Online Class: 10:762:400:01 (3 or 6 credits) & 10:833:400:01 (6 credits)

Summer 2015
Instructor: Ann Marie Hill
Technology Coordinator: Tamara Swedberg (LinkedIn, Posters)
Grader: Erika Dani (Log Memos, LinkedIn)
Student Assistant: Brian Robles

Room 547, Civic Square
Office Hours: Arranged by appointment
Resources: Online Videos/Powerpoints/Handouts

Course Description (Catalog)
A 125 or 225 hour field experience in the public or private sector, plus a weekly classroom experience. Students complete a project under the supervision of a field preceptor and a faculty supervisor. Projects are presented in a public forum.; A 225-hour field experience in a public policy placement. Students complete a project under the supervision of a field preceptor and a faculty supervisor. Projects are presented in a public forum.

Course Overview
Internship with Seminar (6 credits) is a 225-hour public health field experience in the public or private sector along with a leadership seminar that focuses on professional development. Students are required to complete a contracted project under the supervision of a field preceptor and a faculty supervisor. Online presentations, interactive exercises, threaded forums and various assignments are also provided as supplements to the curriculum.

This class is interactive and dynamic with professional development, communication, and leadership training provided throughout the term via class exercises and discussions. Lectures and forums are used to enhance your understanding of organizations, their culture and behaviors as well as systemic thinking, interactive relationships, negotiations and conflict resolution. Log memos and other assignments show your ability to communicate professionally in written form. Online presentations, mock interviews and poster presentations strengthen your oral communication skills. Teamwork is an important part of this class and you will work together on your mock interviews, forums and LinkedIn activities. Self-assessments and LinkedIn will be used to help guide you in career goal setting, learning targets and strategies for your professional development.
Online class units open on the Tuesday of each week. Each class contains a lecture in the form of a video, PowerPoint or both that you must review. All assignments are due no later than the following Monday by 11:30pm.

You are expected to complete assignments, quizzes and participate in all threaded discussions by the due date. Late submissions will only be accepted if you have communicated a legitimate reason to Professor Hill at least 12 hours prior to the due date and time. Please follow the course schedule carefully.

You will be required to attend two in person activities during the semester. Mock Interviews are held in the first half of the term with your group members. The poster sessions will be held at the end of the term. A detailed schedule will be provided before each activity.

**Internship Objectives**

- To provide students with the opportunity to integrate, synthesize and apply theory and knowledge acquired in previous courses to a cumulative and experiential field practicum
- To develop leadership, teamwork, communication, systematic thinking, negotiation, conflict resolution and networking
- To teach students to conduct themselves in a professional manner, including appropriate spoken and written correspondence, dress, and interpersonal behavior.
- To provide students with the experience of working alongside professionals and to provide an opportunity to practice interpersonal relationship skills necessary for success in the workplace.
- To give students an understanding of the dynamic nature of organizations and the cultural context within which they function.
- To increase the student’s awareness of career choices and networking ability in public health.

**Course Assessments**

**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. You will be required to give a three minute presentation on your research during the poster session.

**Poster Rubric**

**Log Memos 15%**

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. Do not use first person or third person with your name. 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 15%**

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, Clients served (if not embedded in purpose or title), Outcomes or Anticipated Results, Evaluation. 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.

**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**

**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

Agency Report 10%

After interviewing your supervisor, you will create a two minute business presentation using your webcam, iphone, video camera or related device. The Agency Report Video creatively tells the viewers about the agency mission, goals, major programs, audience or clients served and your supervisor's role in its work.

Agency Video Rubric

Self Assessment & Learning Goals 5%

A recent study from the AACU found "When it comes to the types of skills and knowledge that employers feel are most important to workplace success, large majorities of employers do NOT feel that recent college graduates are well prepared. This is particularly the case for applying knowledge and skills in real-world settings, critical thinking skills, and written and oral communication skills — areas in which fewer than three in 10 employers think that recent college graduates are well prepared. Yet even in the areas of ethical decision-making and working with others in teams, many employers do not give graduates high marks."

At the beginning and end of the course, students will complete a short self-assessment and set personal goals for themselves.

Quizzes and Assignments 5%

Please make sure that you stay on top of quizzes and assignments. While a small part of your grade, they tend to be the assignment that students forget! You are penalized half a letter grade for each day late.

Field Work and Timesheets

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 class discussions.

• 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 or 225 hours in order to receive a grade for this course. You should submit your timesheet (see Sakai resources/contracts & forms/validated timesheet) signed weekly by your preceptor by the last day of the term (see schedule).

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

**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.

**Grade Scale**

A = 92 – 100

B+ = 87 – 91

B = 81 – 86

C+ = 76 – 80

C = 70 – 74

D = 65 – 60

F = Below 60

**Assignment Summary**

1. Final Poster – 30%
2. Project Abstract – 15%
3. Log Memos – 15%
4. Agency Report – 10%
5. Mock Interviews – 10%
6. Self Assessment & Learning Goals - 5%
7. Quizzes and Assignments– 5%
8. LinkedIn - 10%
9. Extra Credit - 1 point each
   a. Exit Survey
   b. SIRS Class Evaluation
   c. Join Rutgers Bloustein School Alumni LinkedIn Group
10. Work Site Evaluation

Schedule

Semester Begins: Tuesday, May 26, 2015
First Unit Starts: Tuesday, May 26, 2015
Regular Classes End: Monday, August 3, 2015
Final Poster Presentations Thursday, August 6 and Friday, August 7
Final Time Sheets Due: Friday, August 7, 2015

<table>
<thead>
<tr>
<th>Week</th>
<th>Due Date</th>
<th>Topic</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/26</td>
<td>5/26 5pm</td>
<td>Contracts due</td>
<td>Scan or take a photo of the contract and send to <a href="mailto:internship@ejb.rutgers.edu">internship@ejb.rutgers.edu</a></td>
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<tr>
<td>5/28</td>
<td>5/28 5 pm</td>
<td>Internship Expectations &amp; Orientation</td>
<td>Review all powerpoints. Get to know everyone in your internship site.</td>
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<tr>
<td>6/1</td>
<td>6/1 - 11:30pm</td>
<td>Class Introduction &amp; Helpful Hints for a Successful Internship</td>
<td>Forum-Getting to Know You Quiz/self assessment</td>
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<tr>
<td>6/2</td>
<td>6/8 - 11:30pm</td>
<td>Who Am I &amp; Where am I going?</td>
<td>Learning Goal Memo Quiz LinkedIn</td>
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<tr>
<td>Date</td>
<td>Unit</td>
<td>Time</td>
<td>Topic</td>
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<td>6/9</td>
<td>3</td>
<td>6/15 - 11:30pm</td>
<td>Professionalism in the Workplace</td>
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<td>6/16</td>
<td>4</td>
<td>6/22 - 11:30 pm</td>
<td>Communicating like a Pro</td>
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<td>6/23</td>
<td>5</td>
<td>6/29 - 11:30 pm</td>
<td>LinkedIn and Social Media Mock Interview (6/26) 9:00 am - 1 pm EJB: Assigned Rooms</td>
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<td>6/30</td>
<td>6</td>
<td>7/6 - 11:30 pm</td>
<td>Creating a Professional Poster Lecture</td>
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<td>7/7</td>
<td>7</td>
<td>7/13 - 11:30 pm</td>
<td>Time Management</td>
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<td>7/14</td>
<td>8</td>
<td>7/20 - 11:30 pm</td>
<td>Great Leaders</td>
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<td>7/21</td>
<td>9</td>
<td>7/27 - 11:30</td>
<td>Understanding Organizations</td>
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<td>7/28</td>
<td>10</td>
<td>8/3 - 11:30 pm</td>
<td>Lessons Learned</td>
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<td>8/4</td>
<td>11</td>
<td>8/7 - 12:00 noon</td>
<td>Poster Roundtable Presentations 8/6 &amp; 8/7 9:00 - 3:00 pm</td>
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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/