



## School of Planning, Public Policy and Management



### PPPM 410 Internship and Professional Development – Fall 2019/CRN 17058

Tuesdays 2:00-3:20pm – 248 Gerlinger

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Office Hours: log into Navigate to sign up for a time  
(<https://uo.campus.eab.com/>)  
Mondays & Thursdays 1:00pm - 2:30pm,  
and by appointment

#### Overview

Internships offer students an opportunity to gain hands-on experience in a work place setting, network with professionals, and explore and clarify career interests. Internships are optional for PPPM students, but strongly encouraged as a way to prepare for professional jobs, fellowships, or further academic study. The PPPM Internship Program offers students the option of integrating theory and practice through academic (credit) or noncredit internships. This course focuses on strategies and tools for planning a successful internship and satisfies the prerequisite for PPPM 404 Internship and Internship Nonprofit.

#### 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:

- Write a professional résumé, cover letter, and thank you e-mail.
- Demonstrate networking and interviewing skills by communicating orally in a clear and effective manner.
- Write clearly and concisely to communicate with a professional audience.
- Identify at least three strategies/next steps to gain career-related skills and knowledge, including at least two internship options.

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 résumé to understanding office norms. The second theme involves written and verbal communication skills. Each class session will include a peer networking activity followed by debrief and discussion. Students will also draft several documents, make multiple revisions, and give constructive feedback in the form of peer reviews. Learning how to communicate and critique effectively are skills that will serve students beyond the end of this course. Professionalism and effective communication 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 frequently check Canvas and your UO email account for updates. I will communicate with you via Canvas 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 many Fridays). Please make sure you have reviewed the Canvas site and the syllabus prior to sending a note about course logistics.

## Required Readings

Required readings are posted in weekly modules on the class Canvas site (<https://canvas.uoregon.edu>). Students are to complete the assigned readings prior to attending class each week. There are no required textbooks for this class.

## Course Evaluation—Pass/No Pass

Students will be evaluated on attendance, the written assignments outlined below, and participation during the final exam. To receive a “pass” for the course, students must satisfactorily complete **all** assignments by the due dates. Failure to complete **all** assignments will result in a “no pass” or an “incomplete” 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.”

## Course Requirements & Assessment

This is a pass/no pass course. Your grade will be based on the following:

1. Attendance and participation: in-class activities and tasks, weekly Canvas assignments (33%).
2. Résumé and Cover Letter: midterm draft (33%) and final revised (14%).
3. Final exam: interviewing skills, mock interview activity (20%)

## 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 two absences) is required to ensure students will achieve the objectives of the course. Students with more than two absences will receive a “no pass” for the course grade. 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 in-class networking activities and group discussions, and completing weekly Canvas assignments, in-class work, and other activities (see “Schedule of Topics” section for more information).

## Résumé and Cover Letter – Midterm Draft and Final Revised

Students will draft and submit a midterm résumé and cover letter after accessing Canvas resources and instruction and incorporating peer review feedback. The midterm résumé and cover letter are due at the start of class on **Tuesday, November 12** as printed paper copies.

Students will revise their résumé and cover letter using the instructor’s midterm feedback and edits. The final revised résumé and cover letter are due no later than **Monday, December 2** (upload to Canvas). The midterm and final documents should reflect a professional tone and presentation.

## Final Exam – Interviewing Skills

All students must attend the assigned final exam time (**Wednesday, December 11, 12:30pm-2:30pm**) and participate in the mock interview activity. In a group setting, students will demonstrate interview skills by verbally responding to questions and providing feedback to their classmates. Students **must** arrive on time, attend the final exam, and participate in the mock interview activity to receive a passing grade in the course. Students who do not attend and participate in the final exam will receive a “no pass” as their final grade. It is not possible to make up the final exam.

## 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 may be exchanged for peer-review, discussed during class, and/or reviewed by the instructor. All assignments are designed as stepping stones for subsequent assignments and the final exam, and they must be completed and submitted on time and as instructed (e.g., hand in a paper copy, upload a document, complete an online quiz). Assignments completed or submitted on Canvas are due on Mondays, and hard copy (paper) assignments are due in class. Assignment instructions and submission guidelines are detailed on the Canvas site.

<u>Class</u>	<u>Topic and Assignment</u>
Week 1	Course Intro: Professionalism and Communication
Week 2	Intro to Professional Development ( <i>Canvas: Online quiz due Monday, October 7</i> )
Week 3	PPPM Student Intern Panel, E-mails of Inquiry ( <i>Canvas: E-mail of inquiry pre-test and draft due Monday, October 14</i> )
Week 4	Intro to Résumé and Cover Letter Writing ( <i>Hard copy: First draft of résumé due in class Tuesday, October 22</i> )
Week 5	Creating a Professional Paper Presentation ( <i>Canvas: cover letter pre-test due Monday, October 28</i> ) ( <i>Hard copy: Résumé peer review and first draft of cover letter due in class Tuesday, October 29</i> )
Week 6	Résumé and Cover Letter Wrap-Up, Intro to Networking ( <i>Hard copy: Cover letter peer review due in class Tuesday, November 5</i> )
Week 7	30-second Intro Speeches and Informational Interviewing ( <b>Hard copy: Midterm draft résumé and cover letter due in class, Tuesday, November 12</b> )
Week 8	Intro to Interviewing and Preparing for Interviews ( <i>Canvas: Informational interview request pre-test and draft due Monday, November 18</i> )
Week 9	Interviewing and Interview Questions ( <i>Canvas: Online quiz due Monday, November 25</i> ) ( <i>Hard copy: internship/job posting due in class, Tuesday, November 26</i> )
Week 10	Thank You E-mail, Interviewing Wrap-Up, Bringing It All Together ( <b>Canvas: Final revised résumé &amp; cover letter due Monday, December 2</b> ) ( <i>Hard copy: First draft thank you e-mail due in class, Tuesday, December 3</i> )
Final Exam	Interviewing Skills, Mock Interview Activity, Final Thank You E-mail ( <b>Final exam: Wednesday, December 11, 12:30-2:30pm, location TBA</b> ) ( <i>Canvas: Final thank you e-mail due 12:30pm on Thursday, December 12</i> )

## Professional Practice & Student Expectations

This course focuses on professional development and practices. As such, students are expected to treat each other and the instructor with the professional courtesy and respect expected in the workplace.

- Students should bring an open mind and welcoming attitude to create a classroom environment that respects the diversity of career interests. 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. Students using electronic devices during class will be asked to leave for the remainder of the session.** If you are

expecting an urgent call or other communication, you should discuss this with the instructor prior to the start of class.

- Class will begin promptly at 2:00pm. All students are expected to arrive on time, stay until the end of the class period, and refrain from leaving the room temporarily to minimize disruptions.
- All communications relating to this course and all work turned in for this course should reflect professional standards in tone, presentation, formatting, and spelling.

### **Academic Integrity**

Students are expected to do their own work at all times. Copying content from other students or online resources (e.g., cover letter templates) and submitting it as your own work is grounds for failing the class. The University Student Conduct Code (available at <https://studentlife.uoregon.edu/conduct>) 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 design of this course that result in disability-related barriers to your participation. You are also encouraged to contact the Accessible Education Center in 360 Oregon Hall at 541.346.1155 or [uoaec@uoregon.edu](mailto:uoaec@uoregon.edu).

### **School of PPM Diversity Statement** *(provided by PPM Equity Initiative, used with permission)*

PPM strives to promote diversity along all dimensions, including and not limited to, those of race, ethnicity, culture, nationality, gender identity and expression, sexual orientation, socio-economic status, age, ability, religion, veteran status, family status, geographic location, and political beliefs. We are dedicated to fostering an inclusive, respectful, and supportive environment that ensures fair treatment, access, opportunity, and advancement for all students, faculty, and staff; as well as striving to identify and eliminate barriers that have prevented the full participation of historically underrepresented groups.

If you feel excluded or threatened, please contact your instructor and/or school head. The University Bias Education and Response Team is also a resource that can assist you. For more information: <http://dos.uoregon.edu/bias> or 541.346.3216.

### **Support for All Students**

I support all students regardless of immigration status or country of origin. As a Dreamer Ally, I support Dreamer students and promote their sense of belonging and safety as they pursue their higher education goals. I commit to not sharing your status with anyone if you reveal it to me, but also remind you that when interacting with faculty, staff, and offices around campus you are never required to reveal your status. For more information and resources please visit our Dreamers (<https://blogs.uoregon.edu/dreamers/>) and Immigration FAQ ([https://international.uoregon.edu/immigration\\_faq](https://international.uoregon.edu/immigration_faq)) pages.

### **Center for Multicultural Academic Excellence**

The CMAE is a place where students are empowered, engaged, and nurtured for success. Our vision is to build and empower an inclusive and diverse community of scholars who exemplify academic excellence and inspire positive change. CMAE's mission is to promote student retention and persistence for historically underrepresented and underserved populations. We develop and implement programs and services that support retention, academic excellence, and success at the UO and beyond. Call 541.346.3479, email [cmae@uoregon.edu](mailto:cmae@uoregon.edu), or visit Suite 135 in Oregon Hall.

### **Sexual Violence, Harassment, and Survivor Support** *(provided by UO Faculty Senate, used with permission)*

The UO is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic and dating violence and gender-based stalking. If you (or someone you know) has experienced or experiences gender-based violence (intimate partner violence, attempted to completed sexual assault, harassment, coercion, stalking, etc.), know that you are **not alone**. UO has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

If you wish to speak to someone confidentially, you can call 541-346-SAFE, UO's 24-hour hotline, to be connected to a confidential counselor to discuss your options. You can also visit the SAFE website at <http://safe.uoregon.edu/>.