

HOW STUDENTS INTERN & LEARN
**INVESTMENT IN
ASSESSMENT**

**AMERICAN
UNIVERSITY**



WASHINGTON, DC

**USE THE EXPERIENTIAL
LEARNING MODULE**

Presented by:
Amy Morrill Bijeau, Director, Experiential Education
School of Professional & Extended Studies (SPExS)



AMERICAN UNIVERSITY
WASHINGTON, DC



Managing Your Screen and Audio

To Minimize the Control Panel



Minimizes the control panel to the right side of your screen



Re-opens the control panel

To Minimize the Presentation Area



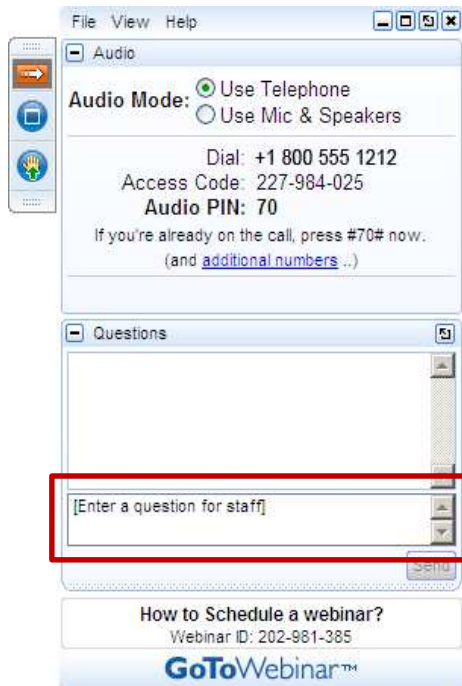
The blue button with the white square will maximize the presentation to fill your screen





If You Would Like to Ask a Question...

Use the Questions Panel



Use Twitter



#InvestmentinAssessment



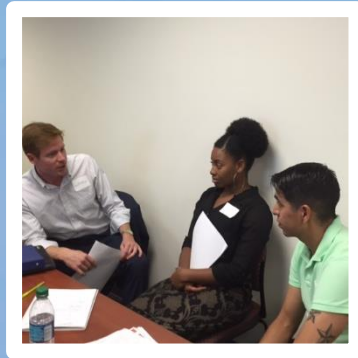
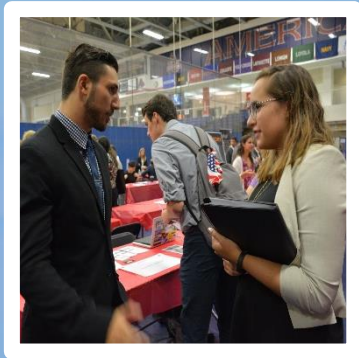
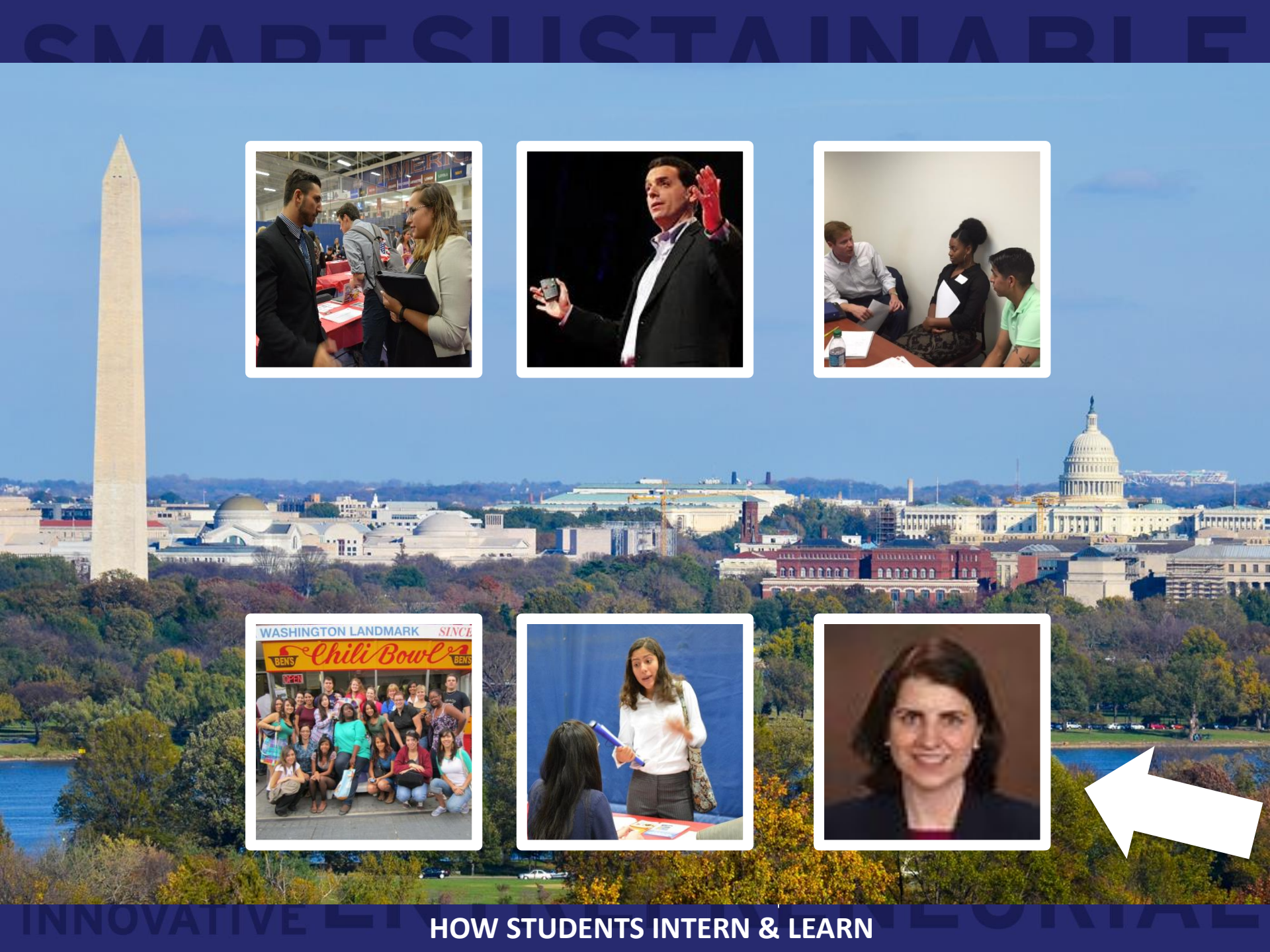
What Did You Think of Today's Session?

Please Take A Minute to Complete Our Evaluation



Please take a minute to provide your thoughts on the presentation.

Thank You!





EMPLOYERS, PARENTS & POLITICIANS DEMAND CAREER FOCUSED HIGHER EDUCATION

“Narrow technical skills have a shorter and shorter lifespan, and a lot of employers are ... aware of that” AAC&U’s Deborah Humphreys commented.

“[Employers] want evidence [that] graduates have some aptitude in field-specific skills, but what’s more important to them is broad, cross-cutting capacity.”

Inside Higher Ed

<http://www.insidehighered.com>

“More Than a Major” April 10, 2013

- 3:00am By [Zack Budryk](#)

INTERN &
LEARN



Enter your keywords | News & Opinion

- NEWS
- OPINION
- SURVEYS
- WEBCASTS
- JOBS

Well-Prepared in Their Own Eyes

Survey finds that college students think they are being well-prepared with the skills and qualities needed for careers. Employers are dubious.

By **Scott Jaschik** // January 20, 2015

64 COMMENTS

WASHINGTON -- It turns out that college students are being well-prepared for their future careers -- at least in their own minds. Ask employers, and it's a very different picture.

The Association of American Colleges and Universities (AACU) asked groups of employers and college students a series of similar questions about career preparation. They could be scary reading for many students and the college educators who are trying to prepare them for careers. AACU is releasing the survey results today, in advance of the annual meeting at which the group will mark its centennial.

Consistent with past AACU surveys, this one found that employers are concerned about new graduates having a range of skills in areas like communication and team work -- and that



Job fair at Portland Community College

Student-Employer Gap on 'This Week'

Debra Humphreys of the Association of American Colleges and Universities will discuss the group's surveys Friday on "This Week" Inside Higher Ed's free

AU SPExS WORKS

- American University founded School of Professional & Extended Studies (SPExS) in 2012
- Engaging center of experiential learning drawing on the tradition of the 70-year old Washington Semester Program
- Symplicity Career Services Management software provides the system for assessment



School of Professional & Extended Studies (SPExS) EXPERIENTIAL

EDUCATION

These programs require internships and rely on Symplicity:

- Washington Semester Program
- Washington Semester Summer Internship Program
- Washington Mentorship Program
- AU Gap Program
- Graduate & Professional Studies
- Partner Programs





SPEXS BY THE NUMBERS



4000 contacts
8000 internship openings
700 students per year

Role of Internship Professor & CSM Faculty Module

- Provide academic grounding for internship
- Use course syllabus with clear learning outcomes
- Offer assistance and advice in internship search
- Review academic assignments during the semester
- Serve as point of contact for on-site Internship Supervisor
 - “Forgotten Educator”
- Utilize assessments to determine final grade





SPExS Internship Learning Outcomes



At the conclusion of this course, students will be able to:

- Demonstrate professional skills such as resume and cover letter writing as well as job searching
- Explain and give examples of the value of integrating “thought and action” i.e. academia and practice



At the conclusion of this course, students will be able to:

- Describe and apply strategies of professional communication and conduct
- Articulate understanding of how to be successful in diverse and complex workplace environments



At the conclusion of this course, students will be able to:

- Present a self-analysis of what was learned from the internship experience and course including evaluation of strengths and weaknesses, as well as growth in content knowledge of the field
- Compare and contrast professional opportunities in this and related fields

SPExS INTERNSHIP MILESTONES

Access SPExS Internship Web

- Login
- Engage in search
- Meet online

Participate in Orientation + Internship Fair

- Learn in skills workshops
- Meet faculty & supervisors

Complete Experiential Learning Form (ELF)

- Get internship approved
- Track internship tasks and time

Complete Midterm Evaluations

- Self-evaluation
- Supervisor evaluation of student

Attend Here>>>Career

- Complete skills-development workshops

Complete End of Semester Evaluations

- Self-evaluation
- Program evaluation
- Supervisor evaluation of student





3-way Agreement





EXPERIENTIAL INCENTIVES & REWARDS



INCENTIVES TO INTERN & LEARN



My Account

[PERSONAL \(OPTIONAL\)](#) [ACADEMIC \(OPTIONAL\)](#) [PRIVACY](#) **[>>>EXPERIENTIAL LEARNING FORM \(ELF\)](#)** [PASSWORD](#) [NOTIFICATION SETTINGS](#)



Instructions: Please review/input the basic Exp. Learning information and click [save] to save your results.

SUBMIT (EDITABLE)

SAVE AS DRAFT (EDITABLE)

DELETE

CANCEL

PRINT

* indicates a required field

Experiential Learning Form (ELF)

EXCERPT

Name

Student's Direct Office Supervisor's Name

Office Supervisor's Position Title

Office or Agency's Name

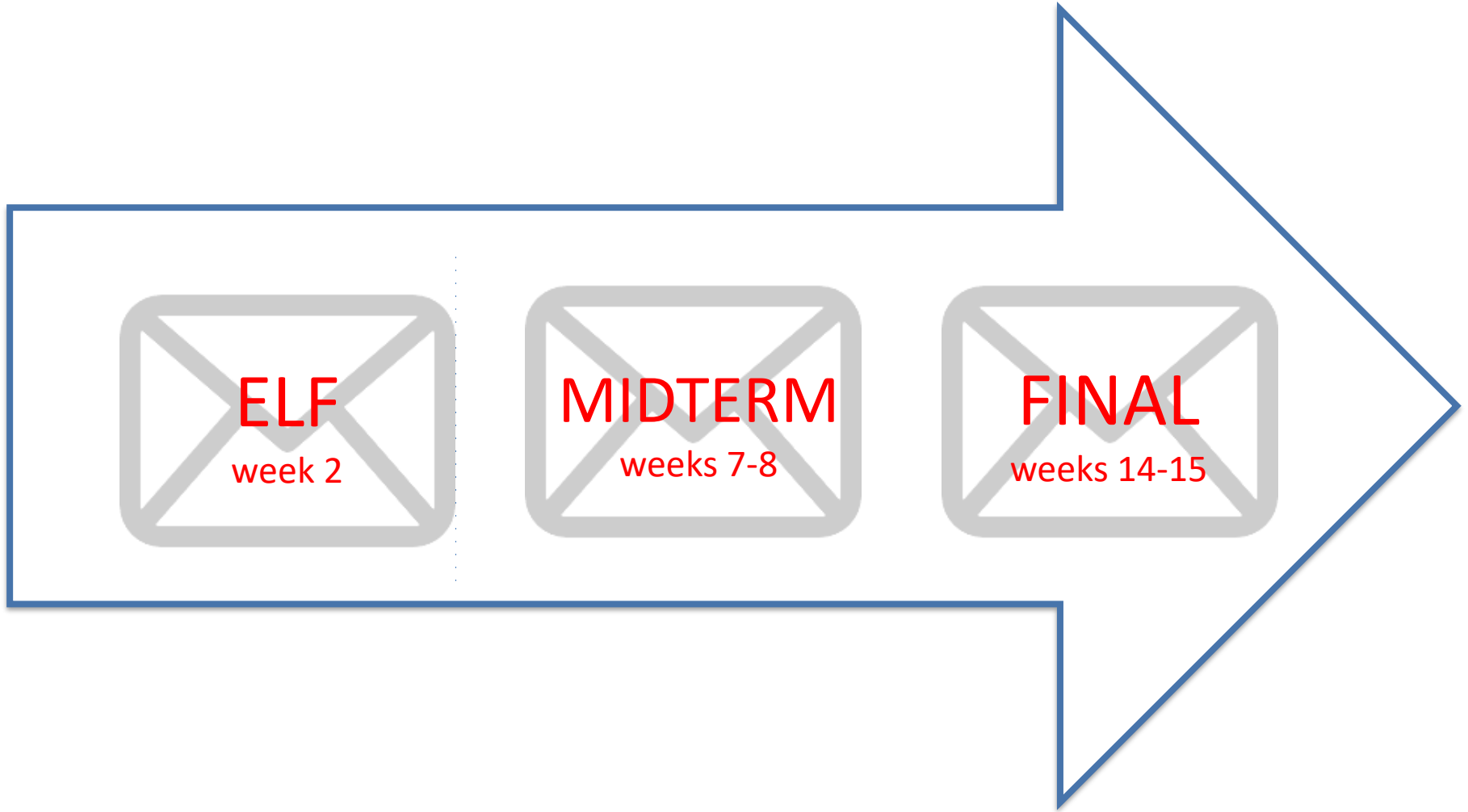
Office or Agency's Address

Tel, Fax, Email

Proposed Intern Duties and Responsibilities—Please briefly the specific tasks that the student-intern will be expected to perform in your office. In filling this section out, please note that to ensure academic credit no more than 85% of the student's work time may be spent on routine clerical tasks:



Students and Supervisors Receive Email Requests to Complete ELF & Evaluations



Assessment of Internship Learning

Midterm and End of Semester Evaluations

Completed by Supervisors about Student Performance &

Completed by Students for Self-Reflection

Skills displayed in the following areas this semester to date:

> **Outstanding** > **Good** > **Average** > **Below Average** > **Unsatisfactory** > **N/A**

- 1) **Attitude to Work/Intern**
- 2) **Dependability**
- 3) **Quality of Work Performed**
- 4) **Judgment**
- 5) **Initiative**
- 6) **Teamwork**
- 7) **Adaptability and Flexibility**
- 8) **Problem-Solving**
- 9) **Written Communication**
- 10) **Oral Communication**
- 11) **Listening Skills**
- 12) **Overall**



- **What skills have developed that are applicable to future work experiences?**
- **What skills need development?**
- **Comments and other assessment feedback:**
- **Grade:**

How do students perceive themselves?



Image credit: https://usercontent2.hubstatic.com/1900360_f260.jpg



How do supervisors perceive students?



DIVERSE
CONNECTED
PROFESSIONAL
KNOW
CREATIVE
EXCEPTIONAL
WONK
ENGAGED
RESOURCEFUL
WELCOMING
INNOVATIVE
SMART
ACCOMPLISHED
DYNAMIC
PASSIONATE
STIMULATING VIBRANT
FOCUSED
INSPIRATIONAL
SUSTAINABLE
COLLABORATIVE
ACTIVE
BALANCED





SPEX Students and Supervisors Agree

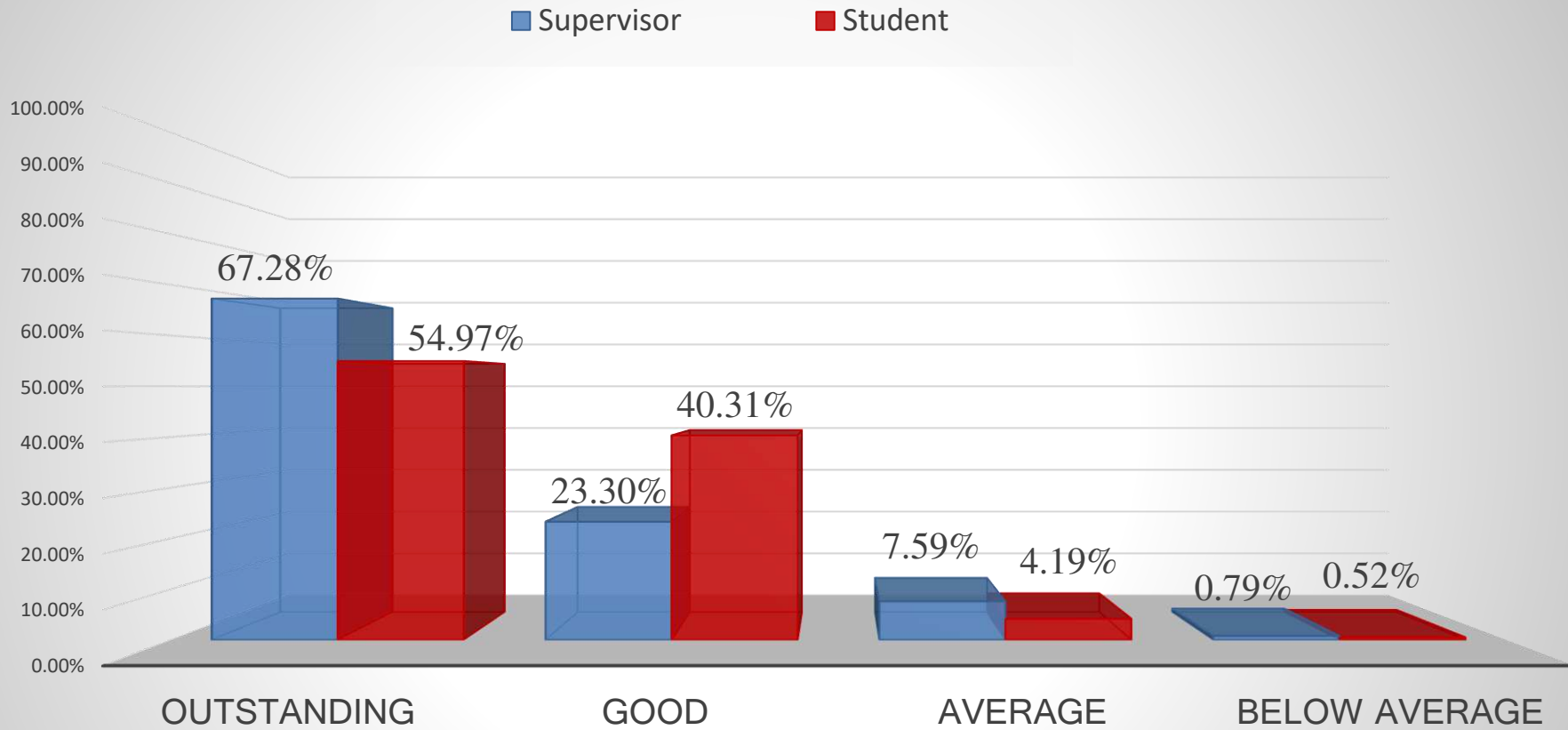
Students and supervisors share similar evaluations for:

- Dependability
- Adaptability/Flexibility
- Attitude to Work
- Initiative
- Overall
- Judgment
- Listening



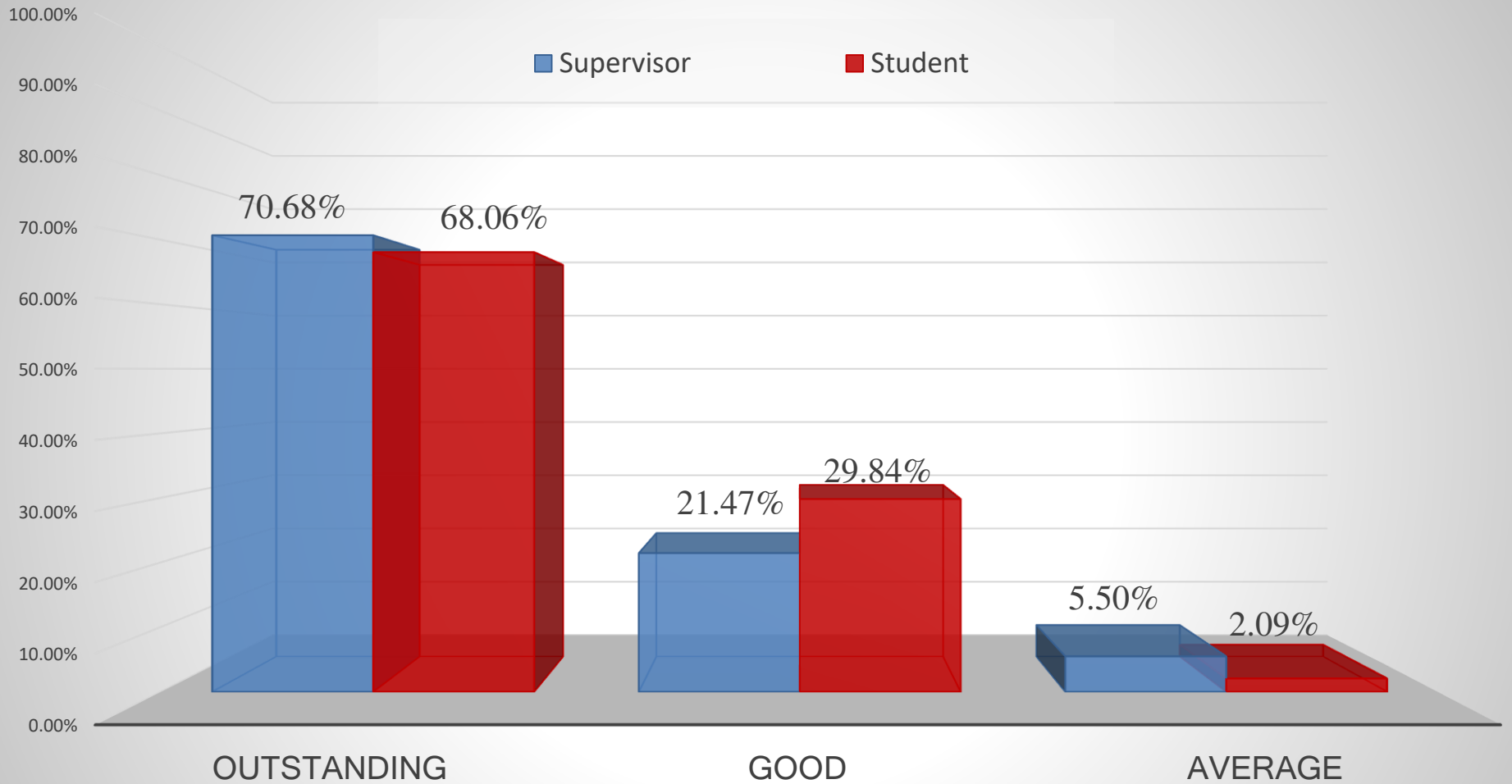


Dependability





Adaptability/Flexibility



Supervisors & Students Exhibited Differences

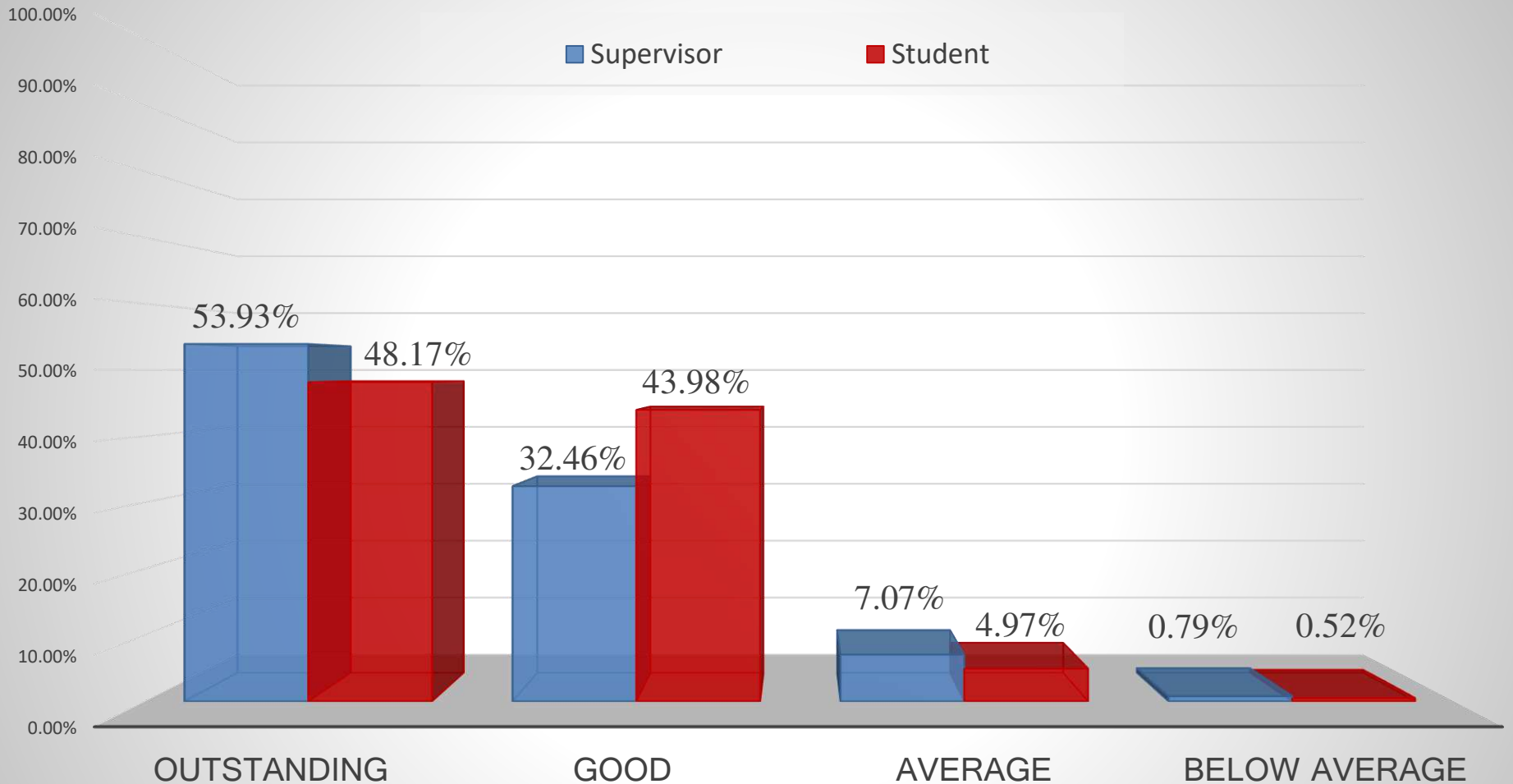
Supervisor & student evaluations differed significantly in:

- Teamwork
- Oral Communication
- Problem Solving
- Quality of Work Performed
- Written Communication



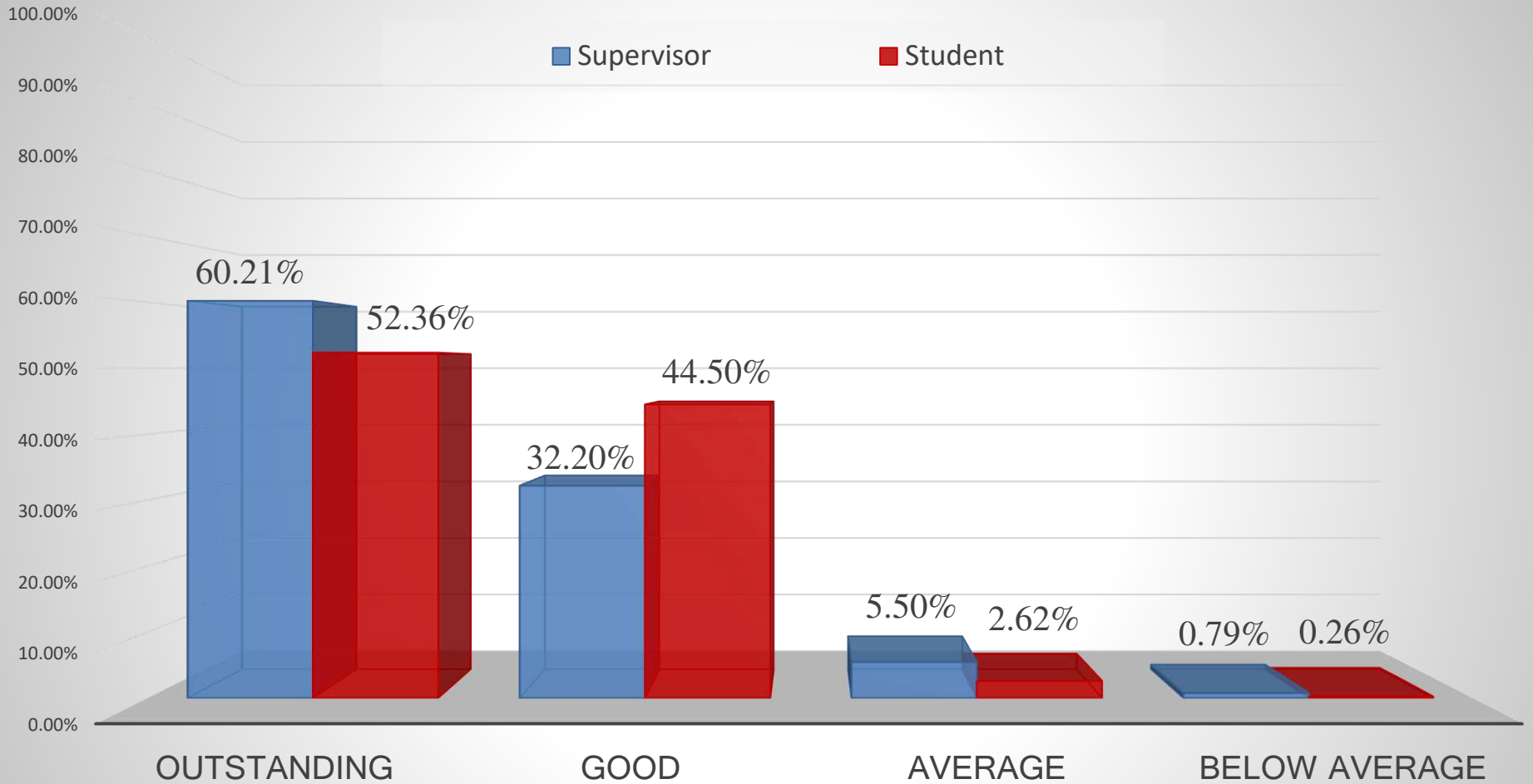


Written Communication Skills





Quality of Work Performed

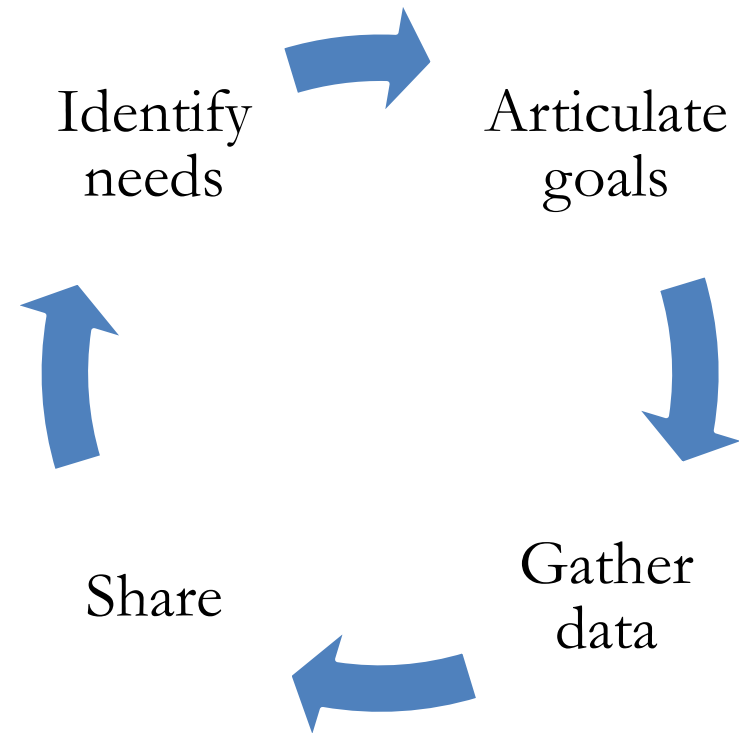




Symplicity CSM: SPExS Works

SPExS uses Symplicity:

- Join the “Experiential Learning” user group
- Engage with the module
- Know the software options and technology



DIVERSE
CONNECTED
PROFESSIONAL
KNOW
CREATIVE
EXCEPTIONAL
WONK
ENGAGED
RESOURCEFUL
WELCOMING
INNOVATIVE
SMART
ACCOMPLISHED
DYNAMIC
PASSIONATE
STIMULATING VIBRANT
FOCUSED
INSPIRATIONAL
SUSTAINABLE
COLLABORATIVE
ACTIVE
BALANCED

Here>>>Career Series

- Take Charge of Your Career Development
- There is Life After College
- Bridge the Skills Gap: Land a Job
- Write Right
- Learn LinkedIn.com Lab



THERE IS LIFE AFTER COLLEGE

WEDNESDAY
OCTOBER 18
6:00 PM
BUTLER BOARD ROOM
6TH FLOOR
BUTLER
PAVILION

BY JEFFREY SELINGO



Photo by theatlantic.com

Jeffrey Selingo is a best-selling author and award-winning columnist who helps students imagine the future and how to succeed in a fast-changing economy.

BOOKS AVAILABLE

QUESTIONS? REACH OUT
morrill@american.edu
or 202-895-4967

AMERICAN UNIVERSITY
SCHOOL OF PROFESSIONAL & EXTENDED STUDIES
AMERICAN.EDU/SPEXS

HERE>>> 
CAREER



Photo by Anna Beatty

WRITE RIGHT

FOR YOUR INTERNSHIP PERFORMANCE

**WEDS, JAN 18 | SVB ROOM 618
12 NOON | PIZZA SERVED!**

LEARN TO IMPROVE COMMUNICATION SKILLS AND ENHANCE WRITING.
GET TIPS TO BOOST YOUR INTERNSHIP PERFORMANCE FROM ESTEEMED JOURNALISM
PROFESSOR GIL KLEIN, FORMER PRESIDENT OF THE NATIONAL PRESS CLUB. SNACKS PROVIDED!

Rsvp: <https://goo.gl/forms/TzHgVb71nDWQn3OE3> Questions? Contact morrill@american.edu




SCHOOL OF PROFESSIONAL & EXTENDED STUDIES (SPEX S)

AMERICAN UNIVERSITY



HERE>>>CAREER *upcoming...*

- Learn LinkedIn.com Lab (Bring your laptop) (Weds, Jan 25 @ 5:30 pm) Lana Knox & Amy Morrill Bijeau
- Pathways to Graduate School (Tues, Feb 21 @ 6 pm) Heather Heckel
- Here to Career: Advice from Alums (Sun, Mar 26 @ 6 pm) John Calabrese Room 100



“The best career advice in exactly two sentences...” according to Inc.

An Airbnb leader asked Sheryl Sandberg, *“What's the number one thing you look for in someone who can scale with a company?”*

She replied, ***“Someone who takes feedback well. Because people who can take feedback well are people who can learn and grow quickly.”***

INTERN &
LEARN

CONTACT ME

and join the Symplicity “Experiential Learning” user group!

**AMERICAN
UNIVERSITY**
 WASHINGTON, DC

Amy Morrill Bijeau

Director of Experiential Education, SPEXS

morrill@american.edu

School of Professional & Extended Studies (SPEXS)

<https://www.linkedin.com/in/amymorrillbijeau/>



AMERICAN UNIVERSITY
WASHINGTON, DC
www.american.edu/spexs