Bloustein Undergraduate Practice Practicum (6)  
Fall 2017

10:775:499:01

Schedule:  Civic Square Building/Bloustein room 369  
Every Other Friday (See schedule below)

Instructor:  Kamila Pavezzi (kpavezzi@ejb.rutgers.edu)

Office:  567, Civic Square

Office Hours: Mondays 5:00 - 6:00 pm or by appointment

Course Description (Catalog)

A 225-hour field experience with periodic career development and course meetings. Students are required to complete an outcomes driven project under the supervision of a field preceptor and a faculty supervisor. Projects are presented in a public forum.

Prerequisites: Completion of 100 credits toward graduation, research methods and leadership seminar (should be taken the semester prior to registration).

Course Overview

Bloustein Internship is a planned, supervised learning experience that offers 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 225 hours (6-credit) in the field. This is typically 18 hours/week (6-credit) of work per week for one semester. The Internship is carried out in an agency, institution or organization approved by the Internship Coordinator before the work begins. Students will prepare logs reflecting the work completed throughout the internship and will update their LinkedIn profiles to reflect any new skills and experiences they have during their internship. Students must also 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 25% (Log Memos 1, 2, 3 = 5%  Final log Memo = 10%)
Your log memos 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 cut and paste your log memos from submission to submission. While some sections remain the same, your writing should be freshened with each memo. 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 20%
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, Evaluation or Discussion depending upon the subject matter. 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. Spelling or grammar mistakes are not acceptable.

Abstract Rubric

Professional Poster 30%
Your poster presentation validates your overall proficiency as a 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 twominute presentation on your work during the poster session.

Poster Rubric

Career Development & Planning 10%
LinkedIn profiles will be updated by including the link to your abstract, an uploaded pdf of your poster and any additional projects that demonstrate your professional quality work.

Participation in the Innovative Job Search Strategies Threaded Discussion is required at least several times during the term. The more postings and involvement, the higher the grade.

A 3-5 page long term career plan that lists your personal career mission, your key goals over the next 1-5 years, SMART objectives for each goal, action steps and timelines. Creativity is welcomed and you may substitute powerpoint, infographics, videos or other programs to capture your plan.

Use of CareerKnight and attendance at any recommended career development programs during the term are required.

Fieldwork, Preceptor Assessment & Class Attendance 15%

- Timesheets signed weekly by your preceptor will be collected at end of the internship. You must complete all 225 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). These may be verified by the internship coordinator with your preceptor.
- Your involvement and attendance in in class meetings is essential and will be factored into this grade. Arriving late or leaving early is not acceptable behavior. Students are expected to engage in online and in class activities and projects.
- 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)

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: Unless approved by the instructor in advance, penalties for late submission of -5 points per day for the first week (7 days) will apply. After that, submissions receive a 0.
Instructor will not accept excuses based upon other class work from another course that is considered a priority for the student. Due dates for assignments due in other courses will not be an acceptable excuse for assignments not completed in this course.

There are no makeup for assignments and exams unless you demonstrate in advance (and I agree) that a significant life-event prevents you from attending class or if you have a documented emergency. The following are not acceptable excuses: scheduled flights or trips, scheduled non-emergency doctor appointments, job interviews, picking up relatives at the airport, chauffeuring a friend somewhere, etc.

**Grade Appeal:**

It is your responsibility to check your grades on Sakai in a timely fashion. If you do not agree with a grade that has been issued for an assignment, you have one week from the date that the grade is posted to dispute it. All appeals require a 1-2 page written request that describes why you feel your grade is not fair based on the assignment rubrics and including objective evidence that supports your claims. Your opinion or beliefs are not considered valid reasons for a grade change. Requests to review grades will not be entertained beyond the one week period (7 days).

**Grading:**

Warning: Failure to submit timesheets may result in a delay in graduating. Instructors do not round up final grades and will only consider grade appeals for errors in gradebook postings. Your responsibility is to complete your assignments to the very best of your ability when they are assigned. A grade appeal procedure is listed above for assignments and must be followed. *There is NO negotiation in final grades, the system does not round up.*

**Grading Scale**

A = 92 – 100
B+ = 88 – 91
B = 84 – 87
C+ = 79– 83
C = 70 – 78
D = 65 – 69
F = Below 60

**FALL Schedule:**

This is a hybrid class that combines online work with in class meetings or activities.

**Semester Begins:** Tuesday, September 5, 2017 (CONTRACTS DUE)

**Regular Classes End:** December 13, 2017

**Attendance is required for these sessions**

<p>| Week 1: September 8 | Course Overview &amp; Internship Expectations |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>4</td>
<td>September 29</td>
<td>ABCs of Project Planning</td>
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<tr>
<td>6</td>
<td>October 13</td>
<td>Application of Theory to Practice</td>
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<td>8</td>
<td>October 27</td>
<td>Program Evaluation</td>
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<td>9</td>
<td>November 3</td>
<td>Career Planning &amp; Job Search Strategies</td>
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<td>11</td>
<td>November 17</td>
<td>Poster Training - Tamara Swedberg</td>
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<td>14</td>
<td>December 8</td>
<td>Lessons Learned &amp; Final Assignments</td>
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<tr>
<td>14th</td>
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<td>Final Poster Presentations</td>
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Assignments are due at 11:55 pm on the dates below (mostly Thursdays). Late submissions without prior approval will be penalized

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>1</td>
<td>September 14</td>
<td>Internship Preceptor/Student Information Form &amp; Learning Goals</td>
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<td>2</td>
<td>September 21</td>
<td>Introductions Forum &amp; Innovative Job Strategies Forum (Open for continuing discussion until November 18th)</td>
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<td>3</td>
<td>September 28</td>
<td>Log Memo 1</td>
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<td>5</td>
<td>October 12</td>
<td>Abstract Title &amp; Purpose</td>
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<td>7</td>
<td>October 26</td>
<td>Log Memo 2</td>
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<td>9</td>
<td>November 9</td>
<td>Career Plan</td>
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<td>10</td>
<td>November 16</td>
<td>Draft Abstract</td>
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<td>11</td>
<td>November 22</td>
<td>Log Memo 3 &amp; Exit Survey</td>
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<td>12</td>
<td>November 30</td>
<td>Draft Posters &amp; Final Abstract</td>
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<td>13</td>
<td>December 7</td>
<td>Final Poster</td>
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<tr>
<td>14</td>
<td>December 13</td>
<td>Final Log Memo &amp; Final LinkedIn (updated)</td>
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<tr>
<td>14</td>
<td>December 15</td>
<td>Final Time Sheets Due</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/

Attendance and Cancellation of Classes

In accordance with Rutgers University regulations, attendance is expected at all regularly scheduled meetings of a course and individual courses may set policies for maximum absences. 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

Additional Information for Public Health Students only

Public Health Learning Goals:

After completing this course, you will demonstrate an understanding of, and proficiency in the following Council on Education for Public Health and Association of University Programs in Health Administration concepts.

Students Will:

- Think critically
- Effectively communicate
- Develop, apply, and analyze concepts from theory to practice
- Utilize information literacy skills
- Understand the role and importance of professional development
- Understand and apply professional ethics