ED 791 Internship Syllabus

MASTER OF SCIENCE IN ECONOMIC DEVELOPMENT
College of Business
University of Southern Mississippi

Spring/Summer 2016

INTERNSHIP MANUAL & REPORT GUIDE

The Master of Science in Economic Development program is a highly focused program designed to provide students with real-world experience and critical thinking skills. Learning is achieved through the development and provision of services to organizations, communities, and society. The internship offers students educational opportunities where they may apply theory to practice. Students develop competence in the field of economic development.

Initiation of the Field Placement

Prior to the beginning of the internship experience, students will discuss with the Coordinator of the Master of Science in Economic Development program and/or major professor to initiate the development of the proposed placement. The discussion will consist of the following:

- Identification of potential field experience
- Organization of literature/theory to support such an initiative
- Development of a timetable for submission of internship proposal

Field Instruction/Supervision

- Ideally, the Field Instructor:
  - Has a minimum of three years experience in the field of economic development
  - Holds a position within the organization that provides the opportunity for learning experiences for his or her student
  - Has an interest in education for economic development
  - Is willing to contract with the student to provide supervision for the duration of the placement, and
  - Is willing to discuss the progress of the student with the Coordinator of the Master of Science in Economic Development.

The Field Instructor has the right to confer with the Coordinator of the Master of Science in Economic Development program as needed. Readings and guidelines will be provided to the Field Instructor as needed. The role of the Coordinator of the Master of Science in Economic Development will be facilitative and supportive to the Field Instructor in order to provide the student with the best possible learning experience.
Policies and Procedures Regarding Students in the Field

Time: The internship experience will consist of a minimum of 300 hours directly involved in the organizational setting.

Students are expected to:
- Log their hours, indicating the projects/activities that they are engaged in
- Keep an Activities Journal
- Keep a Questions and Learnings Journal
- Keep an Applied Theory Journal

During this time, students will meet as needed with the MSED Coordinator and possibly other graduate students partaking in the internship to discuss their progress, challenges, and to assist them to integrate theory into their practice. Logs and journals will be examined at this time.

Field Internship Report

Students are required to file an interim and final field report, using the guidelines provided.

Spring 2016 Field Internship Report is due by May 6, 2016
Summer 2016 Field Internship Report is due by July 29, 2016

The report is to be typed using Times New Roman twelve-point font, and double-spaced with one-inch margins. Beginning with the Statement of purpose, all pages should be numbered at the bottom center of the page.

Building from their internship proposal, students will construct an internship report consisting of the following sections:

- Cover page
- Abstract
- Statement of purpose of internship
- Review of relevant literature
- Theory or theories that support the initiative
- Expectations of the internship experience and the reality of the internship experience
- Listing of the learning goals and the realization or lack of realization of those goals
- Discuss the internship experience by critically addressing the following:

Examine the experience:
- The mission and mandate of the organization
- The development of the organization
- The funding of the organization
• The structure of the organization
• Population served by the organization
• Intervention approaches by the organization
• Economic development approaches
• How well prepared were you prepared for the internship work

Demonstrate an understanding of the dynamics of the organization and how they affect the effectiveness of the organization, the role that it has in the economic, and the ability of the workers within the organization to do effective economic development work by examining:

• The economic in terms of intergroup differences on the basis of gender, class, ethnicity, sexual orientation, age, physical disability, etc.
• The economic, social, and political structures of the economic

Demonstrate competence in:

• Functioning within the organizational and community/organizational contexts
• Identifying the factors that define the community/organization
• Identifying, assessing, formulating, implementing, and evaluating projects within the community/organization
• Keeping a professional record of work with the community/organization
• Applying economic development theory to work with the community/organization
• Discussion of challenges and lessons learned
• Recommendations for the internship experience
• References
• Appendices

The field internship report will be turned in to the internship committee no later than two weeks prior to the end of the semester.

**ADA Compliance:** If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by the ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies at The University of Southern Mississippi Office of Disability Accommodations, 730 East Beach Blvd., Long Beach, MS, 39560, Phone: (228) 214-3232 or (601) 266-5024, Fax: (601) 266-6035. Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1-800-582-2233 (TTY) or email Suzy Hebert at Suzanne.Hebert@usm.edu.

**Evaluation:** Grade of C+ through F: A substantial portion of the required work has been deficient or incomplete. This may include missing class time beyond the norm presented by the syllabus or work not completed at a minimum graduate level.
Grade of B-(82-80): Some important parts of the required work are below the minimally acceptable level for the course. This may include work that is submitted late, incomplete or flawed written assignments or research presentations, or work that fails to meet the course requirements in some other way.

Grade of B (85-83): All the requirements and expectations for the grade level have been completed including the quality of writing, and research, as well as specific tasks or products required for receiving credit.

Grade of B+ (89-86): All basic requirements of the course have been met at the graduate level, and, in addition, some element or part of the work has exceeded these basic expectations. These elements might include superior conceptual insights, research beyond expectations or exceptionally skilled written or oral assignments. The key word for this grade is "insight."

Grade of A- (92-90): The work surpasses expectations for the course and gives evidence of a mastery of the subject matter. These elements might include impressive conceptual insights, research beyond expectations or exceptionally skilled written or oral presentations. The key word for this grade is "mastery."

Grade of A (100 to 93): Throughout the course, the student has performed well above expectations and, at times, has achieved excellence. Evidence of performance at this high level may include certain elegance in the final essays or presentations, creativity in one's approach