

Grading

Book Review (20%): Each student will prepare a written and oral report on a book about passion, service or professionalism.

Organizational Introductory Paper (20%): 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:

- The mission of the organization
- Identifying the clients/customers of the organization
- The products/services of the organization
- The leaders and key decision-makers
- Areas of the organization to which you will be exposed

Final Presentation (20%): Both Internship I and II students must complete a final poster 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 on-site performance (30%)

Participation and Attendance (10%): Class attendance is required and expected. Two or more absences will hurt your grade. This class will be in a seminar format. Students will be expected to share their knowledge and opinions of lectures, required readings and related materials. This is a course based primarily on class discussion so class attendance is required.

If a student has a grade dispute, they should submit a one-page memo to the instructor presenting evidence for their case. The instructor will review and re-grade the original assignment. This review can create a grade increase, but may also create a grade decrease based on the new overall evaluation.

Policies

Attendance: Required.

Disabilities: Students with any form of disability should inform me during the first week of class so that I may make reasonable accommodations where necessary.

Syllabus: This syllabus serves as a general outline. I reserve the right to deviate from any part of the plan as necessary. Students will be notified of any such modifications.

Make-Up Assignments: As a general rule, make-up assignments will not be given, except in those cases where a medical emergency is adequately documented (involving yourself or your immediate family) and are solely at the discretion of the instructor.

Late Assignments: Late assignments will not be accepted unless accompanied by a university excused absence.

Academic Integrity <http://andromeda.rutgers.edu/~gradnwk/integrity.html>:

"Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions to this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged. Ethical conduct is the obligation of every member of the university community, and breaches of academic integrity constitute serious offenses" (Academic Integrity Policy, p. 1). The principles of academic integrity entail simple standards of honesty and truth. Each member of the university has a responsibility to uphold the standards of the community and to take action when others violate them. Faculty members have an obligation to educate students to the standards of academic integrity and to report violations of these standards to the appropriate deans. Students are responsible for knowing what the standards are and for adhering to them. Students also should bring any violations of which they are aware to the attention of their instructors.

Violations of Academic Integrity

Any involvement with cheating, the fabrication or invention of information used in an academic exercise, plagiarism, facilitating academic dishonesty, or denying others access to information or material may result in disciplinary action being

taken at either the college or university level. Breaches of academic integrity can result in serious consequences ranging from reprimand to expulsion.

Class Etiquette: So that class is enjoyable for everyone, laptops, and cell phone ringers should be turned off. Reading the newspaper, talking during lectures, leaving classes early, text messaging, emailing, and surfing the web are prohibited in class. Please arrive on time. Thank you!

Key Dates

Organizational Intro Paper: 6/21

Book Review: 7/26

Vision Board: 8/9

Final Presentation: 8/16

Schedule

Week	Topic(s)
1: 5/31	<i>Internship Workday</i>
2: 6/7	Course Introduction- Course will meet online
3: 6/14	<i>Internship Workday</i>
4: 6/21	Organizational Intro Paper
5: 6/28	Passion and Profession
6: 7/5	<i>Internship Workday</i>
7: 7/12	Giving Back
8: 7/19	Community Organizing
9: 7/26	Happiness (Book Review Due)
10: 8/2	<i>Internship Workday</i>
11: 8/9	Vision Board Presentation
12: 8/16	Final Presentations- Invite Supervisor