 - 21: FORUM 2 - Analysis of Worksite Interviews
- Monday, : November 4: Short Paper #3. Discrimination and Harassment
- Monday, : October 28 - November 11: FORUM 3 – Aspiring to Diversity
- Monday, : November 18 - December 2: FORUM 4 – Job Quality and Occupational Stress
- Wednesday, : December 11: FINAL Paper – Due on or before

If you know you will be late with your assignments ahead of time, please contact me to discuss alternative dates.

Student Responsibilities

Online learning requires a high level of discipline, dedication, and time management skills. While online learning offers you flexibility and convenience to learn from anyplace, anytime, *you are still expected to adhere to the all due dates.*

You are expected to:

- Have access to a reliable computer, and access to the Internet
- Log in to Canvas for your course **frequently**
- Check for any announcements, update to the syllabus, assignments, and/or discussions and respond accordingly
- Actively participate in the Discussion Forum
- Complete the assigned readings and/or media
- Complete all assignments
- Adhere to all due dates
- Refer to [Study Guides and Strategies \(Links to an external site.\)](#)Links to an external site. for effective learning practices.

Student Code of Conduct

You are expected to conduct yourself in a professional, responsible, courteous, and respectful manner at all times during the course. Offensive language, harassment, posting videos or other media that is not related to the course, and/or any other inappropriate behavior will not be tolerated; and will result in dire consequences, including dismissal from the course. Your responses to discussion posts, or any other communication with your classmates and/or your instructor must be of the highest professional and respectable standard. Refer to [Discussion Post Guidelines](#) when communicating in your Canvas class.