Course Title: Internship Prep
Course Number: AAA 408/508
Term: Fall 2015
Credit: 2 credits
CRN: 16926/16927
Grading Options: Pass/No Pass
Meeting times: Online/Distance Education

Instructor Contact Information
Instructor: Rick Guerra
Office Hours: By Appointment
rguerra@uoregon.edu
541.513.5818

Course Objectives
The purpose of this class is to assist students in exploring their skills and interests in order to identify the best internships to further their education. Students will learn how to research internships, prepare application materials, conduct informational interviews and take next steps for individual career planning.

Course Outcomes
Students will:

- complete career exploration assessments: Values, Dream Day
- complete 2 informational interviews—including letter of introduction, and final report
- identify 3 possible internship sites
- create 5-6 work learning goals
- final resume & cover letter suitable for application (with optional portfolio teaser)

Course Requirements
To earn a PASS, students must complete ALL assignments and participate in discussion forums as assigned. Other projects as assigned depending upon student needs.

Graduate Students: additional work will be required for all graduate students.

Graduate Students will have two choices for the graduate portion of this class:
1. Create portfolio teaser
   OR
2. Conduct ONE additional informational interview

Directions for Submitting Assignments
IMPORTANT: ALL ASSIGNMENTS ARE DUE SUNDAY AT MIDNIGHT!

NOTE: If you want feedback from me before your assignment is due, email me no later than Friday 5 pm. I will not check my email again until Monday when I start grading your assignments.
You must follow these basic steps for the assignment to be accepted. Before uploading your file onto the discussion board:

1. Spell check
2. Save file as: last name first initial_assignment #_specific document. (Abbreviate assignment as 'A1', 'A2', etc.) example: knowlesb_A1_resume.pdf

I prefer that ALL FILES MUST BE .pdf

Assignment Overview/Class Outline

Introductory Activity—Due The First Week Of The Term

1. Submit a Short Bio on the Discussion Board - Introduction folder. The nature of online classes is often we don't get the value of meeting one another. As a means of getting to know a little about your classmates, and for my benefit <grin>, post a short bio. Your fellow students and I can then make comments. Please include:
   • Your major and why you studying it.
   • What type of internship or job you are seeking
   • 1-2 interesting facts about yourself

2. Activate you CareerLink (AAA majors) or UO JobLink (all other majors) account:
   AAA Majors
   a. Activate/update your A&AA CareerLink
   b. Go to: https://aaa-uo-csm.symplicity.com/
   c. Sign in with your Duck ID
   d. Go to: PROFILE and update your information
   
   All Other majors
   e. Activate/update your UO JobLink account
   f. Go to http://career.uoregon.edu/
   g. Sign in with your Duck ID
   h. Click on UO JobLink
   i. Go to PROFILE and update your information

3. Create a profile on Linkedin, a professional networking site http://www.linkedin.com
   a. If you are a AAA major: Join the group on Linkedin - PODS
   b. All other UO majors: Join the group on Linkedin - University of Oregon Career Center

ASSIGNMENT ONE

Complete the 3 assignments and 1 activity.

1. Assignments
   a. Values Worksheet. Be sure to complete the entire worksheet, including your top 3 values.
   b. Skills Review Worksheet
   c. Dream Day activity.

2. Activity - Internship Predictor
   Directions
   a. Create a profile on Internships.com.
      1. Go to: http://www.internships.com/welcome/uoregon
      2. Take the Internship Predictor: http://internships.com/predictor
      3. Email me your results at: rguerra@uoregon.edu. (There is a box in the upper right of the page that says “Email a friend”.)
      4. Using Assignment Link, write me a comment indicating if the results fit for you or have given you ideas for new area to explore.
See directions for ‘Submitting Assignments’ in Course Documents. Please make sure you use the file conventions. This will make it much easier for me to check-in your assignments.

ASSIGNMENT TWO
1. Draft of Cover Letter for an internship application
2. Draft Resume
3. Research - top 5 organizations you would like to be an intern/employee

ASSIGNMENT THREE
Informational Interviews Preparation:
1. Select 3-4 professionals as potential informational interview participants
2. Create introduction email or letter to professional requesting an Informational Interview
3. Draft 10 interview questions for the interviews

ASSIGNMENT FOUR
1. Submit 2 final reports using the informational report format.

FINAL ASSIGNMENT
1. Compile a list of 3-4 learning goals for an internship. Be as specific as possible. This introspection will give you good material for your cover letters.
2. List 2 organizations you plan to apply and describe why.
3. Complete a one-page reflection on what you learned from this course. Include what your next steps will be to securing an internship/job.

NOTE: GRADUATE ASSIGNMENT
Graduate student choose either additional interview or portfolio sampler

Commitment to Diversity
It is the policy of the University of Oregon to support and value cultural diversity. To do so requires that we:

- Respect the dignity and essential worth of all individuals.
- Promote a culture of respect throughout the University community.
- Respect the privacy, property, and freedom of others.
- Reject bigotry, discrimination, violence, or intimidation of any kind.
- Practice personal and academic integrity and expect it from others.
- Promote the diversity of opinions, ideas and backgrounds which is the lifeblood of the university.

If you believe you have been the victim of or a witness to a bias incident, harassment, or a hate crime, the University of Oregon encourages you to report it to the Bias Response Team. The team can help you document the incident and can provide support. Requests for anonymity are respected. Bias Response Team http://darkwing.uoregon.edu/~brt/ 346-1139.

Affirmative Action and Equal Opportunity http://aaeo.uoregon.edu/ 346-3123

A&AA Inclusion Statement
The School of Architecture and Allied Arts is a community that values inclusion. We are committed to equal opportunities for all faculty, staff and students to develop individually, professionally, and academically regardless of ethnicity, heritage, gender, sexual orientation, ability, socio-economic standing, cultural beliefs and traditions. We are dedicated to an environment that is inclusive and fosters awareness, understanding, and respect for diversity. If you feel excluded or threatened, please contact your instructor and/or department head. The University Bias Response Team is also a resource that can assist you. Find more information at their website at bias.uoregon.edu/index.html or by phoning 541-346-2037.
Campus Resources

The UO is committed to providing a learning environment in which students can be successful. The following resources are available to support students in being successful.

ACADEMIC LEARNING SERVICES http://als.uoregon.edu/
Overcoming obstacles to effective teaching and learning often requires more than teachers and students can accomplish individually. Programs, workshops, courses, tutors, and mentors are among the many resources we provide to help with educational pursuits at the University of Oregon.
(541)346-3226, 68 Prince Lucien Campbell Hall, als@uoregon.edu

BIAS RESPONSE TEAM http://bias.uoregon.edu/
The University of Oregon Bias Response Team (BRT), based out of the Office of Student Life, works to gather information about bias incidents and to support those who unfortunately have witnessed, or have themselves become a target, of an act of bias.
(541)346-1134 or (541)346-1139, 164 Oregon Hall, brt@uoregon.edu

CAREER CENTER http://uocareer.uoregon.edu/
The UO Career Center is your bridge to the real world. We are dedicated to connecting our talented and diverse student community with the best professional opportunities available.
(541) 346-3235, 220 Hendricks Hall, career@uoregon.edu

CONFLICT RESOLUTION SERVICES http://studentlife.uoregon.edu/programs/crs/index.htm
CRS offers informal, voluntary and confidential processes to assist individuals and groups work through conflict, plan for the future, or make decisions. Students use CRS to help resolve a wide variety of conflicts such as conflicts with friends or roommates, issues regarding custody and/or divorce, conflicts related to university housing, workplace conflicts, conflict within or among student or workgroups.
(541)346-0617 or (541) 346-6105, lsponko@uoregon.edu (or) cmcgraw@uoregon.edu

COUNSELING AND TESTING CENTER http://counseling.uoregon.edu/dnn/
Individual Counseling, Group Counseling, Community Referrals, Eating Disorders Program, LD/ADHD Assessment, Outreach & Consultations, Special Populations, Substance Abuse
(541) 346-3227, 2nd Floor, University Health, Counseling, and Testing Center Building, 13th & Agate

CRISIS CENTER http://www.uoregon.edu/~uocrisis/index.html
The University of Oregon Crisis Line offers free, anonymous telephone counseling and referrals for help in dealing with a variety of problems including but not limited to academic concerns, suicidality, depression, relationship problems, eating disorders, grieving, gay/lesbian/bi-sexual issues, and sexual assault. The Crisis Line operates during all academic terms. The Crisis Line is staffed by trained students and volunteers who have completed a three-credit course in crisis intervention, in addition to substantial on-the-job training.
(541) 346-4488, uocrisis@gladstone.uoregon.edu

DISABILITY SERVICES http://aec.uoregon.edu
The University of Oregon is working to create inclusive learning environments. Please notify me during the first class meeting if there are aspects of the instruction or design of this course that result in disability related barriers to your participation. You are also encouraged to contact the Accessible Education Center (formerly Disability Services) in 164 Oregon Hall at 346-1155 or uoaec@uoregon.edu.

DIVERSITY EDUCATION & SUPPORT http://diversity.uoregon.edu/main.htm
Website to learn about events and connect with resources on campus.
(541) 346-1139, 164 Oregon Hall, jrr@uoregon.edu

HEALTH CENTER http://healthcenter.uoregon.edu/
The Health Center offers students a broad variety of programs and services including primary medical care, psychiatry, dental care, sports medicine, physical therapy, allergy services, nutritional counseling, travel medicine, and health promotion.
Laboratory, pharmacy, and x-ray services are also available on-site at our convenient, centrally located campus location at the corner of 13th and Agate. We encourage you to take a moment to explore our website to learn more about the many services that are available to you as a student at the University of Oregon.

(541) 346-2770, 1590 East 13th Street,

LGBT EDUCATIONAL AND SUPPORT SERVICES http://lgbt.uoregon.edu/
Promoting a supportive environment at the University of Oregon for LGBT students, faculty, and staff through support services and educational efforts designed to reduce heterosexism, gender bias and homophobia.
(541)346-1134, 164 Oregon Hall, program@uoregon.edu

MEN'S CENTER http://www.uoregon.edu/~uomc/
The Men's Center exists to promote the physical, mental, emotional, and social health of men, and attitudes and behaviors that will benefit everyone.
(541)346-0743, EMU Suite 2 (Lower level of the EMU), uomc@uoregon.edu

NONTRADITIONAL STUDENT PROGRAMS
http://studentlife.uoregon.edu/programs/nontrad_student_prog/index.htm
The Nontraditional Student Program exists to assist nontraditional students in meeting their educational, career and personal goals, advocate for services that correspond to the diverse needs of the nontraditional student, provide a supportive and nurturing environment to engage nontraditional students as active partners in the planning, delivery and evaluation of their own learning, and provide support and services to veterans returning to the university environment.
(541)346-1123, 164 Oregon Hall, gjewett@uoregon.edu

OFFICE OF MULTICULTURAL ACADEMIC SUPPORT http://www.uoregon.edu/~omas/
OMAS staff specializes in providing a culturally supportive environment that empowers self-identified students of color to fulfill their educational and career goals.
(541)346-3479, 164 Oregon Hall, omainfo@uoregon.edu

OFFICE OF STUDENT LIFE http://studentlife.uoregon.edu/main.htm
The Office of Student Life staff are available to help you find solutions and resources to most issues and concerns on a drop-in basis.
(541)346-3216, 164 Oregon Hall, stl@uoregon.edu

SEXUAL VIOLENCE PREVENTION
http://studentlife.uoregon.edu/programs/sexual_violence_prev_edu/index.htm
The Office of Student Life coordinates the Alliance for Sexual Assault Prevention, self-defense classes, courses about preventing sexual assault, and other programs and events designed to prevent unwanted sexual behavior. In addition, the office provides support for survivors of sexual and partner violence.
(541)346-1198, 164 Oregon Hall, aleeder@uoregon.edu

TEACHING EFFECTIVENESS PROGRAM http://tep.uoregon.edu/
The Teaching Effectiveness Program offers a variety of activities and services to engage the academic community focus on teaching and learning, obtaining feedback on their teaching performance, and improving undergraduate instruction. TEP services are free to all who teach— faculty members, graduate teaching fellows (GTFs), staff and university departments. All consultations and midterm feedback services are confidential.
(541)346-2177, 68 Prince Lucien Campbell Hall

WOMEN'S CENTER http://www.uoregon.edu/~women/
The mission of the ASUO Women's Center is to advocate for the best educational and working environment for the women at the University of Oregon. We accomplish this by working toward societal change and the end of oppression and by supporting personal growth.
(541)346-4095, EMU Suite 2 (Lower level of the EMU), womenctr@uoregon.edu
Policies

Student Conduct

The University of Oregon has promulgated a Student Conduct Code which contains important regulations, policies, and procedures pertaining to student life. It is intended to inform students and members of the University community who work with them of students' rights and responsibilities during their association with the institution and to provide general guidance for enforcing those regulations and policies essential to the educational and research missions of the University. The full terms and conditions of the Student Conduct Code are contained in Oregon Administrative Rules Chapter 571, Division 21—University of Oregon. Highlights of the Student Conduct Code are published on the Dean of Students website.

UO Student Conduct Code: http://uodos.uoregon.edu/StudentConductandCommunityStandards/StudentConductCode/tabid/69/Default.aspx

UO Academic Misconduct: http://uodos.uoregon.edu/StudentConductandCommunityStandards/AcademicMisconduct/tabid/248/Default.aspx

Inclement Weather

When university operates on a curtailed schedule or closes, UO Media Relations notifies the Eugene-Springfield area radio and television stations as quickly as possible. In addition, a notice regarding the university's schedule is posted on the UO main homepage (in the News section) at http://www.uoregon.edu.

Accessibility

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UO Accessible Education: http://aec.uoregon.edu

Grievance Policy

Information on filing a student grievance may be found at http://asuo.uoregon.edu/studentinfo.php?a=13#toc1200.

Conflict Resolution

Several options, both informal and formal, are available to resolve conflicts for students who believe they have been subjected to or have witnesses bias, unfairness, or other improper treatment. These include discussing the conflict with the specific individual or contacting the department head. You may also contact:

• UO Bias Response Team at http://bias.uoregon.edu/
• Conflict Resolution Services at http://uodos.uoregon.edu/SupportandEducation/ConflictResolutionServices/tabid/134/Default.aspx
• Affirmative Action and Equal Opportunity at http://aaeo.uoregon.edu

Respect for Diversity

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• Practice personal and academic integrity and expect it from others.
• Promote the diversity of opinions, ideas, and backgrounds which is the lifeblood of the university.

A&AA Inclusion Statement

The School of Architecture and Allied Arts is a community that values inclusion. We are committed to equal opportunities for all faculty, staff, and students to develop individually, professionally, and academically regardless of ethnicity, heritage, gender, sexual orientation, ability, socio-economic standing, cultural beliefs and traditions. We are dedicated to an environment that is inclusive and fosters awareness, understanding, and respect for diversity. If you feel excluded or threatened, please contact your instructor and/or department head. The University Bias Response Team is also a resource that can assist you. Find more information at their website at bias.uoregon.edu/index.html or by phoning 541-346-2037.