COURSE SYLLABUS - AAA 408/508 INTERNSHIP PREPARATION
1 credit: P/NP
Meeting Times: 100% on-line asynchronous
Instructor: Kassia Dellabough
Office Hours: Virtual or by appointment. Contact kassia@uoregon.edu

Course Objectives:
The purpose of this class is to assist students to explore 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: MBTI, Values, Dream Day
• complete 2 informational interviews - includes 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)
• NOTE: graduate students are required to either create portfolio teaser OR additional informational interview

Course Requirements:
To earn a pass for the class students must complete all assignments and participate in the Discussion Forum as assigned.

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

NO LATE ASSIGNMENTS
Assignments with excessive errors/typos will be returned ungraded.

JOB SEARCH TOOL PREPARATION RESOURCES:

UO ALL MAJORS: UO Career Center: see http://uocareer.uoregon.edu
A&AA Majors: see http://pods.uoregon.edu or visit the PODS office 264 Lawrence Hall. See Career Course Listings under AAA in class schedule.
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.

The School of Architecture and Allied Arts is a community that values inclusion. We are a 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 [http://bias.uoregon.edu/index.html](http://bias.uoregon.edu/index.html) or by phoning 541-346-2037.

Affirmative Action and Equal Opportunity [http://aaeo.uoregon.edu/](http://aaeo.uoregon.edu/) 346-3123

Disabilities:
If you have a documented disability and anticipate needing accommodations in this course, please make an appointment with me during the first week of the term. Please request that the Counselor for Students with Disabilities send a letter verifying your disability. The current counselor is Steve Pickett at 346-3211. Disabilities may include (but are not limited to) neurological impairment; orthopedic impairment; traumatic brain injury; visual impairment; chronic medical conditions; emotional/psychological disabilities; hearing impairment; and learning disabilities.

The University of Oregon is working to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your participation, please notify me as soon as possible. You may also wish to contact Disability Services in 164 Oregon Hall at 346-1155 or (TTY: 346-1083), [disabsrv@uoregon.edu](mailto:disabsrv@uoregon.edu)