

Arts and Sciences 589.02
Nonprofit Studies Internship
1-3 Credit Hours
(1 credit hour = 3 hours of work per week)

Accommodation of students with disabilities

Students who wish to have an accommodation for disability are responsible for contacting the professor and TA as soon as possible. The Office for Disability Services (150 Pomerene Hall; 292-3307; 292-0901 TDD) verifies the need for accommodations and assists in the development of accommodation strategies.

Course Description

This is a one-quarter internship course that offers undergraduate students the opportunity to work with nonprofit organizations off campus.

The course operates in multiple formats, depending on the internship site, but will include:

- 9-10 weeks of a internship experience
 - (1 credit hour = 3 hours of work per week at the internship site)
- 3 face to face class meetings with the instructor (typically, week 1, week 6, week 11)
- Written weekly journals
- A final written report

Course Goals

This course provides students the opportunity to connect academic nonprofit studies (learning competencies in any or all of the following areas: political, economic, organizational, communication/technological) to social, political, economic, and educational issues of nonprofit organizations, their missions, and their targeted audiences and stakeholders.

Upon successful completion of this course students will:

- Understand the role of the nonprofit organizations in a specific community.
- Understand the scope of work nonprofit organizations perform, including the skills and resources nonprofit organizations need in the current economic and political context.
- Be able to place their internship experience in a larger theoretical and empirical context through reading about nonprofit organizations and through discussions with internship supervisors (instructor and on-site contact).

Upon successful completion of this course the community partner will:

- Have benefited from the work with the student intern, the nature of which will be pre-determined with a contract between the partner, the student, and the instructor.
- Have strengthened the link between their community organization and The Ohio State University.

Required Readings

There will be a few representative readings on nonprofit organizations.

Potential readings:

Collins, Jim. *Good to Great in the Social Sectors*. Boulder, CO: jimcollins.com, 2005.

Cruchfield, Leslie R. and Heather McLeod Grant. *Forces for Good: The Six Practices of High-Impact Nonprofits*. San Francisco: Jossey-Bass, 2008.

Selections from the *Chronicle of Philanthropy* <<http://philanthropy.com/>>

There will also be some reading specific to the student's individual internship experience: organization handbooks, websites, history, etc.

Assignments

A. Internship Experience

Students will work 3 hours per week for each credit hour the student has signed up for. Job activities vary by site but are detailed in the **internship contract** that the student, the instructor, and the site supervisor complete prior to the beginning of the internship quarter. *See attached sample internship contract.*

B. Face-to-Face Class Meetings

The student and instructor will meet three (3) times during the quarter.

1. The first meeting (week 1) will provide an orientation for the internship.
2. At the second meeting (mid-quarter, week 6) the instructor and student will discuss the internship experience. Adjustments and/or suggestions about improving the internship experience will be discussed. Preparation for the final report will also be discussed.
3. At the last meeting (week 11), the student will turn in the final report and will discuss the overall internship experience with the instructor. The student will also turn in his/her self-assessment at this final meeting.

C. Written Weekly Journal/Carmen/Blogpost Entries

Students are required to submit one reflective journal entry per week. The instructor will provide a prompt for the writing each week.

Guidelines for Journal Entries

- Journal entries are intended to serve as a vehicle through which you can reflect on your internship experience with regards to your professional, personal, and academic development.
- Journal entries are also intended to inform the instructor about your internship work experience and will be used as a component of your internship evaluation.
- Journal entries will be treated with full confidentiality and will only be read by your instructor or others for whom you give permission.
- Instructor may provide a weekly journal prompt; however, your journal entry should also include a brief description of your weekly activities, what you have learned from this work and how it relates to readings and class discussions, and highlights/comments/concerns you may want to share.
- Each entry should be about 500-1000 words and sent to your instructor by the end of your work week, but no later than on Fridays by 5:00 p.m.

D. Final Report

By the final exam date assigned for the course meeting times, each student will complete a 1000-1500 word critical research paper that combines reflection of the internship experience with a larger contextual discussion of the role of nonprofits and/or the mission of the specific internship site.

Grading

Internship Evaluation	50%
<i>The agency mentor, the instructor, and the student will each provide an evaluation of the internship performance. The student, the instructor and the agency mentor should complete the evaluation form (attached) at the end of the quarter. The agency mentor may give feedback to the instructor in a phone conversation instead of completing the form (the agency mentor chooses whichever method—phone or written form—is most convenient). The student’s self-assessment and the agency mentor’s evaluation will be used by the instructor to complete the final internship performance evaluation. In other words, the agency mentor’s evaluation and the student’s self-assessment are to be used as guides for assigning the final performance evaluation grade.</i>	
Journal Entries & Participation	25%
Final Report	25%

Academic Integrity

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct"

includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct (http://studentaffairs.osu.edu/info_for_students/csc.asp).

To avoid plagiarism, students must make sure that they:

1. Always cite their sources (following the MLA format)
2. Read the guidelines for written assignments more than once
3. If in doubt consult with your professor.

EVALUATION OF STUDENT INTERN

Student Name: _____

General description of work completed:

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Please use this form to provide us with feedback on the performance of the student you worked with for this internship relative to these learning goals.

Student understands the role of the organization in your local community.

Unsatisfactory

Satisfactory

Exceptional

DK/NA

Examples from intern's work/comments:

Student understands the scope of work the organization performs, including the skills and strategies required to work effectively in the current economic and political context.

Unsatisfactory

Satisfactory

Exceptional

DK/NA

Examples from intern's work/comments:

Student is able to place their internship experience into larger theoretical and empirical contexts.

Unsatisfactory

Satisfactory

Exceptional

DK/NA

Examples from intern's work/comments:

Internship Performance

Please use the following questions to provide us with feedback on the performance of the student you supervised for the internship.

1 Unsatisfactory	Never demonstrates this ability/does not meet expectations
2 Uncomplimentary	Seldom demonstrates this ability/rarely meets expectations
3 Fair	Sometimes demonstrates this ability/meets expectations
4 Commendable	Usually demonstrates this ability/sometimes exceeds expectations
5 Exceptional	Always demonstrates this ability/consistently exceeds expectations
NA	Not Applicable

A. Ability to Learn

1. Asks pertinent and purposeful questions	1	2	3	4	5	NA
2. Seeks out and utilizes appropriate resources	1	2	3	4	5	NA
3. Accepts responsibility for mistakes and learns from experiences	1	2	3	4	5	NA

B. Reading/Writing/Computation Skills

1. Reads/comprehends/follows written materials	1	2	3	4	5	NA
2. Communicates ideas and concepts clearly in writing	1	2	3	4	5	NA
3. Works with appropriate mathematical procedures	1	2	3	4	5	NA

C. Listening & Oral Communication Skills

1. Listens to others in an active and attentive manner	1	2	3	4	5	NA
2. Effectively participates in meetings or group settings	1	2	3	4	5	NA
3. Demonstrates effective verbal communication skills	1	2	3	4	5	NA

D. Creative Thinking & Problem Solving Skills

1. Breaks down complex tasks/problems into manageable pieces	1	2	3	4	5	NA
2. Brainstorms/develops opinions and ideas	1	2	3	4	5	NA
3. Demonstrates an analytical capacity	1	2	3	4	5	NA

E. Professional & Career Development Skills

1. Exhibits self-motivation	1	2	3	4	5	NA
2. Demonstrates ability to set appropriate priorities/goals	1	2	3	4	5	NA
3. Exhibits professional behavior and attitudes	1	2	3	4	5	NA

F. Interpersonal & Teamwork Skills

1. Manages and resolves conflict in an effective manner	1	2	3	4	5	NA
2. Supports and contributes to a team atmosphere	1	2	3	4	5	NA
3. Demonstrates assertive but appropriate behavior	1	2	3	4	5	NA

H. Basic Work Habits

1. Reports to internship site as scheduled and on-time	1	2	3	4	5	NA
2. Exhibits a positive and constructive attitude	1	2	3	4	5	NA
3. Dress and appearance are appropriate for this organization	1	2	3	4	5	NA

I. Character Attributes

1. Brings a sense of values and integrity to the internship	1	2	3	4	5	NA
2. Behaves in an ethical manner	1	2	3	4	5	NA
3. Respects the diversity (religious/cultural/ethnic) of others	1	2	3	4	5	NA

J. Comments:

Overall Performance of Intern

Unsatisfactory

Satisfactory

Exceptional

DK/NA

Signatures

Completed By (Print):

Signature:

Role

(i.e. student, agency mentor, instructor)

Date:

Adapted from *Starting and Maintaining a Quality Internship Program*, Technology Council of Central Pennsylvania, Michael True (Editor).

Internship Contract

Organization: _____
 Web Address: _____

Location: _____ Mailing Address: _____

Agency Mentor: _____ Phone: _____
 Email: _____

Student Intern: _____ Phone: _____
 Email: _____

Instructor: _____ Phone: _____
 Email: _____

Course: _____
 Quarter or Semester/Year: _____
 Credit Hours: (Interns work 30 hours/ quarter for each course credit hour.)

- Briefly describe the kind of the work to be done (Will there be specific projects on which the intern will focus? What kinds of day-to-day office activities will be included in the internship? Will the intern attend board meetings or community events? Will the intern work on a regular weekly schedule or will the schedule vary depending on the project?).

- How will the intern get the information s/he needs (from the university library, the agency’s library, interviews, other)?

- How often will the intern and the agency mentor confer?

- Deadlines (Are there deadlines for particular projects the intern will complete?)

Intern’s signature: _____ date: _____
 Agency Mentor’s signature: _____ date: _____
 Instructor’s signature: _____ date: _____

Adapted from Ross, Carolyn and Ardel Thomas. *Writing for Real: A Handbook for Writers in Community Service*.
 New York: Longman, 2003