EVNT:2110-0001
Academic Internship Syllabus
Event Planning Certificate, Fall 2018

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Enrollment Requirements
To be approved for the academic internship course, students must meet the following criteria:

- Student must have successfully completed the following 2 courses:
  Foundations of Event Management- EVNT: 3154 or SRM:3154
  Event Planning Workshop- EVNT :3260 or SRM:3147
- Student has already accepted internship offer in a job that will provide event planning experience.
- Internship will last for the majority of the academic term of the course and provide at least 135 hours of work experience.
- Internship will be supervised by a professional, not a student.
- Internship will be comprised of primarily professional responsibilities.

Course Description
This academic internship course pushes students to make connections between their internship experiences, academic coursework, and career goals and to gain as much awareness, knowledge, and skill out of the internship as possible. Each of the required academic assignments are designed with these objectives in mind. The class does not meet in-person or at any particular time online, but the assignments must be submitted online by specified or instructor approved deadlines.

Learning Goals and Objectives
Specific learning objectives for students include:
- Establish learning goals for their internship.
- Evaluate their performance in the internship.
- Understand the relationship amongst internship experience and intended career path.
- Explore and/or clarify career goals based on internship experience.
- Identify and develop professional skills.
- Apply concepts and practices from Event Planning coursework to the workplace.
- Develop connections to professionals and the company or organization.

Grading Policy
This course is graded Satisfactory/Unsatisfactory (S/U). In order to successfully complete the course, students must complete seven assignments (details found in ICON):

Signed internship agreement form
3 Student Intern surveys
2 Intern Supervisor surveys
Provide a photo “at work” with a brief job description for social media posts
If a student discontinues the internship before 135 work hours are completed, the student will receive an Unsatisfactory grade and cannot pass the course.

**Complementary Academic Component**
The assigned student/supervisor survey work for this course is designed for students to document their efforts and reflect on their learning and professional growth throughout the internship. The due dates are intentionally set to help students get the most out of their internship experience by setting goals at the beginning of the internship, analyzing their progress halfway through the experience, and evaluating their performance upon completion of the term. There are times that an internship start date does not coincide with the assignment deadlines, in those cases, it is solely up to the student to notify the instructor and get alternate due dates.

The first assignment (internship agreement) must be uploaded to the ICON assignment tab as Word or PDF documents. Assignments not uploaded to ICON or not in the correct file type will not receive credit. This will require that the internship agreement be printed out, signed by hand, then scanned and uploaded to ICON.

There are a total of five internship surveys (3 for the student and 2 for the supervisors) that will be filled out during the course of the internship. These survey links and due dates are in the assignment tab in ICON. The links are to Qualtrics forms which once filled out and submitted are automatically sent to the instructor. The student intern is responsible for sending the Qualtrics link to their supervisor according to the due dates listed on ICON.

**If your supervisor changes at any point during the internship, you must notify the course instructor right away.** If you are unable to get an evaluation from your supervisor, you must notify the instructor in advance of the due date to discuss.

Refer to ICON for detailed assignment instructions.

**Other important deadlines**
- Monday, August 20: Start of fall semester classes
- Friday, August 31: Last day to add courses or drop courses with a W
- Monday, Oct. 29: Last day to drop course
- Friday, Dec. 7: End of fall semester classes

**Cheating and Academic Dishonesty**
The University of Iowa prohibits dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are all examples of academic dishonesty. **An internship supervisor may also be called if questions arise about the details of the internship.** If a student fabricates any details of the internship or does not complete the assignments on their own, the student may receive a “U” for the class and disciplinary action from the College and possibly the University including up to a possible expulsion.

**Administrative Home**
The College of Liberal Arts and Sciences (CLAS) is the administrative home of this course and governs its add/drop deadlines, the second-grade-only option, and other policies. These policies vary by college ([https://clas.uiowa.edu/students/handbook](https://clas.uiowa.edu/students/handbook)).
Electronic Communication
Students are responsible for official correspondences sent to their UI email address (uiowa.edu) and must use this address for all communication within UI (Operations Manual, III.15.2).

Accommodations for Disabilities
UI is committed to an educational experience that is accessible to all students. A student may request academic accommodations for a disability (such as mental health, attention, learning, vision, and physical or health-related condition) by registering with Student Disability Services (SDS). The student should then discuss accommodations with the course instructor (https://sds.studentlife.uiowa.edu/).

Nondiscrimination in the Classroom
UI is committed to making the classroom a respectful and inclusive space for all people irrespective of their gender, sexual, racial, religious or other identities. Toward this goal, students are invited to optionally share their preferred names and pronouns with their instructors and classmates. The University of Iowa prohibits discrimination and harassment against individuals on the basis of race, class, gender, sexual orientation, national origin, and other identity categories set forth in the University’s Human Rights policy. For more information, contact the Office of Equal Opportunity and Diversity at diversity@uiowa.edu or diversity.uiowa.edu.

Academic Integrity
All undergraduates enrolled in courses offered by CLAS have, in essence, agreed to the College’s Code of Academic Honesty. Misconduct is reported to the College, resulting in suspension or other sanctions, with sanctions communicated with the student through the UI email address.

CLAS Final Examination Policies
The final exam schedule for each semester is announced around the fifth week of classes; students are responsible for knowing the date, time, and place of a final exam. Students should not make travel plans until knowing this final exam information. No exams of any kind are allowed the week before finals. (https://clas.uiowa.edu/faculty/teaching-policies-resources-examination-policies.)

Making a Complaint
Students with a complaint should first visit with the instructor or course supervisor and then with the departmental executive officer (DEO), also known as the Chair. Students may then bring the concern to CLAS (https://clas.uiowa.edu/students/handbook/student-rights-responsibilities).

Understanding Sexual Harassment
Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community must uphold the UI mission and contribute to a safe environment that enhances learning. Incidents of sexual harassment must be reported immediately. For assistance, definitions, and the full University policy, see https://osmrc.uiowa.edu/.