



# School of Planning, Public Policy and Management



## PPPM 404 Internship and Internship Nonprofit – Winter 2024 CRN 24432, 24433

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Office Hours: Schedule a time to meet <https://calendly.com/jessicam-pppm/office-hours>  
Or send me an email with your availability to schedule an 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 is optional, but highly recommended for PPPM 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 tangible 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 to PPPM 404. In addition, students are also **required** to complete the internship planning steps [outlined on the PPPM website](#) during the term prior to the start of the proposed internship. Required steps include: 1) initial meeting with me prior to end of week 5; 2) complete and return preauthorization form by Monday of week 9; and 3) complete and submit PPPM Internship Agreement prior to end of week 10. It is not possible to register for PPPM 404 without completing the planning steps the term prior to the start of the internship.

### **Course Website**

The website is located on the UO Canvas system (<https://canvas.uoregon.edu>). The course syllabus, discussion boards, assignments, announcements, and other materials will be posted on the Canvas site. Please check frequently for updates and ensure the UO Office of the Registrar has your correct email address. I will communicate with you via Canvas using course announcements and conversations. I recommend you set your notification preferences for announcements and conversations to “ASAP” or “daily” so you do not miss important course information.

### **Communicating with Me: How**

Our class will communicate through our Canvas site. Announcements and emails are archived there, automatically forwarded to your UO email, and can even reach you by text. Check and adjust your settings under Account > Notifications.

If you contact me with a question, I will usually respond within 1-2 business days. I typically provide feedback on assignments within one week. Please make sure you have reviewed the Canvas site and the syllabus prior to sending a note about course logistics.

### **Communicating with Me: Why**

*Why* should you reach out to me? Talking with my students about our course material is a true pleasure. Are you confused or excited about something? Wondering how what you’re learning relates to current events, career choices, or other classes you can take UO? Please be in touch! Please also be in touch to tell me how you are doing in difficult times – are you having a tough week? Having trouble with some aspect of the course or with your internship or internship supervisor? I would like to strategize with you. I will do everything I can to help you succeed.

### **Course Requirements & Assessment**

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

### **Attendance**

Regular attendance/engagement in your internship is required and central to meeting the learning objectives for the course. For each academic credit, students must complete 30 internship hours during the 10-week term. You must contact your site supervisor if you are going to be absent from regularly scheduled internship hours for any reason. With permission from your site supervisor, you may make up missed internship hours on alternate days to meet the minimum required hours. Site supervisors will notify me if regular attendance becomes a concern.

Your success is genuinely important to me. If challenges come up for you this term around attendance, please contact me as soon as you can. Together we can identify what resources or strategies might be available to support you and your learning.

### **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. Supervisors share the evaluation with the student, and then submit 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 **all** assignments will result in a “no pass” for the course.

Students may contact me in advance to arrange an alternate due date if assignment deadlines overlap with religious festivals that are not also university holidays (e.g., Yom Kippur, Eid, Diwali). In the event of sudden illness, injury, or other emergency, students should contact me as soon as possible to make arrangements for catching up on missed work or late assignments.

If an unexpected situation happens toward the end of the term and a minor but essential requirement hasn't been completed, an "incomplete" may be appropriate. Details of the [UO Incomplete Policy](#) are online.

### Written Assignments

Assignments will be available on Canvas two weeks prior to the due date. Students must **upload all assignments in Canvas by 5:00 pm Pacific** 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.

<u>Due Date</u>	<u>Assignments</u>
January 12	Getting to Know You – discussion board participation ( <b>all students</b> )
January 16	Quick Quiz: Internship Policies & Details ( <b>all students</b> ) Exhibit A – PPPM Internship Description ( <b>all students</b> )
February 12	Midterm memo ( <b>1<sup>st</sup> term</b> ) OR Midterm progress report ( <b>continuing students</b> )
February 26	Informational interview report ( <b>continuing students only</b> )
March 11	Exit Survey: Career Readiness & Your Internship Experience ( <b>all students</b> )
March 18	Final memo and one work product ( <b>all students</b> ) Internship evaluation ( <b>if last term at current site</b> ) Thank you e-mail to internship supervisor and any key internship colleagues ( <b>all students, not graded, strongly encouraged</b> )
End-of-Term, TBD	In-person class meeting ( <b>all students, optional, not graded</b> ) We usually try to gather as a class so everyone can network and share their internship projects and experiences. I will send a Canvas message during week 7 to identify a time that works for as many interested students as possible. The in-person meeting is <u>completely optional</u> and will have no bearing on your final grade in the course.

Please note: All students are required to submit a work product as part of the final assignment. A work product is a tangible outcome of an academic internship and not something you create just for the purpose of the final assignment. Specific work products will vary based on internship tasks and responsibilities. Examples of work products include spreadsheets, database reports, written materials created for the organization, flyers, maps, and other tangible outcomes of the hours spent as an intern. If you are concerned your internship will not yield a work product, you must reach out to the instructor and/or your site supervisor no later than week 3 of your internship. This will allow time to adjust your tasks and responsibilities to meet the academic requirements of PPPM 404.

### 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 <https://studentlife.uoregon.edu/conduct>) defines academic misconduct. Students are prohibited from committing or attempting to commit any act that constitutes academic misconduct.

### **Generative Artificial Intelligence Use**

In this class, the assignments are inherently personal. Generative artificial intelligence (GenAI) can't tell you what you learned or did as an intern and how all of it connects to you, your life, and your next steps personally and professionally. Some students may use GenAI or related tools and resources to prompt reflection (e.g., ask themselves questions or organize their thoughts) but all work submitted for this class should be based in your own experiences, ideas, and connections.

If your site supervisor requires or encourages the use of GenAI in the work you are completing as an intern, some of that work may feed back into assignments for PPPM 404 (e.g., discussion of your tasks/responsibilities in the midterm and final memos or the work product submitted as part of the final assignment). If you use a GenAI tool as an intern, you need to document your use, including the tool you use and when, where, and how in your work process you used it. (For example: "I used ChatGPT to generate an outline for the report, which I then revised before writing my first draft" or "I used slidesAI.io to create the slide deck style for my presentation.") In certain cases, as part of your documentation, I may ask you to submit any GenAI results you obtained, so you will need to keep GenAI-created drafts and logs of your interactions with GenAI tools.

Along with documentation of your GenAI use, you are also required to cite GenAI if you use any GenAI-created content in your PPPM 404 submissions (e.g., work product submitted as part of final assignment).

### **Access and Accommodations**

The University of Oregon and I are dedicated to fostering inclusive learning environments for all students and welcomes students with disabilities into all of the University's educational programs. The Accessible Education Center (AEC) assists students with disabilities in reducing campus-wide and classroom-related barriers. If you have or think you have a disability (<https://aec.uoregon.edu/content/what-disability>) and experience academic barriers, please contact the AEC to discuss appropriate accommodations or support. Visit 360 Oregon Hall or [aec.uoregon.edu](http://aec.uoregon.edu) for more information. You can contact AEC at 541-346-1155 or via email at [uoaec@uoregon.edu](mailto:uoaec@uoregon.edu).

### **Mental Health and Wellness**

Life at college can be very complicated. Students often feel overwhelmed or stressed, experience anxiety or depression, struggle with relationships, or just need help navigating challenges in their life. If you're facing such challenges, you don't need to handle them on your own--there's help and support on campus.

As your instructor if I believe you may need additional support, I will express my concerns, the reasons for them, and refer you to resources that might be helpful. It is not my intention to know the details of what might be bothering you, but simply to let you know I care, and that help is available. Getting help is a courageous thing to do—for yourself and those you care about.

University Health Services help students cope with difficult emotions and life stressors. If you need general resources on coping with stress or want to talk with another student who has been in the same place as you, visit the Duck Nest (located in the EMU on the ground floor) and get help from one of the specially trained Peer Wellness Advocates. Find out more at <https://health.uoregon.edu/ducknest>.

University Counseling Services (UCS) has a team of dedicated staff members to support you with your concerns, many of whom can provide identity-based support. All clinical services are free and confidential. Find out more at <https://counseling.uoregon.edu/> or by calling 541-346-3227 (anytime UCS is closed, the After-Hours Support and Crisis Line is available by calling this same number).

### **Basic Needs**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course is urged to contact the Dean of Students Office for support: 541-346-3216 or 164 Oregon Hall.

Visit this UO webpage for resources related to food, housing, healthcare, childcare, transportation, technology, finances, and legal support: <https://blogs.uoregon.edu/basicneeds/food/>.

### **Academic Disruption due to Campus Emergency**

In the event of a campus emergency that disrupts academic activities, course requirements, deadlines, and grading percentages are subject to change. Information about changes in this course will be communicated as soon as possible by email, and on Canvas. If we are not able to meet face-to-face, students should immediately log onto Canvas and read any announcements and/or access alternative assignments. Students are also expected to continue coursework as outlined in this syllabus or other instructions on Canvas.

### **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.

The University of Oregon takes responding to acts of bias seriously and wants to ensure you have the resources available to you. If you believe you've been a victim of an act of bias, please [submit a report](#) to the Office of Investigations and Civil Rights Compliance. Students seeking additional support can contact the Assistant Dean of Students and Director of Multicultural and Identity-Based Support Services at 541-346-3216 or [uodos@uoregon.edu](mailto:uodos@uoregon.edu).

### **Support for All Students**

I support all students regardless of their identity, immigration status, or country of origin. As a trained UO Dreamer ally, I support Dreamer students and promote their sense of belonging and safety as they pursue their higher education goals. For more information and resources please visit our [UO Dreamers](#) page and the [Dreamers Working Group](#) blog. Remember, when interacting with faculty, staff, and offices around campus you are never required to reveal your status. Please note: Email cannot be considered a confidential method of communication.

### **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.

### **Reporting Obligations**

I am an Assisting Employee under the University's Prohibited Discrimination and Retaliation Policy. As an Assisting Employee, I will direct students who disclose prohibited discrimination and harassment, including sexual harassment or violence, to resources that can help and will only report the information

shared to the university administration if the student requests that the information be reported (unless someone is in imminent risk of serious harm or a minor).

### **Prohibited Discrimination and Harassment Reporting**

Students who have experienced sexual assault, relationship violence, sex or gender-based bullying, stalking, and/or sexual harassment may seek resources and help at [safe.uoregon.edu](https://safe.uoregon.edu). To get help by phone, students may also call either the non-confidential Title IX Coordinator/OICRC at 541-346-3123 or the Dean of Students Office 24-hour hotline at 541-346-SAFE [7244].

Students experiencing all forms of prohibited discrimination or harassment may find information and resources at [investigations.uoregon.edu](https://investigations.uoregon.edu) or contact the non-confidential Title IX Coordinator/OICRC at 541-346-3123 or the Dean of Students Office at 541-346-3216 for help. Specific details about confidentiality of information and reporting obligations of employees can be found at [investigations.uoregon.edu/employee-responsibilities](https://investigations.uoregon.edu/employee-responsibilities).

### **Mandatory Reporting of Child Abuse**

UO employees, including faculty, staff, and GEs, are mandatory reporters of child abuse. This statement is to advise you that your disclosure of information about child abuse to a UO employee may trigger the UO employee's duty to report that information to the designated authorities. Please refer to the following link for detailed information about mandatory reporting: <https://hr.uoregon.edu/policies-leaves/general-information/mandatory-reporting-child-abuse-and-neglect>.