Overview
Internships integrate theory and practice through planned, supervised work experience. A key component of a student's professional development is the ability to apply what is learned in the classroom to the world of work. Internships can spark an interest, “open doors,” or launch careers. An academic (credit) internship is optional, but highly recommended for undergraduate students.

Course Description and Learning Objectives
This course offers students individualized, applied learning opportunities to explore and clarify career goals, apply theory, acquire new skills, gain experience, and network with professionals. Students are encouraged to identify and explore a range of internships that support their career interests. I will assist each student in developing individualized learning goals that serve as the specific learning objectives for this course. In collaboration with their site supervisors, students outline tasks and responsibilities that support their learning goals. As a result, students who achieve their learning goals acquire a set of transferable skills and real-world experience that prepares them for professional positions, fellowships, or further academic study. Additional student learning objectives include:

- Assess achievement of individualized learning goals through task completion and supervisor feedback.
- Articulate achievement of learning goals clearly and concisely in response memo format at midterm and end of term.
- Complete a minimum of one work product that reflects achievement of learning goals.
- Demonstrate overall satisfactory performance on final evaluation completed by supervisor.

Prerequisites
Successful completion of PPPM 412 Internship and Professional Development is a prerequisite. Students are also required to schedule a meeting with me by the end of week 5 of the term prior to the start of proposed internship. Following the meeting, students will receive a preauthorization form that must be returned by Monday of week 9. It is not possible to register for the course without completing the preauthorization form by the deadline. Following approval of the preauthorization, students will receive a PPPM Internship Agreement, which requires the site supervisor’s signature. The fully signed Internship Agreement is due Friday of week 10.

Course Website
The website is located on the UO Canvas system (https://canvas.uoregon.edu). The course syllabus, assignments, announcements, and other materials will be posted on the Canvas site. Please check frequently for updates and ensure that the UO Office of the Registrar has your correct email address. I will communicate with you via the Canvas site using course announcements and conversations. I recommend that you set your notification preferences for announcements and conversations to “ASAP” or “daily” so you do not miss important course information.
E-mail  
My goal is to respond to your e-mail within 48 hours of receiving it; I do not receive e-mail when I am out of the office (weekends, Wednesdays, and most Fridays). Please make sure that you have reviewed the Canvas site and the syllabus prior to sending a note about course logistics.

Course Requirements & Assessment  
The classroom is your internship site and you are expected to interact with your supervisor and others in a professional manner.

Attendance  
Regular attendance is required. Students who fail to meet the required internship hours will not pass the course. For each credit hour, students must complete 30 internship hours during the course of a 10-week term (summer term is 11 weeks). Although there is no formal attendance reporting process (e.g., time sheets), site supervisors will notify me if a student is not maintaining regular attendance. If you are ill, you must contact your site supervisor.

Student Expectations  
Students are expected to fulfill the responsibilities outlined on the PPPM Internship Agreement and Exhibit A—PPPM Internship Description. To ensure students receive performance feedback, site supervisors complete midterm and final student evaluations. The evaluations are shared with the student and then submitted to me.

Course Evaluation—Pass/No Pass  
Students will be evaluated on attendance and the written assignments outlined below. To receive a “pass” for the course, students must satisfactorily complete all assignments by the due date. Failure to complete assignments by the due date will result in a “no pass” for the course. In accordance with university regulations, an incomplete will only be given when “the quality of work is satisfactory but a minor yet essential requirement of the course has not been completed for reasons acceptable to the instructor.”

Written Assignments  
Assignments will be available on Canvas two weeks prior to the due date. Students must upload all assignments in Canvas by 2:00 pm on the due date, or make other arrangements with the instructor prior to the due date. Assignments should reflect a professional tone and presentation. A scoring rubric will be posted on the Canvas site.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 4</td>
<td>Exhibit A – PPPM Internship Description, including tasks and responsibilities (all students).</td>
</tr>
<tr>
<td>May 2</td>
<td>Midterm memo (first term at current site) OR progress report (2nd term at current site).</td>
</tr>
<tr>
<td>June 6</td>
<td>Final memo (all), one work product (all), internship evaluation (if last term at site).</td>
</tr>
</tbody>
</table>

Accessibility  
The University of Oregon is working to create inclusive learning environments (http://aec.uoregon.edu/). Please notify me if there are aspects of the instruction or course design that result in barriers to your participation. You are also encouraged to contact the Accessible Education Center (formerly Disability Services) in 164 Oregon Hall at 541.346.1155 or uoaec@uoregon.edu.

Inclusion Statement  
The School of Architecture and Allied Arts is a community that values inclusion. We are committed to equal opportunities for all faculty, staff, and students to develop individually, professionally, and academically regardless of ethnicity, heritage, gender, sexual orientation, ability, socio-economic standing, cultural beliefs, and traditions. We are dedicated to an environment that is inclusive and fosters awareness, understanding, and respect for diversity. If you feel excluded or threatened, please contact your instructor and/or department head. The University Bias Response Team is also a resource that can assist you. For more information: http://bias.uoregon.edu or 541.346.2037.

Title IX and a Safe Learning Environment  
I support Title IX and have a duty to report relevant information. The UO is committed to providing an environment free of all forms of prohibited discrimination and sexual harassment, including sexual assault, domestic and dating violence and gender-based stalking. Any UO employee who becomes aware that such behavior is occurring has a duty to report that information to their supervisor or the Office of Affirmative Action and Equal Opportunity. The University Health Center and University Counseling and Testing Center can provide assistance and have a greater ability to work confidentially with students. The UO also has a 24-hour confidential hotline: 541.346.SAFE. You can also visit the SAFE website at http://safe.uoregon.edu.