This class will meet online. Please make sure you can access the course through Carmen.

Course Overview
Internships are a wonderful way to get students acquainted with the world of government and the nonprofit sector---to translate what students learn in the classroom (theory) to the real world (practice). Internships typically require students to draw on what they have learned to complete challenging assignments with tight deadlines, and to juggle multiple professional and academic responsibilities. The purpose of this course is to help students meet these challenges and get the most out of their internships.

Through participation in this course, students will:
1. Develop an understanding of the demands of working in the public sector and learn techniques for managing workplace and other responsibilities
2. Develop goals for their internship experience and reflect on their progress toward achieving those goals through supervisor evaluations and a portfolio assignment

Course Description
Students will work an average of 10 hours per week at their designated internship. Interns should be prepared to have a hands-on experience with the host organization while simultaneously balancing their academic responsibilities. With the future in mind, interns should expect to work on a facet of the organization that would also further their own career. Your host organization may expect you to complete a variety of tasks, but we emphasize that at least part of the internship should involve you in managerial responsibilities. For example, you might complete tasks related to fund raising and event planning, financial management and grant writing/administration, human resource management, strategic planning, or program planning and evaluation. Students should also be ready to display basic professional competencies such as navigating technology, organizational skills, and written and oral communication skills.

Assignments and Grading Guidelines

a) Position Acceptance Form – DUE PRIOR TO COURSE REGISTRATION
   • This document counts for 4% of your final grade.
   • Form can also be accessed online at http://glenn.osu.edu/career/internships/

b) Job Description – DUE PRIOR TO COURSE REGISTRATION
   • This document counts for 4% of your final grade.
   • This is the online form you fill out to be added to the course
c) **Reading the Syllabus** – Since this is an online class, many of the questions you might have could be answered by reading over the syllabus. You will be required to read it over near the beginning of the term and answer a short quiz. The quiz will be worth 2% of your final grade.

d) **Introduction** – In an effort to create a stronger sense of community, you will introduce yourself at the begging of the class in a discussion board. You will be required to respond to one other member of the class. The discussion is worth 5% of the final grade.

e) **Progress Check-In** – Often the challenges you face in an internship can be solved by discussing them with others. In the Progress Check-In you will discuss one challenge you’ve faced and also one new thing you’ve already learned during your internship. You will be required to respond to one other member of the class. The discussion is worth 5% of the final grade.

f) **Mid-Term Evaluation** – Each student will work with his or her supervisor to complete the Midterm Performance Evaluation Form (provided in Carmen). Students and supervisors should use this assignment as an opportunity to identify successes as well as areas for growth. The Mid-Term Evaluation is worth 10% of the final grade.

g) **Informational Interview Assignment** – Each student will complete one informational interview with a professional other than their immediate supervisor. Ask this individual questions about their professional development and how their career trajectory led to their current position. This professional can be from the same organization in which the student is completing their internship or from a different organization. However, the interview should be conducted with an individual who is employed in an industry that related to the professional aspirations of the student. This assignment will allow students to expand their professional network while learning practical information about other professionals in their chosen field. Make sure to follow proper APA formatting, use Times New Roman size 11 font, and single space. The interview transcript and corresponding 1-page summary is worth 10% of the final grade for the course.

*The Office of Career Counseling and Support Services provide a tremendous resource for networking and informational interviewing: [ccss.osu.edu](http://ccss.osu.edu)*

h) **Portfolio Assignment** – Each student is required to gather a portfolio. The purpose of this assignment is:

- Self-assessment: identify the areas of experience, skills, understanding and mastery that you have acquired during the internship in relation to coursework completed prior to the internship;
- Evidence: provide supporting evidence of having achieved this understanding or experience through the activities and assignments you have performed as part of your internship.
- Awareness: develop the kind of sensitivity that any entry-level public servant with a college degree or higher is expected to have about the social environment in which her/his organization operates.
The portfolio should include three components:

1. An introductory statement (1 to 2 pages, APA format, Times New Roman size 11 font, single spaced) that outlines your goals at the outset of internship. This is basically a statement of what you hope to learn and achieve.

2. Evidence of the activities and responsibilities you undertook through your internship. You want to gather examples of your work to demonstrate what you did during your internship. These examples could include meeting agendas, photographs, newsletters, spreadsheets, or other items which provide illustration behind your accomplishments.

3. A closing statement (1 to 2 pages, APA format, Times New Roman size 11 font, single spaced) that explains whether you achieved the goals you set out to accomplish at beginning of your internship. The statement should also reflect on other things you learned, skills you acquired etc., as well as how the experience has shaped your future goals. The portfolio is worth 15% of the final grade for the course.

i) Presentation – For your presentation there are three options and you will need to choose one to accomplish.
   1. A video of yourself discussing the experience.
   2. A voiced-over power-point presentation. [Link](https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c)
   3. If you don't have access to technology that would allow you to do either of the first two, you may schedule a meeting to come in and present to me in person. That can be scheduled through Glenn-110Desk@osu.edu or by calling (614) 292-9633.

Choose one of these avenues for your final “virtual presentation” that will be submitted directly to the instructor on Carmen. The presentation should be no longer than 3 minutes and should hit on the same things you would overview if you were presenting to a group. You can film this on your smart phone or computer. Professional dress is not required. This project should give a brief overview of what your internship was and the goals you achieved. Your final presentation makes up 15% of your grade.

j) Final Supervisor Evaluation – At the end of the semester we will send an evaluation form to (the) internship supervisor(s) at the host organization asking them to provide examples of projects assigned and to indicate their level of satisfaction with the results. We ask what specific contribution the student made to the office or organization and for an overall rating – on the standard OSU grading scale – of the student’s performance. This written evaluation comprises 30% of the final grade for the internship course.

Point Breakdown:
- Position Acceptance form – 4%
- Job Description – 4%
- Reading the Syllabus – 2%
- Introduction – 5%
- Progress Check-In – 5%
- Mid-Term Evaluation Form – 10%
• Informational Interview Assignment – 10%
• Professional Portfolio – 15%
• Presentation – 15%
• Supervisor Evaluation – 30%

Grading scale

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Academic Misconduct

“The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University’s Code of Student Conduct and that all students will complete all academic and scholarly assignments with fairness and honesty. Failure to follow the rules and guidelines established in the University’s Code of Student Conduct may constitute “Academic Misconduct.” Sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.”

“In the Ohio State University’s Code of Student Conduct, Section 3335-23-04 defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.” Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University’s Code of Student Conduct is never considered an “excuse” for academic misconduct.”

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Policy on Late Assignments

I understand that you all have lives outside of academia and that internships don’t necessarily run on the academic calendar. If you anticipate you will not meet the deadline for an assignment (other than discussion posts), please let me know as soon as possible so we can negotiate an extension. I usually do not have a problem doing so if you communicate with me about it before it is late. There will not be any extensions allowed on discussion posts because your timely posts make up the class discussion. There is no way to contribute to a discussion after the discussion is over!

Glenn College Diversity Values Statement.

“The Glenn College is committed to nurturing a diverse and inclusive environment for our students, faculty, staff, and guests that celebrates the fundamental value and dignity of everyone
by recognizing differences and supporting individuality. We are dedicated to creating a safe space and promoting civil discourse that acknowledges and embraces diverse perspectives on issues and challenges that affect our community.”

Accommodation Policy:
The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](http://slds.osu.edu); 098 Baker Hall, 113 W. 12th Avenue.”

**Mental Health Statement**
As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student’s ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life Counseling and Consultation Services (CCS) by visiting [ccs.osu.edu](http://ccs.osu.edu) or calling 614-292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at 614--292--5766 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273--TALK or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org). Also, the OSU Student Advocacy Center is a resource to help students navigate OSU and to resolve issues that they encounter at OSU – visit [http://advocacy.osu.edu/](http://advocacy.osu.edu/) .