Course Instructor
Instructor: Jenifer Vick  
Campus Address: E322 AJB  
Phone: (319) 241-4747  
Email: jenifer-vick@uiowa.edu
Office Hours: Drop-in on M/W 2 p.m. – 3:30 p.m. in-person at E322 AJB or via Zoom

Class Meeting Times
This course is asynchronous, but there may be a request to schedule a site visit by the professor on an agreed upon date and time.

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

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

Academic Course Home
College of Liberal Arts and Sciences  
School of Journalism and Mass Communication  
DEO: David Ryfe  
Email: david-ryfe@uiowa.edu

Prerequisites
Students must complete at least 9 s.h. from the Nonprofit Leadership and Philanthropy Certificate Foundation Courses, unless approved by the student's certificate advisor.

COURSE DESCRIPTION
This course requires students to complete a minimum 135 contact hour paid or unpaid internship with a nonprofit organization. The course is designed to provide students with the 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 nonprofit 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 nonprofit professionals.
- Develop and refine oral and written communication skills.
- Identify areas for future knowledge and skill development.

SJMC Goal and Learning Objective
The SJMC takes student learning outcomes seriously. Students may find its assessment plan here: https://clas.uiowa.edu/sjmc/undergraduate-programs/sjmc-assessment-plan. Since all field experience is unique, this course contributes to potentially all or part of learning goal 2 – 5.
This course fulfills a core requirement for the Certificate in Nonprofit Leadership and Philanthropy.

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
**135 clock hours of time is required.** Students must be properly registered, have their tuition paid, and complete the following number of work hours to receive course credit for their internship.  
**Fall & Spring Semesters:** 3 credit hours = 135 hours of work or 8-9 hours per week for 16 weeks  
**Summer Semester:** 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 Nonprofit Leadership and 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.

SAFETY AT YOUR INTERNSHIP
If the behavior or language of your co-workers, supervisors, or clients makes you uncomfortable at your internship, talk to the human resources representative at the organization. If there is not a human resources person at your internship, you do not feel comfortable talking to them, or you want additional help, do not hesitate to reach out for guidance from campus representatives. Although we cannot control the internship experience, some behaviors are unacceptable. Discrimination, harassment, aggression and illegal behavior do not belong in the workplace. If you are concerned for your safety or emotional wellbeing, do not hesitate to reach out. Please see the “Safety at Your Internship” handout on ICON.

GRADING
This course utilizes a pass/fail assessment.
ASSIGNMENTS

Learning Contract
The student and internship supervisor will fill out and sign the Learning Contract which includes internship details and expectations.

Work Plan
The student will work with their supervisor to develop a Work Plan that will guide the student’s activities throughout the internship. The supervisor will help determine appropriate goals, objectives, activities and outcomes that will take place during the internship. The student will submit updated Work Plans throughout the semester to show how they are progressing towards their goals. The Work Plan will serve as a valuable resource as the student designs their portfolio website.

Associated Academic Content
In addition to the 135 contact hours the student will complete for the internship, this course includes modules that cover topics including finance, mentorship, and career success.

Time Sheet
Students track their contact hours for the internship. They will keep track of their time using a time sheet either provided by their supervisor or downloaded from the ICON course site.

Site Visit
The course instructor will conduct a site visit either in person or via Zoom with the student and their supervisor. The student is responsible for arranging the site visit.

Site Evaluation
The student will complete a site evaluation - reflecting on what they learned from their experience, professionally and personally. They will also evaluate the quality of the internship – providing their recommendation for future internships with that nonprofit and suggestions to future students.

Portfolio Website
Using the Work Plan that was crafted and updated throughout the semester, the student will design a portfolio website using Wix.com to highlight their materials and projects accomplished during the internship. The portfolio website will supplement the student’s resume, by bringing their activity to life. The website will serve as a progressive tool during the student’s post-graduation employment search.
The following is a list of course assignments and due dates. Internships are unique, so it is your responsibility to stay in close communication with your professor regarding any due dates that are impossible to meet based on the timeline of your internship. All details can be found in ICON on the Assignments page.

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<th>COURSE ASSIGNMENTS</th>
<th>DUE DATE</th>
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<td>Learning Contract &amp; Work Plan</td>
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<td>Mid-Semester Supervisor Evaluation</td>
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<td>Website Progress</td>
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<td>Final Project Website</td>
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**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: [https://careers.uiowa.edu/zero-credit-hour-internship-course-instructions-registering](https://careers.uiowa.edu/zero-credit-hour-internship-course-instructions-registering)

**Resources for Students**
Students will find the Writing Center and the Speaking Center very useful for this course; the Tutor Iowa site is also very valuable for students seeking extra help:  
Writing Center: [https://writingcenter.uiowa.edu/](https://writingcenter.uiowa.edu/)  
Speaking Center: [https://speakingcenter.uiowa.edu/](https://speakingcenter.uiowa.edu/)  
Tutor Iowa: [https://tutor.uiowa.edu/](https://tutor.uiowa.edu/)
Teaching Policies & Resources, College of Liberal Arts and Sciences, Information for Undergraduates

Absences and Attendance
Students are responsible for attending class and for contributing to the learning environment of a course. Students are also responsible for knowing their course absence policies, which will vary by instructor. All absence policies, however, must uphold the UI policy related to student illness, mandatory religious obligations, including Holy Day obligations, unavoidable circumstances, or University authorized activities (https://clas.uiowa.edu/students/handbook/attendance-absences). Students may use this absence form to aid communication; the instructor will decide if the absence is excused or unexcused (https://clas.uiowa.edu/sites/default/files/ABSENCE%20EXPLANATION%20FORM2019.pdf).

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 (https://clas.uiowa.edu/students/handbook/academic-fraud-honor-code).

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 is then responsible for discussing specific accommodations with the instructor. More information is at https://sds.studentlife.uiowa.edu/.

Administrative Home of the Course
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 related policies. Other colleges may have different policies. CLAS policies may be found here: https://clas.uiowa.edu/students/handbook.

Communication and the Required Use of UI Email
Students are responsible for official correspondences sent to the UI email address (uiowa.edu) and must use this address for all communication within UI (Operations Manual, III.15.2).

Complaints
Students with a complaint about an academic issue should first visit with the instructor or course supervisor and then with the Chair of the department or program offering the course; students may next bring the issue to the College of Liberal Arts and Sciences. For more information, see https://clas.uiowa.edu/students/handbook/student-rights-responsibilities.

Final Examination Policies
The final exam schedule 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 information. No exams of any kind are allowed the week before finals. Visit https://registrar.uiowa.edu/final-examination-scheduling-policies.

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 (diversity.uiowa.edu).

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, please see https://osmrc.uiowa.edu/.