**Internship in Public Service**

Internship in Public Service—Spring 2016
2015:1:10:762:295:01

Prof. Hal Salzman ([HSalzman@Rutgers.edu](mailto:HSalzman@Rutgers.edu))
Bloustein School of Planning and Public Policy
Office: Heldrich Center Rm. 207 / 30 Livingston Avenue/New Brunswick
(directly across the street from E.J. Bloustein School/Civic Square Building)
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 and service interests, and/or career objectives.

**Course Objectives**
The learning and professional development goals are specific to each student’s internship and course of study. Students will further their academic and practical knowledge of policy and public service in the substantive area related to their internship.

**Course Requirements**
The terms of the internship work are developed with your internship supervisor at your placement and the supervisor must provide a written evaluation of your work at the end of the semester and review the evaluation with you. All course work (see below) 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; credit levels can not 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.

All course announcements will be distributed via Sakai so you should register on Sakai 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). It is your responsibility to check Sakai/email for announcements, course assignment materials, and feedback on submitted assignments.

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](mailto:HSalzman@Rutgers.edu)) with any questions at any time as well as emailing updates on your progress during the semester; I am also available to meet by appointment.

Your annotated bibliography and paper should be completed competently and professionally. 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.

Learning Center, [http://lrc.rutgers.edu/writing.shtml](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.”
ASSIGNMENTS:

**Jan 26 and Jan 27**

For Spring 2016 (via webreg or in person) the **LAST DAY to DROP**

is 1/26/16 (without a "W" grade) and the **LAST DAY to ADD** is

1/27/16

**Jan 28 thru Mar 21**

Drop Period **WITH a "W" Grade** is 1/28 – 3/21 -- either online or in person at Registrar's Office, ASB Bldg., Room 200B, Busch Campus.

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1. **Due Wednesday, January 27th** 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 Wednesday, January 27th

2. **Due Friday, February 5th** 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 Friday, February 5th (See “Assignments” for more information.)

3. **Due Friday, March 11th** 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, March 11th

4. **Due Friday, March 25th** 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 Friday, March 25th

5. **Due Monday, April 25th** Discuss your internship assessment with your supervisor. 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 with 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 and please do it well in advance so that your supervisor can schedule it for a time that is mutually convenient for you and your supervisor.

Due Monday, April 25th

6. **Due Friday, April 29th** 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, April 29th

7. **Due Thursday, May 5th** 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, May 5th (submitted via Sakai). 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).

8. **Due Thursday, May 5th** Supervisor’s evaluation (the evaluation form is on Sakai) & weekly timesheet certification. Due Thursday, May 5th

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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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