FPC:2100 Fundraising & Philanthropy Communication Internship
Course Syllabus

Course Instructor
Instructor: Jenifer Vick
Campus Address: E322 AJB
Phone: (319) 241-4747
Email: jenifer-vick@uiowa.edu
Office Hours:
Drop-in on Mondays 11 a.m. - 2p.m. in-person
at E322 ABJ or via Zoom

To chat in-person or via Zoom at a time other
than listed above, email me at jenifer-
vick@uiowa.edu to make an appointment.

Course Site
To access the course site, log into Iowa Courses
Online (ICON) using your Hawk ID and password.

Academic Course Home
College of Liberal Arts and Sciences
School of Journalism & Mass Communication
DEO: David Ryfe
Phone: (319) 335-3486
Email: david-ryfe@uiowa.edu

Prerequisites
Fundraising Fundamentals
Fundraising & Nonprofit Communication
(unless otherwise approved)

COURSE DESCRIPTION
The internship experience provides students with an opportunity to explore career interests while
applying knowledge and skills learned in the classroom in a professional work setting. The experience
also helps students gain a clearer sense of what they still need to learn and provides an opportunity to
build professional networks.
LEARNING GOALS
Each nonprofit internship provides a unique learning experience, but the goal of the internship generally is to provide students the opportunity to:

• Gain practical experience within the nonprofit environment.
• Acquire knowledge of fundraising and communication processes, policies and best practices.
• Apply knowledge and skills learned in the classroom in a work setting.
• Develop a greater understanding about career options while more clearly defining personal career goals.
• Experience the activities and functions of development and marketing professionals.
• Develop and refine oral and written communication skills.
• Identify areas for future knowledge and skill development.

ONLINE CLASSROOM
The online course site is the classroom for this course. Course information and assignments can be found there and your completed assignments submitted there. **Forms that require signatures must be uploaded to ICON in a timely manner.**

COURSE CREDIT
Students must be properly registered, have their tuition paid, and complete the following number of work hours to receive course credit for their internship. **45 clock hours of time for each semester hour of credit is required.**

**Fall & Spring Semesters**
1 credit hour = 45 hours of work or 2-3 hours per week for 16 weeks
2 credit hours = 90 hours of work or 5-6 hours per week for 16 weeks
3 credit hours = 135 hours of work or 8-9 hours per week for 16 weeks

**Summer Semester**
1 credit hour = 45 hours of work or 3-4 hours per week for 12 weeks
2 credit hours = 90 hours of work or 7-8 hours per week for 12 weeks
3 credit hours = 135 hours of work or 11-12 hours per week for 12 weeks

INTERNSHIP EXPECTATIONS
To receive credit for the internship, you are required to register for the course and pay the required tuition/fees, complete all assignments and turn them in by the deadline, and present yourself in a professional manner at all times. You are responsible for all materials and announcements related to the course. Additionally, you are representing yourself and the Fundraising & Philanthropy Communication Certificate program as an intern at the organization. Please keep in mind that you are expected to:

• Arrive at work as scheduled, ready to work, and stay for the agreed upon time.
• Present yourself in a professional manner at all times, including being appropriately dressed for your workplace.
• Communicate any concerns with your internship supervisor and the faculty advisor in a timely and respectful manner.
• Demonstrate enthusiasm and interest in what you are doing; ask questions and take initiative as appropriate.
• Complete and submit assigned tasks by designated timelines. Meet all deadlines.
• Participate in assigned meetings at work and with the internship supervisor.
• Keep track of and accurately report internship hours worked.

GRADING
This course utilizes a pass/fail assessment.

ASSIGNMENTS
1. Learning Contract & Work Plan
Complete the Learning Contract & Work Plan form provided in the ICON course site. The document must be signed by the student and the agency supervisor. Once signed, please scan and upload into ICON.

2. Time Sheet
Enjoy working on your internship projects. As you work, keep track of your time using a time sheet either provided by your supervisor or downloaded off the ICON course site. You must complete 45 clock hours of time for each semester hour of credit. For example, if you registered for 3 s.h. you would need to complete 135 total hours of work during your internship.

3. Work Plan Progress
You will use your original Work Plan (pull the chart out of the Learning contract & Work Plan document you filled out the first week of the internship) to track your progress toward your Goals. You will do this by recording and elaborating on the Outcomes related to your Goals as you move through the internship.

4. Ensure the Mid-Semester Evaluation is Completed by Site Supervisor
A mid-semester evaluation is due the 8th week of the fall/spring term, 6th week of the summer term, or midway through the internship. Supervisors are responsible for completing and meeting with students to review the evaluation. Once you have met and discussed the evaluation, scan and upload the evaluation to the course site for review by your Faculty Advisor.

5. Site Visit
If feasible, assist in arranging a site visit for your Faculty Advisor.

6. Ensure Final Evaluation is Completed by Site Supervisor
Remind your supervisor about completing the final evaluation and then meet with your supervisor to discuss and reflect on the internship. This should be completed no later than the end of the week before finals. Once you have met and discussed the evaluation, scan and upload the evaluation to the course site for review by your Faculty Advisor.

7. Site Evaluation
A questionnaire will be available on ICON for you to complete. This is where you can reflect on what you learned from your experience – professionally and personally. You will also be asked to evaluate the internship site and give advice for future interns.
8. Final Project
The purpose of the Final Project is to bring all of the projects/materials you worked on throughout your internship together and demonstrate your outcomes. An additional purpose includes the materials in a portfolio for future employment opportunities. Your Final Project can be structured any way you see fit. You can write a narrative and include digital examples of your work or you could use something like GoogleSites or another webpage platform to design a digital portfolio that can be shared with future prospective employers. Use the Work Plan Progress reports you’ve been doing throughout the semester to formulate this final project.

The following is a list of course assignments and due dates. All details can be found in ICON on the Assignments page.

<table>
<thead>
<tr>
<th>Course Assignments</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Contract &amp; Work Plan</td>
<td>Jan 25</td>
</tr>
<tr>
<td>Complete, sign, scan and upload evaluation in ICON.</td>
<td></td>
</tr>
<tr>
<td>Time Sheet</td>
<td>Feb 11</td>
</tr>
<tr>
<td>Upload time sheet as specified.</td>
<td>Feb 11, March 11, April 8, May 10</td>
</tr>
<tr>
<td>Work Plan Progress</td>
<td>Feb 11, March 11, April 8</td>
</tr>
<tr>
<td>Update the Outcomes of the Goals identified in the Work Plan and upload the document in ICON.</td>
<td></td>
</tr>
<tr>
<td>Mid-Semester Evaluation</td>
<td>March 11</td>
</tr>
<tr>
<td>Ensure that the site supervisor completes the evaluation and meets with you. Sign and upload evaluation in ICON.</td>
<td></td>
</tr>
<tr>
<td>Site Visit</td>
<td>March 18</td>
</tr>
<tr>
<td>If feasible, schedule a site visit for Jenifer.</td>
<td></td>
</tr>
<tr>
<td>Final Evaluation</td>
<td>May 10</td>
</tr>
<tr>
<td>Ensure that the site supervisor completes the evaluation and meets with you. Sign and upload evaluation in ICON.</td>
<td></td>
</tr>
<tr>
<td>Site Evaluation</td>
<td>May 10</td>
</tr>
<tr>
<td>Complete the site evaluation in ICON.</td>
<td></td>
</tr>
<tr>
<td>Final Project</td>
<td>May 10</td>
</tr>
<tr>
<td>Utilizing the Outcomes from your Work Plan, design a Final Project.</td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL INTERNSHIPS:
If you wish to do additional internships, visit the Pomerantz Career Center website for information on registering voluntary internships (no tuition, 0 credit, added to your transcript). This allows your additional internships to be officially recorded:
http://www.careers.uiowa.edu/students/register_internship.html
The College of Liberal Arts and Sciences: Important Policies and Procedures

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.

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 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 based on 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).

CLAS Final Examination Policies
The final examination schedule for each class is announced by the Registrar generally by the fifth week of classes. Final exams are offered only during the official final examination period. No exams of any kind are allowed during the last week of classes. All students should plan on being at the UI through the final examination period. Once the Registrar has announced the date, time, and location of each final exam, the complete schedule will be published on the Registrar’s web site and will be shared with instructors and students. It is the student’s responsibility to know the date, time, and place of a final exam.
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 for assistance, definitions, and the full University policy.