



## School of Planning, Public Policy and Management



### PPPM 404 Internship and Internship Nonprofit – Spring 2020 CRN 35230, 35231

Instructor: Jessica Matthiesen  
Office: Meetings will be held via  
Zoom or MS Teams  
Email: [jessicam@uoregon.edu](mailto:jessicam@uoregon.edu)

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 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 work product that reflects achievement of learning goals.
- Demonstrate overall satisfactory performance on final evaluation completed by supervisor.

#### Prerequisites

Successful completion of PPPM 412/410 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 (<https://blogs.uoregon.edu/pppm/resources/internship-resources/planning-your-internship-undergraduate/>). 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 return 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 that 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 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 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/engagement in your internship is required. For spring term 2020, all internships are required by the UO to be remote learning experiences. For each credit hour, students must complete 30 internship hours during the course of a 10-week term (e.g., 3 credits of PPPM 404 = 9 hours/week for 10 weeks or 90 hours total during the term). If something changes mid-term with your internship site and/or your supervisor’s ability to provide a learning opportunity that meets the requirements for this course, please contact me ASAP. I will work with students individually to develop supplemental projects/tasks/learning opportunities to fill in the missing hours at your internship site.

### 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.

### 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** 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.

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.

<u>Due Date</u>	<u>Assignments</u>
April 3	Getting to Know You – discussion board participation ( <b>all students</b> )
April 6	Exhibit A – PPPM Internship Description ( <b>all students</b> )
May 4	Midterm memo ( <b>1<sup>st</sup> term</b> ) OR midterm progress report ( <b>continuing students</b> )
May 18	Informational interview report ( <b>continuing students only</b> )
June 8	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> )

Finals Week, TBD

In-person class meeting via Zoom (**all students, optional, not graded**)

Students have expressed interest in an in-person meeting to connect with classmates and share about 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 completely optional 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 that 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.

### Course Evaluation – Pass/No Pass

Students will be evaluated on attendance and the written assignments outlined above. 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 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.”

### 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.

### 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 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](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.

### **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](http://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](http://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>.