PPPM 604 Internship and Nonprofit Internship/CRN 35055 and 35057  
Spring 2016

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Office Hours: Tuesday 1:30-3:00 pm, Thursday 9:30-11:00 am, and by appointment

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 provides a structured learning experience.

Course Description and Learning Objectives/Outcomes
This course offers students 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 which serve as the specific learning objectives/outcomes 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/outcomes include the following:

• 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.

Course Website
The website is located on Canvas (https://canvas.uoregon.edu/). The course syllabus and assignments will be posted on the Canvas site. Confirm that your notification preference for conversations (e-mail) is set to ASAP and ensure that the UO Office of the Registrar has your correct email address. I will use this email address to communicate with you.

Email
I aim to respond to your email within 48 hours of receiving it, although the volume of email continues to increase each year. 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
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 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. You must upload your assignments in Canvas by 5:00 pm on the due date. Assignments should reflect a professional tone and presentation. A scoring rubric will be posted on the Canvas site.

April 4: Exhibit A – PPPM Internship Description, including tasks and responsibilities (all students).

May 2: Midterm memo (first term at current site) OR progress report (2nd or 3rd term at current site).

June 6: Final memo (all), one work product (all), internship evaluation (if last term at site).

DISABILITY ACCOMMODATIONS
The University of Oregon is working to create inclusive learning environments. Please notify me if there are aspects of the instruction or design of this course that result in disability related barriers to your participation. You are also encouraged to contact the Accessible Education Center (formerly Disability Services) in 164 Oregon Hall at 346-1155 or uoaec@uoregon.edu. For more information: http://aec.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/index.html or 541.346.2037.

DIVERSITY
The University of Oregon values our diversity and seeks to foster equity and inclusion in a welcoming, safe, and respectful community. This course is committed to upholding this principle by encouraging the exploration, engagement, and expression of different perspectives and diverse identities. We will value each class member’s experiences and contributions, and communicate disagreements respectfully.
Please notify me if you feel aspects of the course undermine these principles. For additional resources, you are also encouraged to contact the following campus services:

- Division of Equity and Inclusion, 1 Johnson Hall, 541.346.3175; http://inclusion.uoregon.edu/
- Center on Diversity and Community, 54 Susan Campbell Hall, 541.346.3212; http://codac.uoregon.edu/
- Bias Response Team, 164 Oregon Hall or brt@uoregon.edu; http://uodos.uoregon.edu/Programs/BiasResponseTeam.aspx?q=bias (bias.uoregon.edu)

**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 they have a greater ability to work confidentially with students.