EVNT:2110 Academic Internship Syllabus  
Event Planning Certificate, Spring 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 21: Start of fall semester classes
- Friday, Sept. 1: Last day to add courses or drop courses with a W
- Monday, Oct. 30: Last day to drop course
- Friday, Dec. 8: 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 is the administrative home of this course and governs matters such as the add/drop deadlines, the second-grade-only option, and other related issues. Different colleges may have different policies. Questions may be addressed to 120 Schaeffer Hall, or see the CLAS Academic Policies Handbook at https://clas.uiowa.edu/students/handbook.
Electronic Communication
University policy specifies that students are responsible for all official correspondences sent to their University of Iowa e-mail address (@uiowa.edu). Faculty and students should use this account for correspondences (Operations Manual, III.15.2, k.11).

Accommodations for Disabilities
The University of Iowa is committed to providing an educational experience that is accessible to all students. A student may request academic accommodations for a disability (which includes but is not limited to mental health, attention, learning, vision, and physical or health-related conditions). A student seeking academic accommodations should first register with Student Disability Services and then meet with the course instructor privately in the instructor's office to make particular arrangements. Reasonable accommodations are established through an interactive process between the student, instructor, and SDS. See https://sds.studentlife.uiowa.edu/ for information.

Nondiscrimination in the Classroom
The University of Iowa 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, diversity@uiowa.edu, or visit diversity.uiowa.edu.

Academic Honesty
All CLAS students or students taking classes offered by CLAS have, in essence, agreed to the College's Code of Academic Honesty: "I pledge to do my own academic work and to excel to the best of my abilities, upholding the IOWA Challenge. I promise not to lie about my academic work, to cheat, or to steal the words or ideas of others; nor will I help fellow students to violate the Code of Academic Honesty." Any student committing academic misconduct is reported to the College and placed on disciplinary probation or may be suspended or expelled (CLAS Academic Policies Handbook).

Making a Suggestion or a Complaint
Students with a suggestion or complaint should first visit with the instructor (and the course supervisor), and then with the departmental DEO. Complaints must be made within six months of the incident (CLAS Academic Policies Handbook).

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 have a responsibility to uphold this mission and to contribute to a safe environment that enhances learning. Incidents of sexual harassment should be
reported immediately. See the UI [Office of the Sexual Misconduct Response Coordinator](https://uiowa.edu/sexual-misconduct) for assistance, definitions, and the full University policy.

**Reacting Safely to Severe Weather**

In severe weather, class members should seek appropriate shelter immediately, leaving the classroom if necessary. The class will continue if possible when the event is over. For more information on Hawk Alert and the siren warning system, visit the [Department of Public Safety website](https://publicsafety.uiowa.edu).