



School of Planning, Public Policy and Management



PPPM 410 Internship and Professional Development – Spring 2020/CRN 36716

Tuesdays 2:00-3:20pm – meetings via Zoom

Instructor: Jessica Matthiesen
Office: Meetings will be held via
Zoom or MS Teams
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Office Hours: log into Navigate to sign up for a time
(<https://uo.campus.eab.com/>)
Or send me an email with your availability
to schedule an 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. Weekly online class sessions will include a peer networking activity (using breakout rooms in Zoom) followed by debrief and discussion. Students will 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, discussion boards, 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 and Wednesdays). Please make sure you have reviewed the Canvas site and the syllabus prior to sending a note about course logistics.

More information about how to communicate with me is on our Canvas site, “Contacting Jessica” in the “START HERE: Welcome” module on the home page.

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 course engagement, 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. 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) or if accommodations are needed in class on a festival day (e.g., if you are fasting). 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. Course engagement: weekly Zoom sessions and/or other online engagement activities, 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

Class will be taught live each Tuesday at 2:00pm via Zoom and I'm hopeful everyone will be available to join us at that time. Part of what makes PPPM 410 effective is in-person interaction, including Q&A, small groups, peer-to-peer networking, and open discussions. I recognize that you may not be able to join each class at 2pm due to circumstances beyond your control, and I will work with you on alternative ways to engage in the material if you will miss more than 2 of our regularly scheduled class sessions. Class sessions will be recorded and available to view at a later time, but that's not the same as engaging with each other and the material in real-time. If you are available, I encourage you to attend and participate in the live weekly class sessions -- I believe we will all get so much more out of the course if we can connect via Zoom each Tuesday.

Participation also includes: contributing to online networking activities and group discussions, and completing weekly Canvas assignments, tasks, 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 on **Monday, May 11** (upload to Canvas). Students are required to use Microsoft Word when submitting these materials on Canvas.

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, June 1** (upload to Canvas). Students are required to use Microsoft Word when submitting these materials on 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 (**Thursday, June 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. If a student is unable to join the assigned final exam time due to circumstances beyond their control, an alternative time will be arranged with the instructor. Students must join a live session (the assigned final exam time on June 11 or an alternate schedule live session), arrive on time, and participate in the mock interview activity to receive a passing grade in the course. Students who do not attend and participate in a final exam activity will receive an “incomplete” as their final grade.

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. Weekly modules are designed to be preparation for the weekly Zoom session on Tuesdays. Students are therefore expected to review and complete the weekly Canvas module no later than 11:59pm on Monday of each week (e.g., review and complete Week 1 module no later than Monday, March 30). Weekly assignments within each module may be exchanged for peer-review, discussed during class, and/or reviewed by the instructor.

The University will continue to issue more details about our situation, and our syllabus and course activities may need to be adjusted after the start of the term. I will be mindful of the many impacts the unfolding events related to COVID-19 may be having on you. During this unusual time, if you are not able to do an assignment, please communicate with me and we will strive to create an alternative plan to complete required coursework.

All assignments are designed as stepping stones for subsequent assignments and the final exam. Barring a specific need for adjustment, work is always due in this course Mondays at 11:59pm—I hope this regular deadline simplifies what you need to keep in mind about the routine of the course. 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 (<i>Canvas: Pre-class survey & “Getting to Know You” welcome discussion board post due Monday, March 30</i>)
Week 2	Intro to Professional Development (<i>Canvas: Online quiz due Monday, April 6</i>)
Week 3	PPPM Student Intern Panel, E-mails of Inquiry (<i>Canvas: E-mail of inquiry pre-test and draft due Monday, April 13</i>)
Week 4	Intro to Résumé and Cover Letter Writing (<i>Canvas: First draft of résumé due Monday, April 20</i>)

Week 5	Creating a Professional Paper Presentation (<i>Canvas: Résumé peer review, cover letter pre-test, and first draft of cover letter due Monday, April 27</i>)
Week 6	Résumé and Cover Letter Wrap-Up, Intro to Networking (<i>Canvas: Cover letter peer review due Monday, May 4</i>)
Week 7	30-second Intro Speeches and Informational Interviewing (<i>Canvas: Midterm draft résumé & cover letter due Monday, May 12</i>)
Week 8	Intro to Interviewing and Preparing for Interviews (<i>Canvas: Informational interview request pre-test and draft due Monday, May 18</i>)
Week 9	Interviewing and Interview Questions (<i>Canvas: Online quiz and internship/job posting due Monday, May 25</i>)
Week 10	Thank You E-mail, Interviewing Wrap-Up, Bringing It All Together (<i>Canvas: internship/job posting peer review, draft thank you e-mail, and Final revised résumé & cover letter due Monday, June 1</i>)
Final Exam	Interviewing Skills, Mock Interview Activity, Final Thank You E-mail (Final exam: Thursday, June 11, 12:30-2:30pm, Zoom meeting) (<i>Canvas: Final thank you e-mail due by 12:30pm on Friday, June 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.

- Review and follow “Guidelines for Participating in Our Class” in the “START HERE: Welcome” module on our Canvas site.
- 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.
- All communications 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.

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

PPPM 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) 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, 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 a Student Directed-Employee and will direct students who disclose sexual harassment or sexual violence to resources that can help. I will only report the information shared to the university administration when the student requests that the information be reported (unless someone is in imminent risk of serious harm or a minor). I am required to report all other forms of prohibited discrimination or harassment to the university administration.

Prohibited Discrimination and Harassment Reporting

Any student who has experienced sexual assault, relationship violence, sex or gender-based bullying, stalking, and/or sexual harassment may seek resources and help at safe.uoregon.edu. To get help by phone, a student can also call either the UO's 24-hour hotline at 541-346-SAFE [7244], or the non-confidential Title IX Coordinator/OICRC at 541-346-3123.

Students experiencing any other form of prohibited discrimination or harassment can find information and resources at investigations.uoregon.edu or contact the non-confidential Office of Investigations and Civil Rights Compliance at 541-346-3123 or the Dean of Students Office at 541-346-3216 for help. As UO policy has different reporting requirements based on the nature of the reported harassment or discrimination, additional information about reporting requirements for discrimination or harassment unrelated to sexual assault, relationship violence, sex or gender based bullying, stalking, and/or sexual

harassment is available in the Employee Responsibilities section (<https://investigations.uoregon.edu/employee-responsibilities#employee-obligations>) of the Office of Investigations and Civil Rights Compliance website.

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>.