



JMC: 3700 | SPRING 2021 SESSION

COURSE TITLE: FIELD EXPERIENCE

Course Instructor

Instructor: Jenifer Vick
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Drop-in Hours:

I am happy to meet with you via [Zoom](#) at a time that works best for both of us. Please email me at jenifer-vick@uiowa.edu to make an appointment by suggesting timeframes you are available.

Academic Course Home

[College of Liberal Arts and Sciences](#)
School of Journalism and Mass Communication
DEO: David Ryfe
Email: david-ryfe@uiowa.edu

Class Meeting Times

This course is asynchronous, but there may be a request to schedule a site visit by the professor on an agreed upon date and time.

Course Site

To access the course site, log into [Iowa Courses Online \(ICON\)](#) using your Hawk ID and password.

Prerequisites

Students must complete at least 9 s.h. from the Nonprofit Leadership and Philanthropy Certificate Foundation Courses, unless approved by the student's certificate advisor.

COURSE DESCRIPTION

This course requires students to complete a minimum 135 contact hour paid or unpaid internship with a nonprofit organization. The course is designed to provide students with 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.

LEARNING GOALS

Each nonprofit internship provides a unique learning experience, but the goal of the internship generally is to provide students the opportunity to:

- Gain practical experience within the nonprofit environment.
- Acquire knowledge of nonprofit processes, policies and best practices.
- Apply knowledge and skills learned in the classroom in a work setting.
- Develop a greater understanding about career options while more clearly defining personal career goals.
- Experience the activities and functions of nonprofit professionals.
- Develop and refine oral and written communication skills.
- Identify areas for future knowledge and skill development.

SJMC Goal and Learning Objective

The SJMC takes student learning outcomes seriously. Students may find its assessment plan here: <https://clas.uiowa.edu/sjmc/undergraduate-programs/sjmc-assessment-plan>. Since all field experience is unique, this course contributes to potentially all or part of learning goal 2 – 5.

NONPROFIT LEADERSHIP AND PHILANTHROPY CERTIFICATE

This course fulfills one of the core courses for the [Certificate in Nonprofit Leadership and Philanthropy](#). If you are not enrolled in the NLP Certificate and would like more information, please contact me to set up an appointment.

ONLINE CLASSROOM

The online course site in ICON is the classroom for this course. Course information and assignments can be found there and your completed assignments submitted there. ***Forms that require signatures must be uploaded to ICON in a timely manner.***

COURSE CREDIT

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

INTERNSHIP EXPECTATIONS

To receive credit for the internship, you are required to register for the course and pay the required tuition/fees, complete all assignments and turn them in by the deadline, and present yourself in a professional manner at all times. You are responsible for all materials and announcements related to the course. Additionally, you are representing yourself and the Nonprofit Leadership and Philanthropy Communication Certificate program as an intern at the organization. Please keep in mind that you are expected to:

- Arrive at work as scheduled, ready to work, and stay for the agreed upon time.
- Present yourself in a professional manner at all times, including being appropriately dressed for your workplace.
- Communicate any concerns with your internship supervisor and the faculty advisor in a timely and respectful manner.
- Demonstrate enthusiasm and interest in what you are doing; ask questions and take initiative as appropriate.
- Complete and submit assigned tasks by designated timelines. Meet all deadlines.
- Participate in assigned meetings at work and with the internship supervisor.
- Keep track of and accurately report internship hours worked.

SAFETY AT YOUR INTERNSHIP

If the behavior or language of your co-workers, supervisors, or clients makes you uncomfortable at your internship, talk to the human resources representative at the organization. If there is not a human resources person at your internship, you do not feel comfortable talking to them, or you want additional help, do not hesitate to reach out for guidance from campus representatives. Although we cannot control the internship experience, some behaviors are unacceptable. Discrimination, harassment, aggression and illegal behavior do not belong in the workplace. If you are concerned for your safety or emotional wellbeing, do not hesitate to reach out. Please see the "Safety at Your Internship" handout on ICON.

GRADING

This course utilizes a pass/fail assessment.

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.

ADDITIONAL INTERNSHIPS

If you wish to do additional internships, visit the Pomerantz Career Center website for information on registering voluntary internships (no tuition, 0 credit, added to your transcript). This allows your additional internships to be officially recorded:

<https://careers.uiowa.edu/zero-credit-hour-internship-course-instructions-registering>

Resources for Students

Students will find the Writing Center and the Speaking Center very useful for this course; the Tutor Iowa site is also very valuable for students seeking extra help:

Writing Center: <https://writingcenter.uiowa.edu/>

Speaking Center: <https://speakingcenter.uiowa.edu/>

Tutor Iowa: <https://tutor.uiowa.edu/>

Course Schedule

- Go to Modules in ICON to see the detailed schedule of class activities.
- Go to Assignments in ICON to view detailed instructions for all assignments.

Module	Read/View	Assignments	Due Date
Week 1: Jan. 25-31 Introduction		How do I set my Canvas notification preferences? Internship Details	Jan. 31
Week 2: Feb. 1-7 Learning Contract & Work Plan		Learning Contract Work Plan	Feb. 7
Week 3: Feb. 8-14 Financials	GuideStar website	GuideStar assignment Financial Understanding assignment	Feb. 14
Week 4: Feb. 15-21 Job Interviewing	How to Prepare for Video Interviews Top 30 Interview Questions Make It Happen Checklist	Video Interview Tips assignment Top Interview Questions assignment	Feb. 21
Week 5: Feb. 22-28 Time Sheet		Timesheet	Feb. 28
Week 6: Mar. 1-7 Work Plan Progress #1		Work Plan Progress #1	Mar. 7
Week 7: Mar. 8-14 Mentorship	Finding & Getting the Perfect Mentor Secrets of Wealthy Women podcast	Mentorship assignment Wealthy Women podcast assignment	Mar. 14
Week 8: Mar. 15-21 Website Framework		Website Framework assignment	Mar. 21
Week 9: Mar. 22-28 Mid-Semester Evaluation		Mid-Semester Evaluation by Supervisor	Mar. 28
Week 10: Mar. 29 – Apr. 4 Site Visit		Site Visit	Apr. 4

Module	Read/View	Assignment/Exam	Due Date
Week 11: Apr. 5-11 Work Plan Progress #2		Work Plan Progress #2	Apr. 11
Week 12: Apr. 12-18 Time Sheet		Timesheet	Apr. 18
Week 13: Apr. 19-25 Website Progress		Website Progress	Apr. 25
Week 14: Apr. 26 – May 2 Your Site Evaluation		Site Evaluation by Intern	May 2
Week 15: May 3-9 Work Plan Progress #3 Final Update & Final Evaluation by Supervisor		Work Plan Progress #3 Final Evaluation by Supervisor	May 9
Week 16: May 10-14 Time Sheet, Final Project Website		Timesheet Portfolio Website	May 14

Teaching Policies & Resources

College of Liberal Arts and Sciences Information for Undergraduates Spring 2021

For the most recent updates visit <https://clas.uiowa.edu/faculty/teaching-policies-resources-syllabus-insert>

The College of Liberal Arts and Sciences (CLAS) is the administrative home of this course and governs its add/drop deadlines, the second-grade-only option, and other policies. These policies vary by college (<https://clas.uiowa.edu/students/handbook>).

Electronic Communication

Students are responsible for official correspondences sent to their UI email address (uiowa.edu) and must use this address for all communication within UI ([Operations Manual, III.15.2](#)).

Absences and Attendance

Students are responsible for attending class and for contributing to the learning environment of a course. Students are also responsible for knowing course absence policies, which vary by instructor. All absence policies, however, must uphold the UI policy related to student illness, mandatory religious obligations, including Holy Day obligations, unavoidable circumstances, and University authorized activities (<https://clas.uiowa.edu/students/handbook/attendance-absences>). Students may use the CLAS absence form to aid communication with the instructor who will decide if the absence is excused or unexcused; the form is located on ICON within the top banner under "Student Tools."

Academic Integrity

All undergraduates enrolled in courses offered by CLAS have in essence agreed to the College's [Code of Academic Honesty](#). Academic misconduct affects a student's related grade and is reported to the College which applies an additional sanction including suspension. Outcomes about misconduct are communicated through UI email (<https://clas.uiowa.edu/students/handbook/academic-fraud-honor-code>).

Accommodations for Disabilities

UI is committed to an educational experience that is accessible to all students. A student may request academic accommodations for a disability (such as a mental health, attention, learning, vision, and a physical or health-related condition) by registering with Student Disability Services (SDS). The student is then responsible for discussing specific accommodations with the instructor. More information is at <https://sds.studentlife.uiowa.edu/>.

Administrative Home of the Course

The College of Liberal Arts and Sciences (CLAS) is the administrative home of this course and governs its add/drop deadlines, the second-grade-only option, and related policies. Other UI colleges may have different policies for courses offered by that college. CLAS policies may be found here: <https://clas.uiowa.edu/students/handbook>.

Classroom Expectations

Students are expected to comply with University policies regarding appropriate classroom behavior as outlined in the Code of Student Life (<https://dos.uiowa.edu/policies/code-of-student-life/>). This includes related UI policies and procedures that all students have agreed to regarding the COVID-19 pandemic. Particularly, each student must wear a face mask when in a UI building, including a classroom. The density of seats in classrooms has been reduced, and in some instances, this will allow 6 feet or more of distance while other cases, it may be less. Regardless, wearing a face mask and maintaining as much distance as is possible are vital to slowing the spread of COVID-19. In the event that a student disrupts the classroom environment through the failure to comply with a reasonable directive of an instructor or of the University, the instructor has the authority to ask that the student to leave the space immediately for the remainder of the class period. Additionally, the instructor is asked to report the incident to the UI Office of Student Accountability, with the possibility of additional follow-up with the student. Students who need temporary alternative learning arrangements (TALA) for a future semester related to COVID-19 should visit this website for more information: <https://coronavirus.uiowa.edu/temporary-alternative-learning-arrangements-tala>.

Class Recordings: Privacy and Sharing

Some sessions of a course could be recorded or live-streamed. Such a recording or streaming will only be available to students registered for the course. These recordings are the intellectual property of the faculty, and they may not be shared or reproduced without the explicit written consent of the faculty member. Students may not share these sessions with those who are not enrolled in the course; likewise, students may not upload recordings to any other online environment. Doing so is a breach of the Code of Student Conduct and in some cases is a violation of the Federal Education Rights and Privacy Act (FERPA).

Communication and the Required Use of UI Email

Students are responsible for official correspondences sent to the UI email address (uiowa.edu) and must use this address for all communication within or with UI ([Operations Manual, III.15.2](#)).

Complaints

Students with a complaint about an academic issue should first visit with the instructor or course supervisor and then with the Chair of the department or program offering the course; students may next bring the issue to the College of Liberal Arts and Sciences. See this page for more information: <https://clas.uiowa.edu/students/handbook/student-rights-responsibilities>.

Final Examination Policies

The final exam schedule is announced around the fifth week of classes; students are responsible for knowing the date, time, and place of a final exam. Students should not make travel plans until knowing this information. No exams of any kind are allowed the week before finals with a few exceptions made for particular types of courses such as labs or off-cycle courses: <https://registrar.uiowa.edu/final-examination-scheduling-policies>.

Nondiscrimination in the Classroom

The University of Iowa is committed to making the classroom a respectful and inclusive space for people of all gender, sexual, racial, religious, and other identities. Toward this goal, students are invited in MyUI to optionally share the names and pronouns they would like their instructors and advisors to use to address them. The University of Iowa prohibits discrimination and harassment against individuals on the basis of race, class, gender, sexual orientation, national origin, and other identity categories set forth in the University's Human Rights policy. For more information, contact the Office of Equal Opportunity and Diversity (<https://diversity.uiowa.edu/eod>; +1 319 335-0705 or diversity.uiowa.edu)

Sexual Harassment

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community must uphold the UI mission and contribute to a safe environment that enhances learning. Incidents of sexual harassment must be reported immediately. For assistance, please see <https://osmrc.uiowa.edu/>.