PPPM 412 Internship and Professional Development – Spring 2016/CRN 35028
Tuesdays 12:00-12:50pm – 193 Anstett

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Office Hours (sign-up outside Hendricks 121):
Tuesdays 2:00pm - 3:30pm,
Thursdays 11:30am - 1:00pm,
and by appointment.

Overview
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 offer such an opportunity. They can spark an interest, “open doors,” or launch careers. The PPPM Internship Program offers students the option of integrating theory and practice through academic (credit) or noncredit internships. Although not required, PPPM students are strongly encouraged to complete an internship in preparation for professional jobs, fellowships, or further academic study. This course focuses on strategies and tools for planning a successful internship, and is a prerequisite for PPPM 404 Internship.

Course Goal and Learning Objectives
The goal of the course is to equip students with the skills to secure a career-related internship. Student learning objectives for the course include:

• Identify at least three internship options.
• Write a professional cover letter, resume, and thank you letter.
• Demonstrate interviewing and networking skills by communicating orally in a clear and effective manner.
• Write clearly and concisely to communicate with a professional audience.

Two key themes will be emphasized throughout the course: professionalism and effective communication. Internships require students to interact in intergenerational and professional environments. This course will cover many levels of professionalism, from the importance of an error-free resume to understanding office norms. The second theme involves written and verbal communication skills. Students will draft several documents, make numerous revisions, and give constructive feedback in the form of peer reviews. Learning how to critique effectively is a skill that will serve students beyond the end of this course. Professionalism and effective communication skills are essential in creating successful internships and developing rewarding careers.
Course Website
The website is located on the UO Canvas system (https://canvas.uoregon.edu). The course syllabus, readings, 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.

Student Expectations
To create a classroom environment that respects the diversity of interests requires that all students bring an open mind and a welcoming attitude. Since there will be significant peer review, it’s important to keep feedback constructive and avoid comments that are personal in nature. Electronic devices must be turned off prior to the start of class. Class will begin promptly and all students are expected to arrive on time to minimize disruptions.

Course Evaluation—Pass/No Pass
Meeting deadlines is essential in the workplace and this course is a bridge between your academic training and the world of work. 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 dates. Failure to complete assignments by the due dates will result in a “no pass” for the course. In accordance with UO 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.”

Attendance and Participation
This course cannot be effectively taught online; the in-class work requires in-person interaction among students and the instructor. Regular attendance (no more than 2 absences) is required to ensure students will achieve the objectives of the course. Students are expected to e-mail the instructor in advance of the absence unless an emergency or serious illness precludes that from occurring. If students miss a class, they are expected to contact a classmate via Canvas for notes; instructor lecture notes are not available. Participation includes contributing to discussions and completing in-class work.

Course Requirements & Assessment
This is a pass/no pass course. Your grade will be based on the following:
1. Attendance and participation, including in-class work and weekly assignments (30%). See “Attendance and Participation” above and the Canvas site for more details.
2. Written assignments: midterm (50%) and final (20%) by due dates. Please see “Written Assignments – Midterm and Final” below for more details.

Written Assignments – Midterm and Final
Midterm and final assignments will be available on Canvas two weeks prior to the due date. The assigned materials must be uploaded to Canvas by 2:00pm on the due date. All documents should reflect a professional tone and presentation.

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<tr>
<th>Due Date</th>
<th>Assignments</th>
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<tr>
<td>May 10</td>
<td>Midterm draft documents: cover letter, resume, and thank you e-mail.</td>
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<tr>
<td>May 31</td>
<td>Final revised documents: cover letter, resume, and thank you e-mail.</td>
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Schedule of Topics
Assignments and readings will be grouped in weekly modules and available on the Canvas site at least two weeks prior to each class. Students are expected to review the weekly Canvas module and complete the readings and assigned tasks prior to coming to class. Weekly assignments are designed as stepping stones for the midterm and final assignments, and will be completed in a variety of ways as specified on Canvas (e.g., hand in hard copy, upload document, complete online quiz). All assignments must be submitted on time and as instructed. Weekly assignments may be exchanged for peer-review, discussed during class, and/or reviewed by the instructor.

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<tr>
<th>Class</th>
<th>Topic and Assignment</th>
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<tr>
<td>Week 1</td>
<td>Course Intro: Professionalism and Communication</td>
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<tr>
<td>Week 2</td>
<td>Intro to Professional Development (job description assignment due)</td>
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<td>Week 3</td>
<td>Informational Interviewing, E-mails of Inquiry (e-mail of inquiry assignment due)</td>
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<td>Week 4</td>
<td>Intro to Resume and Cover Letter Writing (first draft of resume due)</td>
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<td>Week 5</td>
<td>Creating a Professional Paper Presentation (resume peer review and first draft of cover letter due)</td>
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<td>Week 6</td>
<td>Thank You E-mail and Intro to Networking (cover letter peer review and first draft of thank you e-mail due)</td>
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<td>Week 7</td>
<td>30-second Elevator Speech (midterm draft documents due)</td>
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<td>Week 8</td>
<td>Interviewing</td>
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<td>Week 9</td>
<td>Mock Interviews (online quiz/survey due)</td>
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<td>Week 10</td>
<td>Bringing It All Together (final revised documents due)</td>
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Academic Integrity
Students are expected to do their own work at all times. Copying content from other students and submitting it as your own work is grounds for failing the class. The University Student Conduct Code (available at http://uodos.uoregon.edu/StudentConductandCommunityStandards.aspx) defines academic misconduct. Students are prohibited from committing or attempting to commit any act that constitutes academic misconduct.

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.