INTERNSHIP SEMINAR I AND II: PUBLIC AND NONPROFIT ADMINISTRATION:
Professionalism in the Workplace for Future Decision-makers

827:40:330-331
Fall 2013
Tuesdays, 6 – 9 pm, Room 201
Center for Urban & Public Service

Instructor: Marcia Brown, Esq.  Associate Dean for Program Development
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All Internship students must have completed core courses prior to taking this course and secured a special permission number from Dean Stroye. Prerequisites for taking the seminar include having already identified an internship sponsor, an approved internship position description, and written learning goals. Students who have not met these prerequisites will not be allowed to attend the seminar.

Course Description

“An internship is any carefully monitored work or service experience in which an individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience.” National Society for Experiential Education

The internship seminar is an intense four (4) credit one-semester class designed for students who are organized and highly self-motivated. Because the internship seminar is an academic course, students in this class are earning course credit for study and learning and not just for working.

Course Objectives

To provide an opportunity for interns:
• to collaboratively reflect on and explore in depth various topics relating to the internship sites and the student’s career path to public service
• to apply principles and concepts learned in and outside classroom (i.e. effective communication, leadership, capacity, strategy and initiative, organizational ethics)
• to observe professionals in the public sector in action
• to analyze, problem-solve and engage in critical/creative thinking and decision-making that are appropriate to the major or minor and to the specific career interest

**Desired Outcomes**

• effective written communications through cover letters and resumes
• critical thinking skills through reflective journals and scenario based discussions
• new professional skills and abilities appropriate to the career field
• presentation skills through what’s my brand videos
• ability to integrate theory into workplace activities through the SOAR final project

**Course Requirements and Grading**

There will be approximately 10 - 12 classes in the fall seminar. All students are expected to:

**Attend all classes**
**Arrive on time**
**Be prepared**
**Be active in class**
**Be respectful to others**
**Contribute in class**
**Complete all assignments**
**Turn off cell phones and I-phones unless part of class activity**

The following is a list of required written reports, assignments and/or projects that will form the basis of your grade and evaluation. To the extent possible, this syllabus and assignments will be posted on blackboard, however, the Professor often communicates through email.

**Course participation:** This includes your completion of a minimum of 150 hours of internship service, class attendance, class room discussion, and active discussion about your site in class. The portfolio of all of your internship activities, including all documents that demonstrate your efforts, progress, and achievements in relation to the course objectives and your own learning goals, as established in your work plan,
supervisory evaluations, and overall performance will also be a part of the evaluation. *Supervisory evaluations that fall below a 3 will affect your grade.*

- **Internship I**
  - Classroom *(20 points)*
  - On-site performance *(30 points)*

- **Internship II**
  - Classroom *(25 points)*
  - and Internship on-site performance *(35 points):*

**Organizational Introductory Paper:** The paper must be a minimum of two (2) pages, maximum four pages total; typed, double-spaced, 1” margins and 12 point font. The paper must use the following headings:

a. *The mission of the organization*

b. *Identifying the clients/customers of the organization*

c. *The products/services of the organization*

d. *The leaders and key decision-makers*

e. *Areas of the organization to which you will be exposed*

The grading of the paper will be based on whether you follow instructions, demonstrate enthusiasm and interest in learning about the organization, and whether your learning goals will be met.

- **Internship I - 15 points**
- **Internship II – 25 points--- Students II will not only present but lead the Internship I students in discussion of their papers. They are expected to explore with whether expectations are being met; ethical issues, conflicts and tensions and to provide examples from their experiences.**

**Reflective Journals:** (ONLY INTERNSHIP I STUDENTS) Journals allow you to think about, critically assess and write about your practical experience using your goals and objectives as a foundational basis. It is recommended that you keep a daily log to help you document your experience otherwise you may “forget” important experiences and critical incidents and/or otherwise fail to keep a relevant record for
future reflection. The daily log should reflect what is going on at your internship site, your interactions with staff, problems you are experiencing and how they were handled, and highlight whether you are making progress on meeting your goals. Guiding questions for your journal include:

- What did I learn today?
- What problems or challenges did I encounter today?
- How were they resolved and by whom?
- Are my expectations being met?
- Do I have access to a mentor? A decisionmaker?
- Can I apply what I’ve learned from class to my internship?

**Final Presentation Papers:** Both Internship I and II students must complete a final power point presentation on your internship experience. This presentation should be focused on a recommendation or project that you believe will be of benefit to the host agency and/or designed to meet the needs of the agency and which is based not only on your experience but on sources derived from your readings and study. This presentation should reflect what you think the organization will be like in 5 years if your suggestions and recommendations are met. **Examples could include:** policy changes; performance measures; productivity issues; cross sector collaborations (e.g. business, government, nonprofit); building new clients; capacity building knowledge; proactive disclosure of information (for government agency internships); creation of a manual; database improvements, balancing challenges between mission and marketing; creating didactic materials for future use by the organization; translations, etc.

- The final presentation will also be graded on how well you are able to:
  - Reflect upon the relationship of the internship to academic concepts
  - Identify professional and personal skills you have developed.
  - Discuss connections made between your internship and your future career goals
  - Explore the internship sponsor’s ability to SOAR.

  Internship supervisors will be invited to their interns’ final presentations.

  Internship I & II - 20 points
## COURSE CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Activity/Timeline</th>
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<tbody>
<tr>
<td>September 10</td>
<td>PRE-ORIENTATION SEMINAR</td>
<td>1 p.m.</td>
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<tr>
<td>September 17</td>
<td>The brand called you</td>
<td>30 second Elevator Speech</td>
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<td>BrandCalledYou.pdf</td>
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<td><a href="http://www.theladders.com/career-advice/brand-called-you">http://www.theladders.com/career-advice/brand-called-you</a></td>
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<td><a href="http://www.youtube.com/watch?v=6nBgsCwE2H8">http://www.youtube.com/watch?v=6nBgsCwE2H8</a></td>
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<tr>
<td>September 24</td>
<td>Submit Cover Letters and Resumes (Writing Sample optional)</td>
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<td></td>
<td>Complete Pre-internship Survey</td>
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<td>Scenario Based Discussion: Village of 100 – Part 1</td>
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<td>October 1</td>
<td>Organization Intro Paper (present and submit)</td>
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<td>October 8</td>
<td>Organization Intro Paper (cont)</td>
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<td></td>
<td>Discuss, return cover letters, resumes</td>
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<td><strong>Scenario based Discussion: Village of 100 – Part 2</strong></td>
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<td>October 15</td>
<td>Guest Speaker</td>
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<td>October 22</td>
<td>Submit Supervisor and student Mid-point Evaluations</td>
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<td><strong>Scenario based Discussion: Village of 100 – Part 3</strong></td>
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<td>October 29</td>
<td>One on one Interviews</td>
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<td>Top 10 “Dos” in Searching for a Job</td>
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<td>November 5</td>
<td>NO CLASS – PREPARE FOR FINAL PRESENTATIONS</td>
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<td>November 12</td>
<td>Final SOAR presentations</td>
<td>Appellate Courtroom 122</td>
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<tr>
<td>November 19</td>
<td>Final SOAR presentations</td>
<td>Appellate Courtroom 122</td>
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Classroom topics and assignments are subject to change depending upon the time spent on certain topics and needs of class members. Changes may also occur to the current syllabus and will therefore be announced in class and via Blackboard.

PLEASE NOTE THAT ASSIGNMENTS AND ASSIGNMENT CHANGES ARE BINDING ON EVERYONE WHETHER YOU ARE IN CLASS OR NOT.

Reasonable accommodation policy

Any student in this course who has a disability that may prevent her or him from fully demonstrating his or her abilities should contact me as soon as possible so that we can discuss accommodations that will be necessary to ensure full participation and facilitate the educational experience.

Honor Code

You are expected at all times to uphold the policy on Academic Integrity at Rutgers in the pursuit of your degree (http://studentconduct.rutgers.edu/academic-integrity). If you are not familiar with the policy, please do so as you are expected to know it and to be responsible for complying with it. The most common violations are cheating and plagiarizing (by not citing sources for your written materials and not using quotations for quoted phrases, thus giving the erroneous impression that you wrote the material).