Syllabus for Introduction to Virtual Internship

Credits: 3
UNIV 2901

Instructor Contact Information:

You can also always send your instructor a private message through the Moodle Messaging system. Once logged into your course, click your instructor's Moodle profile page to be provided the ways in which to communicate with your instructor. Your instructor's email will also be listed in their profile.

Course Description

The Introduction to Virtual Internship course provides an overview of the essential skills and knowledge needed to thrive in a remote internship environment. In the current globalized and digital landscape, virtual internships have become integral to professional development. This course equips participants with the tools and insights necessary to excel in a virtual work setting. This initial course in the virtual internship series guides students through the application, interview, and placement processes.

This course necessitates students to submit their Virtual Internship Application by the conclusion of Unit 2 through the designated VI Application Form. Failure to submit by the specified deadline will result in the student being ineligible to continue participating in the Virtual Internship Program as well as in the course itself.

Learning Objectives

Program Learning Outcomes (PLOs):

1. Students will be able to communicate using well-organized arguments and credible supporting evidence.

Course Learning Outcomes (CLOs):

By the end of this course, students will be able to:

CLO1. Complete application for virtual internship.
CLO2. Discuss the skills and knowledge required in a professional setting focusing on remote work.
CLO3. Apply clear professional communication skills.
CLO4. Use SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) goal setting to enable the successful execution of virtual internships.

Co/Prerequisites

None.

Course Materials

UoPeople courses use open educational resources (OER) and other materials specifically donated to the University with free permissions for educational use. Therefore, students are not required to purchase any textbooks or sign up for any websites that have a cost associated with them. This course does not contain a main textbook; resources for all required reading will be provided in the course Learning Guide for each week.

Technology Requirements

To fully engage in this course and make the most of your virtual internship experience, the course must be taken on a PC. You also must have regular access to the internet (high speed is preferred).

Throughout the course, you will also need to sign up for and access the following platforms:

- Virtual Internships – Read their Privacy Policy.
- CareerBridge LMS – Read their Privacy Policy.

While these platforms are accessible via tablet or mobile phone, using a PC is strongly recommended for a smoother and more efficient experience.

Campus Tech Support Email for English programs: support@uopeople.edu

Regular and Substantive Interaction

Your instructor will interact and engage with each of you on a regular basis throughout the term to support your learning. They will provide direct instruction related to the course's learning objectives, respond to your questions, grade and/or provide feedback on your submitted coursework, post regular announcements, and engage in the course discussion areas regarding academic course content when appropriate.

Course Expectations and Learning Activities

Discussions

Some units in this course require that you complete a Discussion Assignment. You are required to develop and post a substantive response to the Discussion Assignment in the Discussion Forum. A substantive response is one that fully answers the question that has been posed by the instructor. In addition, you must extend the discussion by responding to at least two (2) of your peers' postings in the Discussion Forum. Grading rubrics are provided in the Discussion Forum for each week. Discussion Forums are only active for each current and relevant learning week, so it is not possible to contribute to the forum once the learning week has come to an end.

Quizzes

This course will contain two types of quiz – Self Quiz and Graded Quizzes. These quizzes may contain multiple-choice or true/false questions.

The results of the Self-Quiz will not count towards your final grade. However, it is highly recommended that you complete the Self-Quiz to ensure that you have adequately understood the course materials. Along with the Reading Assignments, the results of the Self-Quiz should be used as part of an iterative learning process, to thoroughly cover and test your understanding of course material.

On the other hand, the results of the Graded Quiz will count towards your final grade. Specific instructions on the format and content of the Graded Quiz will be provided by your instructor.

Final Exam

The Final Exam will be available from Thursday through Sunday of Week/Unit 9, following the completion of eight units of work. The format of the Final Exam is similar to that of the quizzes and may contain a combination of different question types. You will have one attempt to take the exam, and it will be graded electronically. Specific instructions on how to prepare for and take the Final Exam will be provided during Week 8 (located inside the Unit 9 Learning Guide). Final Exams must be taken without the use of course learning materials (both those inside and outside the course). If particular materials are allowed for use during the exam, these will be noted in the exam's instructions.

Course Forum

The Course Forum is the place to raise issues and questions relating to the course. It is regularly monitored by the instructors and is a good place to meet fellow students taking the same course. While it is not required to participate in the Course Forum, it is highly recommended.

Class Introductions

This section is your opportunity to introduce yourself to your classmates and create a vibrant learning community. By sharing your background, interests, and goals, you can create meaningful connections and discover commonalities with your peers.

Participation Expectations

To succeed in this course and your virtual internship, you are expected to actively engage and participate regularly. Below are specific guidelines to help you meet these expectations:

- Be involved and active in your courses.
- Be highly motivated and disciplined.
- Check the course homepage, calendar and assignment page, the course syllabus, your UoPeople email, and the Moodle course discussion forums several times a week.
- Post the required comments and responses to the discussion forum for your course.
- Keep up with your assignments and online quizzes/exams (as applicable) and manage your time well. These quizzes test your knowledge and comprehension of the new content.
- Participate actively in class discussions.
- Be polite and respectful.
- Use proper grammar and correct spelling.
- Be honest and original. Plagiarism will not be tolerated in any online course.

Non-participation is characterized by lack of any assignment submissions, inadequate contributions to the Discussion Forums, and/or lack of peer feedback to Discussion/Written Assignments. Also, please note the following important points about course participation:

- Assignments must be submitted on or before the specified deadline. A course timeline is provided in the course schedule, and the instructor will specify deadlines for each assignment.

- Occasionally there may be a legitimate reason for submitting an assignment late. Most of the time, late assignments will not be accepted and there will be no make-up assignments.
- All students are obligated to inform their instructor in advance of any known absences which may result in their non-participation.

Feedback and Suggestions

We value your input and would encourage you to complete the end of course survey to provide us with course feedback and suggestions, and report issues.

Evaluation and Grading Scale

This course follows a pass/fail grading system. For each assignment, specific criteria will be provided, and students are expected to submit answers that fully meet the requirements of each criterion. To pass an assignment, students must provide accurate and comprehensive responses that meet all, or the majority, of each criterion's requirements.

Grading Weights:

Category	% Of Grade	Grade Items (Learning Activities)	Associated Learning Objectives/Outcomes
Discussions	40%	1. Unit 1 – Discussion Forum 2. Unit 5 – Discussion Forum 3. Unit 6 – Discussion Forum 4. Unit 7 – Discussion Forum 5. Unit 8 – Discussion Forum	● Unit 1 – CLO2 ● Unit 5 – CLO2, CLO3 ● Unit 6 – CLO2, CLO4 ● Unit 7 – CLO2, CLO3 ● Unit 8 – CLO2, CLO3
VI Application Submission	20%	1. Unit 2 – VI Application Submission	● Unit 2 – CLO1
Graded Quizzes	30%	1. Unit 3 – Graded Quiz 2. Unit 4 – Graded Quiz 3. Unit 5 – Graded Quiz	● Unit 3 – CLO3 ● Unit 4 – CLO3 ● Unit 5 – CLO3
Final Exam	10%	1. Unit 9 – Final Exam	● Unit 9 – CLO2, CLO3, CLO4
TOTAL	**100%**		

Grading Scale:

Letter Grade	% Grade	Grade Points
A	98%-100%	4.00
A	93-97%	4.00
A-	90%-92%	3.67
B+	88%-89%	3.33
B	83%-87%	3.00

Letter Grade	% Grade	Grade Points
B-	80%-82%	2.67
C+	78%-79%	2.33
C	73%-77%	2.00
C-	70%-72%	1.67
D+	68-69%	1.33
D	63%-67%	1.00
D-	60%-62%	0.67
F	<60	0.00
W	N/A	N/A

Students may also be granted Withdrawal (W), if they withdraw from the course, or an Incomplete (I) should their circumstances permit. A student who feels they were graded unfairly, or who seeks to dispute a grade, may initiate a grade appeal process. Refer to [University Policies](#) for more information on withdrawals and appeals.

Course Schedule

UNIT 1: Introduction to Virtual Internship (Week 1)
- Watch/Read due by the 3rd or 4th day of the week.
- Discussion first response due by the 4th day of the week.
- Discussion replies due by the 7th day of the week.

UNIT 2: Crafting an Effective Virtual Internship Application (Week 2)
- Watch/Read due by the 3rd or 4th day of the week.
- VI application submission due by the 7th day of the week.

UNIT 3: Interview Process (Week 3)
- Watch/Read due by the 3rd or 4th day of the week.
- Graded quiz due by the 7th day of the week.

UNIT 4: Effective Communication Strategies in a Virtual Internship (Week 4)
- Watch/Read due by the 3rd or 4th day of the week.
- Graded quiz due by the 7th day of the week.

UNIT 5: Professionalism and Time Management (Week 5)
- Watch/Read due by the 3rd or 4th day of the week.
- Discussion first response due by the 4th day of the week.
- Discussion replies due by the 7th day of the week.

     ○   Graded quiz due by the 7th day of the week.

UNIT 6: Virtual Internship Preparation (Week 6)

     ○   Watch/Read due by the 3rd or 4th day of the week.
     ○   Discussion first response due by the 4th day of the week.
     ○   Discussion replies due by the 7th day of the week.

UNIT 7: Leadership at Work (Week 7)

     ○   Watch/Read due by the 3rd or 4th day of the week.
     ○   Discussion first response due by the 4th day of the week.
     ○   Discussion replies due by the 7th day of the week.

UNIT 8: Collaboration and Networking (Week 8)

     ○   Watch/Read due by the 3rd or 4th day of the week.
     ○   Discussion first response due by the 4th day of the week.
     ○   Discussion replies due by the 7th day of the week.

UNIT 9: Collaboration and Networking (Week 9)

     ○   Final exam due by the 4th day of the week.

University Policies & Processes

Late Work/Make-up Policy

Please review the Late Work policy in the University Catalog.

Code of Conduct

University of the People expects that students conduct themselves in a respectful, collaborative, and honest manner at all times. Harassment, threatening behavior, or deliberate embarrassment of others will not be permitted. Any conduct that interferes with the quality of the educational experience is not allowed and may result in disciplinary action, such as course failure, probation, suspension, or dismissal. For more information on this topic, please review the General Code of Conduct in the University Catalog.

Procedures for Resolving Academic Grievances/Appeals

If you believe that the final grade you received for a course is erroneous, unjust, or unfair, please contact your course instructor. This must be done within seven days of the posted final grade. For more information on this topic, please review the Grievance Policy and Grade Appeals Procedure in the University Catalog.

Withdrawal and Drop Date Policy

Please review the Course Drops and Withdrawals policy of the University Catalog.

Academic Integrity and Plagiarism

Please review the Code of Academic Integrity in the University catalog.

Intellectual Property

UoPeople respects the intellectual property rights of others who seek to create, preserve, and disseminate knowledge through teaching, collective learning, and continued research at the University at large. For more information on this topic, please review the Intellectual Property policy in the University catalog.

Reasonable Accommodations

Contact your Program Advisor to open a request for support.

Student Support Services & Resources

Academic Advising: advising@uopeople.edu
Financial Aid: financial.aid@uopeople.edu
Library Resources: library@uopeople.edu
Payment Processing: payments@uopeople.edu
Student Services: student.services@uopeople.edu
Technical Support: support@uopeople.edu