

## **Bloustein Planning & Policy Undergraduate Practice Practicum (3-6 cr) Spring 2017**

**2016:10:762:400:90**

**Instructor:** Ann Marie Hill

**Office:** 547, Civic Square

**Office Hours:** Tuesdays from 1:00 - 2:00 pm or by Appointment

**Resources:** Online Videos/Powerpoints/Handouts

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**Course Description (Catalog):** A 125-hour (762) or optional 225-hour field experience where students are required to complete an outcomes project under the supervision of a field preceptor and a faculty supervisor. Projects are presented in a public forum.

*Prerequisites: research methods and junior standing*

### **Course Overview**

Bloustein Internship is a planned, supervised learning experience that presents students that offer an opportunity for students to obtain hands on experience in a real world setting. The challenges are plentiful, requiring students to synthesize and integrate knowledge gleaned from prior course work, laboratory and other scholarly experiences. The Internship experience consists of a minimum of **125 hours (762: 3-credit) or a 225 optional for 762: 6 credit** in the field. This is typically **10-12 hours/week** of work for 3 credits and **18-20 hours/week** for 6 credits per semester. You must register for the 6 credit option when you enroll in the course. The Internship is carried out in an agency, institution or organization approved by the Internship Coordinator *before* the work begins. Students must complete a professional quality project that benefits the agency that is then presented as a formal abstract and poster in a public forum.

### **Internship Objectives**

- To provide an opportunity to integrate, synthesize and apply theory and knowledge acquired in previous courses to a cumulative and experiential field practicum
- To provide the experience of working alongside professionals in their field of study
- To plan and manage a project that benefits an external agency from start to finish
- To increase awareness of career choices and professional networking opportunities
- To enhance professional written and oral communication skills

## Assignment Descriptions and Rubrics

### Log Memos 20%

Your work logs should be in business memo format to me as Intern Coordinator from you with your title as intern with X agency. Use short sentences in active voices that are grammatically correct and organized in brief paragraphs. Think of this as a report designed to be viewed by a wide range of top managers in your agency.

[Log Memo Rubric](#)

### Project Abstract 25%

An abstract of your project should be prepared following the format and content areas that are required. The final abstract should be approved by your supervisor prior to submission.

Writing a professional quality abstract is a critical skill for your future success. You will use the abstract google template to provide a project abstract that includes Purpose, Need or Significance, Methods, Outcomes or Results, Evaluation/Conclusion depending upon the nature of the project. Think of this as an abstract in a professional journal. Do not use first person. Provide objective and evidence based arguments. Include strong evaluation and measures of success. No spelling, grammar or typos are permitted.

[Abstract Rubric](#)

### Mock Interview 10%

You will be assigned to a team of approximately 3-4 class members in the second week of class. You will work as a team on your mock interviews. Each student will be interviewed by his or her team members and then in turn, will interview the other team members. You will then decide among yourselves who gets the job.

[Mock Interview Rubric](#)

### Professional Poster 30%

Your poster presentation validates your overall proficiency as a public health professional. Course assignments build upon each other to progressively advance your overall competences so that your final project represents the highest professional quality. It also measures your ability to integrate, synthesize and apply public health theory and knowledge to a real world setting. [Poster Poster Rubric](#)

### LinkedIn 10%

LinkedIn represents a critical tool in your professional career. Different assignments will be allocated leading to a high-quality, complete profile by the end of the term. Opportunities for getting your headshot taken at Bloustein will be announced (likely coinciding with mock interviews).

## [LinkedIn Rubric](#)

### **Professional Development (Forums) 5%**

Students will watch all required videos and lectures and complete job search and professional development resources. Your abstract and poster must be uploaded to your LinkedIn Profile in a location that highlights your professionalism by the end of term. Participation in your professional development is essential and the more engaged in forums and linked in activities, the better your grade.

#### **DO RUBRIC**

### **Field Work & Internship Assessment**

- Timesheets signed weekly by your preceptor will be collected at end of the internship. These may be verified by the internship coordinator with your preceptor.
- Your preceptor will be asked to evaluate you and this evaluation will be factored into your internship experience grade along with log memos and forums.
- Students should ask preceptors for a departure interview to gain feedback on your performance and see if they are willing to serve as a job/graduate school reference. (Suggested but not required)
- You must complete all 125 hours in order to receive a grade for this course. You should submit your timesheet (see Sakai resources signed weekly by your preceptor by the last day of the term (see schedule).

### **Supervisor Feedback**

Please note that input by your supervisor concerning the quality of your work, either positive or negative, can greatly influence your grade but does not show up in grade book. In particular, complaints about tardiness, lack of commitment or unprofessional behavior will have severe consequences on your final grade.

### **Late Policy**

You are penalized 5 points for each day an assignment is turned in after the due date. Exceptions can be made only if you contact me in advance or if an emergency arises. "Being busy" is not a legitimate excuse.

### **Grading:**

***Warning: Failure to submit timesheets may result in a delay in graduating.***

**A = 92 – 100**

**B+ = 88 – 91**

**B = 84 – 87**

**C+ = 79– 83**

**C = 70 – 78**

**D = 65 – 69**

**F = Below 60.**

I will not negotiate with grades so do not ask me. If you work conscientiously throughout the term and stay on top of assignments, you should not have any problems.

**Attendance is required for the final presentations on December 15 as scheduled.**

**Semester Begins: Tuesday, January 17, 2017**

**Regular Classes End: May 5, 2017**

**You are urged to attend the IN CLASS Poster Training on .**

**Important Dates: All Contracts due on January 19 th at 11:55 pm and should be submitted to [internship@ejb.rutgers.edu](mailto:internship@ejb.rutgers.edu). Note: you do not need my signature on the contract if submitted electronically through this link.**

**Required in person classes:**

**March 24th: Poster Training - Tamara Swedberg Room EJB 369**

**May 2nd & 3rd: Final Poster Presentations Room EJB 369**

**Assignments are due at 11:55 pm on the dates below. Late submissions without prior approval will be penalized:**

<b>1 - Thurs Jan. 19<sup>th</sup></b>	<b>Forum: Getting to Know You Watch Video: Internship Expectation &amp; Course Overview Froum: Getting to Know Each Other (open 2 weeks)</b>
<b>2. Thurs, Jan 26</b>	<b>Watch Video: How to Write a Log Memo</b>
<b>3 – Thurs. Feb. 2nd</b>	<b>Log Memo 1 Due Watch Video: Planning Your Internship Project Forum: Those New Internship Blues (open 2 weeks)</b>
<b>4. - Thurs. Feb 9th</b>	<b>Watch Video: How to Apply Theory to Practice in the Community Forum: Innovative Job Strategies Forum (Open for continuing discussion until April 20th) Linked In Keywords &amp; Career Knight Postings Due in Assignments</b>
<b>5 - Thurs Feb. 16th</b>	<b>Abstract Title &amp; Purpose Submitted using Assigned Google Template</b>

<b>6 - Feb 23rd</b>	<b>Watch Video: Career Planning &amp; Job Strategies Linked In DRAFT &amp; Personalized URL due in Assignments</b>
<b>7 - Thurs Mar. 2nd</b>	<b>Log Memo 2 Due</b>
<b>9 – Fri. Mar 3</b>	<b>MOCK INTERVIEWS – IN PERSON</b>
<b>8 – Thurs Mar. 9</b>	<b>Watch Video: Career Planning &amp; Job Strategies Forum: Enhancing Your Professional Networking (Open 2 weeks)</b>
<b>8. Thurs Mar. 16</b>	<b>Spring Break</b>
<b>9 a - Thurs Mar. 23rd</b>	<b>Draft Abstract Due using Google Doc Template</b>
<b>9 b - Fri. Mar. 24th</b>	<b>IN PERSON TRAINING: How to Create a Professional Quality Poster</b>
<b>11 - Thurs Mar. 30th</b>	<b>Draft Poster Due in Assignments</b>
<b>12 - Thurs April 6th</b>	<b>Log Memo 3 Due in Assignments Forum: Using Your Internship Effectively (Open 2 weeks)</b>
<b>13 - Thurs Apr 13</b>	<b>Professional Practice</b>
<b>14 - Thurs Apr. 20th</b>	<b>Final Abstract, Final Posters &amp; Final LINKED IN Due in Assignments</b>
<b>15 – Thurs, Apr. 27th</b>	<b>Timesheet Due in <a href="mailto:internship@ejb.rutges.edu">internship@ejb.rutges.edu</a> Final Log Memo Due in Assignments</b>
<b>16 - Tues &amp; Wed, May 2nd &amp; 3rd</b>	<b>Poster Sessions</b>

**Academic Integrity:** Academic Integrity is vital to the mission of Rutgers, to education at Rutgers and membership in the Rutgers community. It is a core value that supports trust among students, and between students and teachers. It is also a shared value; administration, faculty and students each play a vital part in promoting, securing and nurturing it.

Academic dishonesty is not an individual act that affects only the students involved. It violates communal trust, impacts other members of the community, and is an offense against scholarship. For this reason, any instance of cheating or plagiarism will be dealt with harshly.

Honesty matters. As a shared value, administration, faculty and students each play a vital part in promoting, securing and nurturing it. See the Rutgers Academic Code and Academic Oath at:

<http://academicintegrity.rutgers.edu/>

**Timely Submission of Assignments: All assignments are due when scheduled and any submissions that are late without prior approval from instructor will be penalized -5 points per day. No exceptions.**

In accordance with Rutgers University regulations, participation is expected for all online activities and exercises when due for the course and individual courses may set policies for maximum absences. Late submission are penalized severely. Please refer to the link below for more specific information :

<http://sasundergrad.rutgers.edu/academics/courses/registration-and-course-policies/attendance-and-cancellation-of-class>