Overview and Goals  
This course is an opportunity. It offers you, the student, a chance to integrate theoretical concepts you have learned in classes (politics, public administration, organizational) and apply them in practical, hands-on experiences working in civil service, non-profits, business, and more. It also exists to enhance the education value of your internship and to make it a springboard for a successful career. There are four primary goals for you.

At the end of the semester and internship, you should be able to…
✓ clearly communicate essential aspects of a career.
✓ identify the types of jobs and career paths that best match your personal style and interests.
✓ explain the role your organization plays in larger political, social, economic, and administrative realms.
✓ relate theoretical concepts discussed in your coursework to a non-academic organizational setting.

At-a-glance  
Students will receive a grade of S or U for the course. Students must receive a grade of 75 points or above to receive a satisfactory grade. All grades are also contingent upon the successful completion of internship requirements with a satisfactory review from your internship site.

Attendance and Participation: 10pts*  
Handshake Forms/Hour Log: 10pts*  
Career Events: 10pts  
Journal Posts: 20pts

Personal Vision Statement: 10pts  
Response to Personal Vision: 15pts  
Updated Resumé: 10pts  
Presentation: 15pts

*See below.

Required Reading  
Students are required to purchase the text below (note, it’s the 2nd edition). It’s roughly $9.00 on Amazon.com and is available at the University Bookstore. Pollack, Lindsay, Getting from College to Career: Your Essential Guide to Succeeding in the Real World, 2nd Edition.

*Attendance and Participation  
...is MANDATORY. If you are unable to attend class, please let me know in advance. If you miss four or more classes without written approval from the administration, you will automatically fail the course. Students are expected to ask questions of speakers and to refrain from being on electronic devices during class. Up to 10 points will be deducted at the discretion of the instructor for poor attendance, poor participation, or rude behavior.
**Students with disabilities**

If you have a documented disability and you anticipate needing accommodations after considering the course requirements, please speak with me within the first two weeks of class. Keeping me in the loop will help me better help you. Also, please request that the Disabilities Resource Center send a letter to me.

**Getting started**

If you have secured an internship, please register it ASAP on Handshake by “Reporting an Experience”. Instructions for this are on the Blackboard site.

**Internship hours**

You are required to complete a minimum of **140 hours** at their internship sites. This is roughly 10 hours/week for the duration of the semester. *An internship placement is a required component of this course; students who have not found a placement by February 5th must drop the course.*

**Forms**

ALL FORMS MUST BE COMPLETED. These are to be loaded to Handshake. Instructions are provided on Blackboard. **Failure to submit forms will result in an incomplete in the course.**

Prior to Starting Internship (within the first two-weeks):

- **Student Register Internship on Handshake**: Complete registration of internship on Handshake and receive approvals from both professor and supervisor.
- **Student & Supervisor Expectation Form**: Upload a signed copy of your SSEF as a new attachment to your registered internship on Handshake.
- These are due on February 12th. Late experience registrations and signed agreements will lose 4 points after this date.

Toward the End of the Internship:

- **Student Hour Log**: Attach your excel spreadsheet hour log to the Experience page on Handshake (See tutorial on Blackboard).
- **Student Final Evaluation**: Complete online evaluation form from Handshake on or before the last day of class (See tutorial on Blackboard).
- **Supervisor Final Evaluation**: Have your supervisor complete an online evaluation on Handshake on or before the last day of class. Evaluations will be sent directly to your supervisor’s email near the end of the semester.

**Final Resumé**

In addition to the evaluations and forms, you will be required to submit an updated resumé with your new internship experience added for feedback. **Due April 16th**

**Career Events**

You are required to attend **TWO** career related events and prove that they attended (swiping or signing in; providing informational material). Possible events include:

a) Handshake events/employer information sessions
b) Professional Development events
c) Networking events
d) Job and Internship Fair
e) Other ideas approved by David

**Writing Assignments**

**Personal Vision Statement**: You will write a 1-2 page personal vision statement that describes your expectations and concerns about your internship. This assignment is intended to help you think through what you hope to gain from your
internship experience both on a professional and a personal level. Complete instructions are on Blackboard Due May 9th.

Journals (Discussion Board Posts): You will write reading reflections (each a 200-word minimum) to the Discussion Board regarding each chapter of the course readings. This will help you analyze, discuss, reflect, and present on your internship experience related to the book. You are required to post ONE POST PER CHAPTER. Each post should answer the following questions in essay format regarding the textbook readings:

a. Why was this tip helpful?
b. How was this applicable to your current internship experience?
c. How does knowing this affect your future career goals and path?

You will find these to be an invaluable tool not only as you progress through the internship experience but as you prepare your final presentations and the Response to Personal Vision Statement. Due dates are below.

Response to Personal Vision Statement: At the end of your internship, you will write a 2-3 page response to the Personal Vision Statement and journals. This response should summarize and contrast your internship experience with your Personal Vision Statement. Use this assignment to explore how your expectations and concerns have evolved over the course of your internship. How did your internship change your views of the organization, clients-customers-citizens, mission, etc.? Has your internship experience been congruent with what you envisioned or has it evolved into something else? Please incorporate information you learned from class, readings, discussion posts and guest speakers. Due May 7th.

Presentation: Students will be standing up in front of the class and giving a short presentation based on a summary and reflection of their internship experience. Students will give their presentation on the last day that we meet at the end of the semester. The presentation should answer the broad questions, “What did you do on your internship? What did you learn that is important to you for your career?” The requirements of the presentation assignment will be distributed later in the semester.
# SCHEDULE

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<th>Date</th>
<th>Class Topics</th>
<th>Assignments Due</th>
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| January 29th | Introductions, syllabus review, preview of student internships and joining/using Handshake | • Personal Vision Statement  
• Pollack, Introduction, Ch. 1 & 2; Blackboard Post by 12:00pm  
• Bring a Hard Copy of Current Resumé to class  
• **You must have an internship secured by this point. Otherwise, you will need to drop the course.** |
| February 5th | Creating a resumé                                                           | • Pollack, Ch. 3 & 4; Blackboard Post by 12:00pm  
• **After this class, points will be deducted for late Handshake Experiences and signed Student-Supervisor Forms** |
| February 12th | Theme: Interviewing Guest Speaker: Kara Pangburn                            | • Pollack, Ch. 7 & 8; Blackboard Post by 12:00pm  
• S.T.A.R.T.: Creating and editing a cover letter |
| February 26th | S.T.A.R.T.: Creating and editing a cover letter                             | • Pollack, Ch. 5 & 6; Blackboard Post by 12:00pm |
| March 5th   | Theme: Guest Speaker:                                                        | • Pollack, Ch. 7 & 8; Blackboard Post by 12:00pm |
| March 26th  | Theme: Guest Speaker:                                                        | • Pollack, Ch. 9 & 10; Blackboard Post by 12:00pm |
| April 16th  | Class presentations                                                          | • Final Resumé (Blackboard)  
• Presentation (in class) |
| April 23rd  | Class presentations                                                          | • Presentation (in class)  
• Response to Personal Vision Statement (Blackboard)  
• Student Final Evaluation (Handshake)  
• Supervisor Final Evaluation (Handshake)  
• Intern Hours Log (Handshake) |

Due **Monday May 7th at 11:59pm**