

The University of Central Arkansas
Community and Economic Development Internship
CED 6370, CRN 25214, 2013 Spring Semester
Course Syllabus

Instructor: Jessica Breaux

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Office Hours

Office hours are by appointment only. Students are encouraged to contact me via email. That is the easiest and fastest way for me to respond. Please contact me at any point during the semester to discuss issues, challenges, or for clarification on course requirements.

Course Description

The purpose of this course is to participate in, observe, and critique a community or economic development organization, program, project, or effort. Some students who already work for a community or economic development organization may undertake a special project in their current job to meet the internship requirements. Other students should identify a community or economic development organization, program, or project, and participate as an intern for the semester. This internship may be paid, but is not required.

There is no textbook required for this course.

Course Logistics

You must determine an internship project that you will be able to complete within the semester in which you are enrolled. You should begin thinking about and securing your internship prior to the start of the semester. You must submit to me a project description and a signed "Contract for Internship" before you will be given any credit for graded assignments.

General Assignment/Grading Guidelines

All assignments must meet the minimum number of pages required. They should be Word documents, single spaced and use headings and sub headings as appropriate. Graphs, tables, and illustrations will be deducted from total page count. Please use a 12 pt, Times New Roman font. Page numbers are required in the bottom, right hand corner of the document.

Late assignments will be penalized 20 percentage points on the grade for that assignment. Assignments submitted more than one week late will not be accepted and zero points will be awarded for that assignment.

All assignments will be submitted via email to jebro2082@gmail.com.

Course Outline and Assignments

Project Description and Contract for Internship (Not Graded)

Due: Thursday, January 17, by 6 p.m.

Students will submit a one to two (1-2) page project description explaining the scope of work for the chosen project, briefly describing the organization which the intern will be working with, outlining goals and objectives for the project, and providing contact information for the onsite internship supervisor. Students that work full time and will be taking on internship responsibilities within their current organization must also submit an up-to-date job description for their current position.

While this assignment will not be graded, it is required before you will be given any credit for any other assignment. In other words, no work on your internship will be accepted until this Project Description and Contract for Internship has been submitted and signed by all parties, including myself.

Note: Simply working as an intern in an organization is not going to be approved.

Project Statement and Timeline (20%)

Due: Friday, February 1, by 6 p.m.

Students will submit a Project Statement (three to five (3-5) pages) that provides specific details regarding the chosen internship project. This Statement should include a project management plan and timeline for completion. The project must be able to be completed within the semester. The student should outline how this project will impact the organization and the constituents which it serves. The student should also explain how this project will help him/her in achieving personal career goals. This Project Statement should be researched and well thought out; not just a rough sketch or idea. This assignment is worth 20% of your class grade.

Points Possible: 120

Project Update (10%)

Due: Friday, March 1, by 6 p.m.

This Project Update should specifically address the literature review and outline the final project execution plan. Provide an update on the current status of the project and identify challenges, if any, you see to completing the project on schedule. The report should be two to four (2-4) pages in length. This assignment is worth 10% of your class grade.

Points Possible: 60

Mid-Semester Meeting (10%)

Due: March 25-29, by 5 p.m.

This assignment will consist of a conference call or face-to-face meeting with the instructor to discuss the project status. You will receive questions in advance, but be prepared to discuss your experience, preliminary findings, and challenges that may alter the project plan.

These appointments will be scheduled in advance and will be kept to a maximum of 30 minutes. The onsite internship supervisor will not participate in these conversations. This assignment is worth 10% of your class grade.

Points Possible: 60

Final Project Report (50%)

Due: Monday, April 22, by 6 p.m.

Submit your final project report (Minimum of 15 pages, excluding cover page, table of contents, bibliography, or illustrations) describing your topic, literature review, and lessons learned during the course of your internship. How did your views change on the topic from your original Project Statement to the completion of your internship? How did the “real world” experience compare with the literature review and project plan? Did you accomplish the goals and objectives of the project as outlined in your Statement? Please evaluate and critique your internship project and outline what changes you would make to your process if you were to do this again. This assignment is worth 50% of your total grade.

Points Possible: 300

Evaluation from On Site Supervisor (5%)

Due: Monday, April 29 by 6 p.m.

Your on-site supervisor will be asked to complete an evaluation sheet regarding your work during the internship. You will be provided the evaluation questions at the start of the semester as part of your internship packet. I will coordinate with your on-site supervisor, via email, to receive your evaluation. This assignment is worth 5% of your total grade.

Points Possible: 30

Peer Reviews (5%)

Due: Monday, April 29 by 6 p.m.

Students will be asked to read and critique two Final Project Reports of fellow classmates. You will not be graded based upon the peer evaluation of your work, but rather on the quality and timeliness of feedback you provide to your fellow classmates. Quality and thoughtful completion of this assignment is most important. I will assign the reports in which you will review. A critique sheet will be provided for you. This assignment is worth 5% of your total grade.

Points Possible: 30

Writing Style and Specifications

Correct spelling and grammar are expected in this class. It will not improve grades, but multiple spelling and grammar mistakes (sloppy work) will result in the loss of points. I will deduct up to 10 points per assignment for improper grammar and spelling. All required papers in this course should follow MLA documentation and formatting guidelines and all research must be appropriately cited.

If your internship research will include any type of survey work or personal interviews, please discuss proper citation methods with me prior to beginning your work.

If you struggle with spelling, grammar, or proper citation or research, I encourage you to visit UCA's Writing Center website (<http://www.uca.edu/writingcenter/>) or call the Writing Center at (501) 450-5123 for assistance.

Each submitted assignment must include the following information:

Student Name

Date

Assignment Name

Course Name

Academic Integrity

The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the University community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the University's Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the Student Handbook.

Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student's acceptance of this University policy.

Americans with Disabilities Act

The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need an accommodation under this Act due to a disability, please contact the UCA Office of Disability Services at (501) 450-3613.

Other UCA Policies

Students should be aware that all relevant University policies as described in the UCA Student Handbook are applicable in this class.