INTERNERSHIP IN PUBLIC SERVICE

Internship in Public Service—Fall 2017
2017:1:10:762:295:01

Prof. Hal Salzman (HSalzman@Rutgers.edu)
Bloustein School of Planning and Public Policy
Office: Heldrich Center Rm. 207 / 30 Livingston Avenue/New Brunswick
Office Hours: by appointment (contact via email)

Course Description
This course is offered in conjunction with a placement in a public service internship that is related to the student’s course of study, public policy or planning and service interests, and/or career objectives.

Course Objectives
Learning and professional development goals are specific to your internship and course of study (detailed objectives are developed as part of the course). This course will further your academic and practical knowledge of policy, planning and public service in the substantive area related to your internship. The goal of the written assignments is to help you articulate your learning goals, connect your internship experience to your academic goals and education, and provide you with some important professional skills.

Course Requirements
The terms of the internship work are developed with your internship supervisor at your placement; your supervisor will provide a written evaluation of your work at the end of the semester and review the evaluation with you. There are also several assignments throughout the semester (see below) that should be submitted on Sakai (in the “Assignments” section on Sakai). Note that one credit requires 40 hours; 2 credits require 85 hours; and 3 credits require 125 hours of service for the semester and the course assignments listed below; the University will not allow credit levels to be changed once you have registered for the course (after the add/drop period) so please review the requirements of the credit level for which you have registered vis-à-vis your other time commitments for the semester.

All course announcements will be distributed via Sakai – please register on Sakai (actually, your netid) an email address you use regularly (it does not have to be your Rutgers email—it can be gmail, etc.; it does need to be an email that you regularly check and by which you can be contacted)—go to https://netid.rutgers.edu then click on “Manage Email Addresses”). Sakai/email are the media for announcements, course assignment materials, and feedback on submitted assignments so you will need to check Sakai/email regularly throughout the semester.

There are no formal class meetings for the course but I am available to meet individually. In addition to the work required by your internship supervisor, the assignments and papers listed below are necessary to complete the course. You are encouraged to email me (HSalzman@Rutgers.edu) with any questions at any time as well as emailing updates on your progress during the semester—I always like to hear how you’re doing: what you’ve accomplished as well as any problems. I am also available to meet by appointment.

Your annotated bibliography and paper should be competently and professionally written. If, after reading the assignment instructions and materials (available on Sakai) you are still uncertain about the requirements of an annotated bibliography, and/or need some assistance with grammar and writing, contact me, but also consider visiting the Learning Center which is a terrific resource for assistance on this and other writing assignments. Learning Center, http://lrc.rutgers.edu/writing.shtml
“The learning centers offer free writing assistance to both graduate and undergraduate students... students can request an appointment for writing assistance by completing the online form. You will be contacted to confirm your appointment shortly after you submit the online form. Appointments are scheduled for one hour... the purpose of writing assistance is to educate students about the conventions of clear, effective English. Writing is a learned activity that involves disciplined thinking. To this end, students work on how to develop ideas, maintain a cohesive train of thought, and support main points with adequate evidence.

“Through the process of writing and rewriting, students learn about the proper handling of words, the logical flow of sentences, and the coherence and correct order of paragraphs. They also learn how to avoid common grammatical errors and how to omit unnecessary words, and the like. In short, they come to see that writing, thinking, and learning are the same process.”

If you would like to do an alternative project rather than the final paper (e.g., writing an online blog about your internship), contact me to discuss it well in advance of the deadline (if you wish to do an online blog, you will need to contact me and start this within the first few weeks of the semester; if you are taking the course for only one credit, you do not need to do the final paper, but you do need to complete all other assignments).

**ASSIGNMENTS:**

<table>
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<tr>
<th>Dropping Classes: Sept. 12/ Tuesday</th>
<th>For Fall 2017 ADDING CLASSES: Tuesday, September 12 – Tuesday; DROPPING CLASSES: Tuesday, September 12 – Tuesday; webreg.rutgers.edu 6:30 a.m. – midnight (weekdays), 6:30 a.m. – 2:00 p.m. (Saturday)</th>
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<tr>
<td>Withdrawing: Tuesday, November 14</td>
<td>Drop Period WITH a &quot;W&quot; Grade is Tuesday, November 14-- either online or in person at Registrar's Office, ASB Bldg., Room 200B, Busch Campus. Deadline 5:00 p.m.</td>
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(1) **Due Thursday, September 14**th  Upload the course requirements agreement to “Assignments” section (see “Assignments” on Sakai for form and instructions. Confirm Sakai email notification. Download the weekly time sheet if your organization does not have one; you need to track your weekly hours. Be mindful of the University’s drop/add dates should you want to adjust your course schedule.  
**Due Thursday, September 14**th

(2) **Due Tuesday, September 26**th  Short description of (a) your internship that includes your learning and public service objectives, (b) agreement with your supervisor on scope of work/responsibilities, and (c) supervisor’s agreement to provide an evaluation. There are also several readings you will need to complete for this assignment (available in the “Assignments” section of Sakai).  
**Due Tuesday, September 26**th  (See “Assignments” for more information.)

(3) **Due Friday, October 20**th  Interim report on internship – overall activities and progress toward achieving learning and service goals. Meet with your supervisor to review internship progress, concerns, achievements.  
**Due Friday, October 20**th

(4) **Due Monday, November 20**th  An annotated bibliography of materials and resources related to your internship that you will utilize in your internship and/or for your final paper. There are also several readings you will need to complete for this assignment (available in the “Assignments” section of Sakai).  
**Due Monday, November 20**th

(5) **Due Wednesday, December 6**th  Discuss your internship assessment with your supervisor—Upload meeting confirmation to Sakai. You will want to discuss your performance and evaluation with your supervisor before she/he submits your final evaluation and discuss any concerns you have about the
evaluation with your supervisor. (If you are not able to meet with your supervisor by this date, please at least have a review date scheduled with your supervisor within the next week.) This is a meeting you will need to request; please do it well in advance so that you can schedule it for a time that is mutually convenient for you and your supervisor.

Due Wednesday, December 6th

(6) Due Friday, December 15th Expanded and revised annotated bibliography of materials and resources related to your internship that you will utilize in your internship and/or for your final paper.

Due Friday, December 15th

(7) Due Thursday, December 21st Paper (or other medium – e.g., video – with instructor’s approval) on the internship. These short papers are both descriptive and analytic, of what was achieved and future directions/recommendations for the work of the internship organization/program.

Due Thursday, December 21st (submitted via Sakai).

(8) Due Thursday, December 21st Supervisor’s evaluation (the evaluation form is on Sakai) & weekly timesheet certification. Due Thursday, December 21st

As noted above, the goal of these assignments is to help you articulate your learning goals, connect your internship experience to your academic goals and education, and provide you with some important professional skills. If your internship or academic or professional goals are better supported through a modified or alternative assignment, please contact me to discuss adapting the assignments (e.g., a blog or video instead of a final paper).

Statement of Academic Integrity

For an introduction & video, see:
http://library.camden.rutgers.edu/EducationalModule/Plagiarism/20

Each person’s work must be responsibly and honorably acquired, developed, and presented. Any effort to gain advantage not given to all students is dishonest, whether or not the effort is successful. A violation of academic honesty is a breach of trust, and will result in penalties, including possible suspension or expulsion. When in doubt about plagiarism, paraphrasing, quoting, or collaboration, consult the course instructor. For further information, please go to: http://academicintegrity.rutgers.edu/students.shtml

In short: if it’s not your work, don’t take credit for it; IMPORTANTLY, it is your responsibility to make sure that there is no chance of the reader interpreting someone else’s work or ideas as yours. Know the rules and procedures for attributing work that is not your own or ideas that are from someone else. Collaboration and discussion with others is encouraged but do make sure you acknowledge work and ideas that are not your own. All work submitted may be reviewed through turnitin.com.

Course Materials:
Assignments, resources and materials on developing an annotated bibliography are posted on Sakai.
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<th>DUE DATES</th>
<th>All papers should be submitted on Sakai (in the “Assignments” section on Sakai).</th>
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<td>(2) Tuesday, September 26&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>(3) Friday, October 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Interim report on internship – overall activities and progress toward achieving learning and service goals. Meet with your supervisor to review internship progress, concerns, achievements.</td>
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<td>(4) Monday, November 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Complete assigned readings. Write an annotated bibliography of materials and resources related to your internship that you will utilize in your internship and/or for your final paper.</td>
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<td>(5) Wednesday, December 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Discuss your internship assessment with your supervisor. Meeting confirmation/summary uploaded to Sakai.</td>
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<td>(6) Wednesday, December 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Expanded and revised annotated bibliography of materials and resources related to your internship that you will utilize in your internship and/or your final paper.</td>
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<td>(7) Thursday, December 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Paper (or other medium – e.g., video – with instructor’s approval) about the internship (submitted via Sakai).</td>
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<td>(8) Thursday, December 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Supervisor’s evaluation (the evaluation form can be downloaded from Sakai) &amp; weekly timesheet certification. (Please note the Dec. 6&lt;sup&gt;th&lt;/sup&gt; date for review of your evaluation with your supervisor.)</td>
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