

**Oakland University**  
Department of Organizational Leadership  
Capstone Internship in Higher Education  
EL 6950/CRN 14513

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Class Time: Online

Office Hours: By Appointment

**Course Description**

Will provide practical opportunities to apply in the workplace the leadership and organizational theory learned in class to acquire professional skills and test new career directions.

**Specific Learning Goals**

Each student will develop a learning plan that will include specific goals as well as activities that will support those goals. The student will:

1. Define professional goals and identify a professional in the field of higher education leadership
2. Observe supervisor in practice and develop an understanding of their supervisor's responsibilities
3. Broaden understanding of the organizational structure and function of the college.
4. Develop leadership skills through the application of theory in practice.
5. Develop a deeper understanding of social justice practice in higher education.
6. Test career goals by observing the professional skills and personal characteristics necessary for success in the field of interest.
7. Complete at least one key project and related assignments in their supervisor's environment.
8. Begin to build a network of professionals to advise and guide their career goals

## CLASSROOM BEHAVIOR

1. **ACADEMIC CONDUCT POLICY.** All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating since it means students are claiming credit for ideas or work not actually theirs and are thereby seeking a grade that is not actually earned. Following are some examples of academic dishonesty:
  - a. **Cheating.** This includes using materials such as books and/or notes when not authorized by the instructor, copying from someone else's paper, helping someone else copy work, substituting another's work as one's own, theft of exam copies, falsifying data or submitting data not based on the student's own work on assignments or lab reports, or other forms of misconduct on exams.
  - b. **Plagiarizing the work of others.** Plagiarism is using someone else's work or ideas without giving that person credit; by doing this, students are, in effect, claiming credit for someone else's thinking. Both direct quotations and paraphrases must be documented. Even if students rephrase, condense or select from another person's work, the ideas are still the other person's, and failure to give credit constitutes misrepresentation of the student's actual work and plagiarism of another's ideas. Buying a paper or using information from the World Wide Web or Internet without attribution and handing it in as one's own work is plagiarism.
  - c. **Falsifying records** or providing misinformation regarding one's credentials.
  - d. **Unauthorized collaboration** on computer assignments and unauthorized access to and use of computer programs, including modifying computer files created by others and representing that work as one's own.

For more information, review OU's [Academic Conduct Regulations](https://www.oakland.edu/deanofstudents/policies/). (Link to Academic Conduct Regulations: <https://www.oakland.edu/deanofstudents/policies/>)

2. **BEHAVIORAL CODE OF CONDUCT.** Appropriate behavior is required in class and on campus. Disrespectful, disruptive and dangerous behavior are not conducive to a positive learning environment and may result in consequences. Core Standards for Student Conduct at OU includes
  - a. **Integrity.** See academic conduct policy points above.
  - b. **Community.** Policies regarding disruptive behavior, damage and destruction, weapons, and animals.
  - c. **Respect.** Policies regarding harassment, hazing, and [sexual misconduct](https://www.oakland.edu/policies/health-and-safety/625/) (Link to Sexual Misconduct policy: <https://www.oakland.edu/policies/health-and-safety/625/>)
  - d. **Responsibility.** Policies regarding alcohol, drugs, and other substances

See the [Student Code of Conduct](https://www.oakland.edu/deanofstudents/student-code-of-conduct/) for details. (Link to Student Code of Conduct: <https://www.oakland.edu/deanofstudents/student-code-of-conduct/>)

## ASSIGNMENTS

### Portfolio

The capstone internship includes the development of a portfolio.

### Internship Assignment

Your internship must include the following:

1. **Project(s).** Implementing at least one key project and related assignments under the guidance of a supervisor.
2. **Meetings.** Attending administrative or professional meetings
3. **Interviews.** Interviewing the supervisor *and* at least 2 members of the supervisor's leadership team. You must create at least **four critical questions** related to higher education leadership.
4. **Tasks.** Performing defined routine tasks normally handled by the supervisor to acquire as better sense of the supervisor's job.

### Final Presentation (Pecha Kucha)

#### **Classroom meetings and final presentation**

Classroom structure is hybrid per guidelines on the syllabus.

Participants will present their portfolios at the final session. Supervisors will be invited.

#### **Submit All Assignments on Moodle**

**NAME ALL ONLINE DOCUMENTS LIKE THIS:** First Name, Last Name, Assignment Name, Date (1-1-15)

For example: Roger Rabbit, Program Overview, 2-2-15

### **JANUARY (Approximately 40 Internship Hours)**

ASSIGNMENTS	DUE DATES	Points
<b>WEB EX MEETING 6 PM</b> Cover Page General Program Overview Statement, APA Formatted	January 11 <sup>th</sup> 5:30 PM	75

Coursework Statement	January 25 <sup>th</sup>	25
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**FEBRUARY (Approximately 40 Internship Hours)**  
**A WEB-EX May be scheduled this month so leave the following dates open.**

Job Search and Career Development Process	February 8 <sup>th</sup>	<b>25</b>
<b>Online</b> Interview Summary, APA formatted <b>MEANS ALL INTERVIEWS MUST BE COMPLETED.</b>	February 22 <sup>nd</sup> .	<b>75</b>

**MARCH (Approximately 40 Internship Hours)**

Article Responses Due	March 8 <sup>th</sup>	<b>25</b>
<b>WEB EX MEETING 6 PM</b> Internship Specific Statement, APA formatted	<b>March 22<sup>nd</sup></b>	<b>100</b>

**APRIL (10-20 Internship Hours)**

<b>CLASS MEETING, LOCATION: 488 PAWLEY</b> <b>5:30 to 8:50 PM</b>  <b>SUBMIT ON MOODLE</b> <ul style="list-style-type: none"> <li>· Supervisor Signature Page</li> <li>· General Program Overview Statement (include sub-categories),</li> <li>· Coursework Statement</li> <li>· Internship Specific Statement Interview Summary,</li> <li>· Closing Statement</li> <li>· Interview Summary</li> <li>· Article Responses</li> <li>· Job Search and/or Career Development Process</li> <li>· Appendices (e.g. Appendix A, Appendix B etc),</li> <li>· References</li> </ul>	<b>Due April 5<sup>th</sup></b> <b>5:30 PM</b> <b>LATE PORTFOLIOS</b> <b>WILL NOT BE</b> <b>ACCEPTED</b>	<b>325</b>
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Exit Interview <b>APA format entire document: page numbers, citations, references, margins, headings, subheadings, capitalization, tables &amp; charts, appendices, short quotes, long quotes, spacing</b>		
<b>PECHA KUCHA INTERNSHIP PRESENTATION (20 Pictures, 20 Seconds per picture, pictures run automatically total 6 min 40 seconds)</b>	<b>April 5th<sup>h</sup></b>	<b>75</b>

**Lateness (per assignment):**

Up to 24 hours late: 15 point deduction per assignment (so a 90 will be at 75):  
Over 24 hours late: Not accepted, 0 points  
Late Final Portfolios: Not accepted, 0 points

**Absences:**

5 point deduction (per absence) from your final grade

**Naming your assignments:**

5 point deduction per assignment if your name and other identifying information is not on your Digital Documents (Please see “NAME ALL ONLINE DOCUMENTS LIKE THIS”); Also please include your name on the actual assignment.