



Nonprofit Leadership and Philanthropy Certificate

JMC:3700 Field Experience (3 s.h.)

To successfully earn the Nonprofit Leadership and Philanthropy Certificate, students must complete the JMC:3700 Field Experience course. The course provides students the opportunity to complete a minimum 135 contact hour paid or unpaid internship with a nonprofit organization. The course is designed to give students the opportunity to explore career interests while applying knowledge and skills learned in the classroom in a professional work setting. The experience also helps students gain a clearer sense of what they still need to learn and provides an opportunity to build professional networks.

QUALIFIED ORGANIZATIONS

A qualified organization consists of a nonprofit agency that has at least one paid staff member who can supervise the student. The supervisor should have experience and/or education in the activities that the student is expected to complete during the internship. If the preferred organization does not meet these qualifications, the student should schedule a time to discuss details about the organization with the course instructor to determine if the instructor is willing to approval an exception.

COURSE CREDIT

A minimum of 135 clock hours of time is required. Students must be properly registered, have their tuition paid, and complete the following number of work hours to receive course credit for their internship.

Fall & Spring Semesters: 3 credit hours = 135 hours of work or 8-9 hours per week for 16 weeks

Summer Semester: 3 credit hours = 135 hours of work or 11-12 hours per week for 12 weeks

The Field Experience course is pass/fail.

ASSIGNMENTS

Learning Contract

The student and internship supervisor will fill out and sign the Learning Contract which includes internship details and expectations.

Work Plan

The student will work with their supervisor to develop a Work Plan that will guide the student's activities throughout the internship. The supervisor will help determine appropriate goals, objectives, activities and outcomes that will take place during the internship. The student will submit updated Work Plans throughout the semester to show how they are progressing towards their goals. The Work Plan will serve as a valuable resource as the student designs their portfolio website.

Associated Academic Content

In addition to the 135 contact hours the student will complete for the internship, this course includes modules that cover topics including finance, mentorship, and career success.

Time Sheet

Students track their contact hours for the internship. They will keep track of their time using a time sheet either provided by their supervisor or downloaded from the ICON course site.

Site Visit

The course instructor will conduct a site visit either in person or via Zoom with the student and their supervisor. The student is responsible for arranging the site visit.

Site Evaluation

The student will complete a site evaluation - reflecting on what they learned from their experience, professionally and personally. They will also evaluate the quality of the internship – providing their recommendation for future internships with that nonprofit and suggestions to future students.

Portfolio Website

Using the Work Plan that was crafted and updated throughout the semester, the student will design a portfolio website using Wix.com to highlight their materials and projects accomplished during the internship. The portfolio website will supplement the student's resume, by bringing their activity to life. The website will serve as a progressive tool during the student's post-graduation employment search.