

NR 387 Internship Preparation
Colorado State University
Fall 2015
Course Syllabus

Day & Time: Wed, 4:00-4:50 pm

Instructor: Paul Layden

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Please fill out the NR 387 Student Information Sheet online in Canvas.

(NOTE: you may be redirected to login to your CSU Google Apps account to access this link.)

In the spaces below, please write the names and contact information of two other students in the course if you miss a class or want to study together.

Name: _____ Phone #: _____ Name: _____ Phone #: _____

E-mail: _____ E-mail: _____

Textbook Required: The Career Fitness Program: Exercising Your Options by Sukiennik, D., Raufman, L., and Bendat, W., 2013, 10th edition, Pearson. The textbook is available through the CSU Bookstore via hard copy or electronic copy.

Packet Required: "NRRT 487 Internship Guide" at <http://warnercnr.colostate.edu/docs/hdnr/classes/NRRT487.pdf>. Please note that this is a publicly available web address, in other words it is not password protected; you do not need to go through Canvas Blackboard to access the Internship Guide.

Course Description NR 387 is the first half of two-part internship experience for students majoring in Natural Resource Recreation and Tourism at Colorado State University. It is designed to prepare you for the experiential learning you will do with an employer as your actual internship for credit in NRRT 487. Your internship, NRRT 487, will be a 4 or 5-credit, 400-hour work experience during which you will learn about a specific profession and decide whether or not you want to pursue it as the first stage in your career.

This course WILL NOT provide you with a ready-made internship, but rather, help facilitate your search for an internship that fits your personal and professional goals and provide you with the tools to find an internship.

Course Objectives As preparation for your internship and future career, this course is designed to:

- guide you in articulating your professional goals;
- help you develop the skills and materials necessary to obtain an internship and subsequent career once you've graduated from CSU;
- provide you with ideas and strategies for determining an appropriate internship, especially one which fulfills your personal goals;
- introduce you to professional organizations, and professionalism and ethics in the workplace;
- give you tips and techniques on how to manage your online presence; and
- help you understand the purposes of, and procedures for, obtaining your internship and future work experience.

Assessments & Grading The homework assignments in this class are specifically designed to build upon each other. The Soul Search will help when you do the Goal Statement. The Goal Statement will help when you put together your Cover Letter and Resume. And the Cover Letter and Resume should help prepare you for the Interview assignment. The Internship Profiles assignment should help get you started on the path for finding an internship.

	<u>Points</u>
Pop Quizzes: Five at 10 points each	50
Final Exam: Mandatory	100
Assignments: 1 - Soul Search	50
2 - Goal Statement	100
3 - Cover Letter & Resume	100
4 - Internship Profiles	50
5 - Informational Interview	<u>50</u>
	Total 500

Grade Breakdown - Grading in the course is traditional and will be done on an absolute scale based on the total number of points you receive where:

- A: 450 - 500 points
- B: 400 - 449
- C: 350 - 399
- D: 300 - 349
- F: <300

Course Policies Class Times - Class will begin promptly at 4:00 p.m. and go until 4:50 p.m. It is expected that you will make every effort to arrive to class on time.

Attendance and Participation - Students who are serious about their education, their internships, and **careers** should make every effort to attend classes. This is not a difficult class. If you attend the lectures, read the chapters, take the quizzes, and turn in the assignments on time, there is no reason why you shouldn't expect to receive an 'A'.

As per Colorado State University policy, students participating in university-sanctioned events (i.e.; NCAA athletics, club sports, marching band, academic-related activities, etc.) must provide the instructor with a list of anticipated absences from a coach, faculty, or staff member as soon as possible after the start of the semester. It is your responsibility to inform the instructor of any changes in dates.

If you miss class it is your responsibility to contact another student in the class and look at their notes and the lecture(s) in Canvas for the material you missed. If, after you review this information you have questions, please speak with the instructor. Please note that not all guest speakers will have their lectures available in Canvas so it is strongly recommended that you take notes.

Pop Quizzes - There will be five in-class, pop quizzes throughout the semester worth 10 points each: 1 point just for showing up, and 3 questions worth 3 points each. The quizzes make up a total of 50 points or 10% of the grade. Quizzes will not be made available online.

These quizzes will cover the assigned readings and lectures up to and including the day of the quiz. Quizzes will not be cumulative across the semester; they will only cover information since the last quiz.

Quizzes will begin at 4:00 pm. Unless you notify the instructor ahead of time, if you are late to class and miss the quiz, or, miss class completely you will **NOT** be allowed to make it up, **REGARDLESS OF THE SITUATION OR CIRCUMSTANCE.** The quizzes only comprise 10% of the grade, so you could conceivably miss all the quizzes and still make an 'A' for the course.

Final Exam - The final exam will be partially cumulative across the semester but will focus mostly on the NRRT 487 Internship Guide.

Classroom Conduct and Expectations - Because this class only meets once a week, it is important to maximize opportunities for learning. Therefore, all students are expected to be attentive, polite, and not distract the instructor or other students. Private conversations, reading newspapers, sleeping, coming to class late or leaving early are out of place in a learning environment. If you are disturbing the class or detracting from the learning environment, **THE INSTRUCTOR WILL TALK TO YOU ABOUT YOUR BEHAVIOR THAT IS INTERRUPTING THE CLASS AND RESERVES THE RIGHT TO ASK YOU TO LEAVE THE ROOM AS PER UNIVERSITY POLICY.** You are welcome to join the class the following week.

Cell/smart phones, iPods/MP3 players, etc. - With the exception of audio recording or assistive devices for a disability, all personal electronic devices must be turned off during class time. If you have a home, family or work situation that requires you to have a pager or cell phone turned on, please discuss this with the instructor after the first class. You are welcome to use a tablet or laptop to take notes during class and/or to record the audio of lectures.

If your cell phone rings, you are talking on your phone, or you are seen texting or wearing headphones during lectures and guest speakers, the instructor reserves the right to confiscate the electronic device and you can pick it up at the end of that class period.

Reading Assignments – Reading assignments are to be done before class. The reading assignments in the "The Career Fitness Program" textbook are meant to supplement the lectures. Sometimes the lectures relate to what is presented in the textbook, sometimes they do not. The NRRT 487 Internship Guide is available online only.

Online Expectations - You must **log-on to Canvas at least once a week** if not more frequently. Grades for assessments will be posted in Canvas as soon as they are done.

The Importance of a College Syllabus - Your college syllabus in ANY college class is a roadmap to success. You should always keep your syllabi with your class notes. Periodic updates will be made to the syllabus in Canvas and announced in class. Hence, you should check it frequently for changes in dates and topics.

Academic Integrity/Misconduct – This course will adhere to the Academic Integrity/Misconduct policy in the Colorado State University General Catalog (<http://catalog.colostate.edu/general-catalog/policies/students-responsibilities/#academic-integrity>) which reads in part as follows:

“Faculty/Instructors are expected to use reasonably practical means of preventing and detecting academic misconduct. Any student found responsible for having engaged in academic misconduct will be subject to academic penalty and/or University disciplinary action. Students are encouraged to positively impact the academic integrity culture of the University by reporting incidents of academic misconduct.

Examples of academic misconduct include (but are not limited to):

- 1) Cheating
- 2) Plagiarism
- 3) Unauthorized possession or disposition of academic materials
- 4) Falsification, and
- 5) Facilitation of any act of academic misconduct.”

University policy will be followed when dealing with cases of academic misconduct. Each homework assignment, and the final exam will have an Honor Pledge for students to sign, or they can write out the following statement on their quiz or homework and sign next to it:

“HONOR PLEDGE: I have not given, received, or used any unauthorized assistance”

A student’s decision to forego signing the honor pledge will not be used as evidence of academic misconduct and shall not negatively impact a student’s grade.

Writing and Grammar - It is expected by this point in your academic career you are developing or have developed good writing skills. Consequently, written work is expected to be concise, organized and with minimal errors. Grammar and spelling will be regular criteria for grading. If you do poorly on an assignment, you will not be allowed to revise and resubmit it. You are strongly encouraged to HAVE SOMEONE PROOFREAD YOUR ASSIGNMENTS before you submit them if you have difficulty with grammar and spelling (software-based grammar and spell-checkers don't always catch all errors). You are more than welcome to use the services of the CSU Writing Center (<http://writingcenter.colostate.edu/>).

Late Assignments - Assignments are due at the beginning of class on the due date. **One letter grade per working day will be taken off for any assignment turned in late.** After 5 working days, it will be recorded as a zero. So, if you miss a class when an assignment is due, but turn in the assignment the next time class meets (one week later), it will be worth zero points.

Extra Credit - There will be no extra credit allowed in NR 387. All of the assignments, their associated points, and due dates are clearly spelled out here in the syllabus. It is your choice whether you come to class, or do all of the assignments and submit them on time. Assignments will be handed back as soon as they are graded. You can easily see what your grade is at any point in the semester by going to Canvas.

If you are concerned about your grade in NR 387 then you should come see the instructor AS SOON AS POSSIBLE. Do not wait until the end of the semester if you are having problems with the lectures or assessments.

Course Schedule and Reading Assignments

<< Subject to modification >>

The instructor reserves the right to change this syllabus except for the grading scale and attendance policy. You will be notified of all changes in class and the syllabus will be updated in Canvas.

Week	Date	Topics	Readings	Assignment Due
1	Aug 26	<ul style="list-style-type: none"> Introduction, expectations, syllabus, and class format 	Career Fitness: Chap. 1	Student Info Sheet - done in class
2	Sep 2	<ul style="list-style-type: none"> Internship rationale and goals of NR 387 & NRRT 487 Go over Soul Search assignment 	Career Fitness: Chap. 2 Canvas Readings: "College Students: You Simply Must Do an Internship" "10 Reasons To Do An Internship"	
3	Sep 9	<ul style="list-style-type: none"> Your values and goals - planning your future Go over Goal Statement assignment 	Career Fitness: Chap. 3 Canvas Reading: "Just Another Day at the Office"	Soul Search
4	Sep 16	<ul style="list-style-type: none"> Cover letters 	Career Fitness: Chap. 10 Canvas Readings: "10 Common Cover Letter Mistakes to Avoid" "4 Common Cover Letter Mistakes That Hurt Your Interview Odds"	
5	Sep 23	<ul style="list-style-type: none"> Resumes Part I 	Career Fitness: Chap. 10 Canvas Reading: "What Recruiters Look At During The 6 Seconds They Spend On Your Resume"	Goal Statement
6	Sep 30	<ul style="list-style-type: none"> Resumes Part II 	Career Fitness: Chap. 10 Canvas Reading: "Six College Courses That Help Grads Land Jobs"	

7	Oct 7	<ul style="list-style-type: none"> The role of the Internet in your job search LinkedIn Introduction 	Canvas Readings: "What Every College Student Should Post on LinkedIn" "Managing Your Online Reputation" "6 Steps To Managing Your Online Reputation" "Top 5 Reasons Recruiters Won't Click on Your LinkedIn Profile" "LinkedIn Emails: 7 Ways to Get Responses"	Cover Letter & Resume
8	Oct 14	<ul style="list-style-type: none"> What can I do for my internship? Where can I intern at? 	NRRT Career Overview handout Career Fitness: Chap. 7 Canvas Readings: "How To Land A Green Job In 2014" "Jumping into the Green Job Market" "How to Find Green Job Openings"	
9	Oct 21	<ul style="list-style-type: none"> On & off-campus information resources Good news-bad news from internships 	Canvas Reading: "Bad/Good News reading"	Internship Profiles
10	Oct 28	<ul style="list-style-type: none"> Interviewing – Wendy Rose, Career Counselor, WCNR 	Career Fitness: Chap. 11 Canvas Readings: "Managers to Millennials: Job interview no time to text" "How Interviewers Know When to Hire You in 90 Seconds" "How To Dress for Your Job Interview" "The Most Common and Uncommon Interview Questions"	
11	Nov 4	<ul style="list-style-type: none"> NRRT alumni panel – TBA 		Informational Interview
12	Nov 11	<ul style="list-style-type: none"> Organizing your job search 	Career Fitness: Chap. 9 Canvas Reading: "How to Handle Two Job Offers at Once"	
13	Nov 18	<ul style="list-style-type: none"> Preview of Internship Guide and course requirements for NRRT 487 	NRRT 487 Internship Guide	
14	Nov 25	NO CLASS - Fall Recess (Thanksgiving Break)		
15	Dec 2	<ul style="list-style-type: none"> New job preparation, professional organizations, professional development, and ethics 	Career Fitness: Chap. 12 Canvas Readings: "College Grads Lacking Professionalism In The Workplace" "10 of the Biggest Mistakes Made by New Employees" "20 Things 20-Year-Olds Don't Get" "5 Things to Do When You Get A Job Offer"	
16	Dec 9	<ul style="list-style-type: none"> Employer presentation: TBA The importance of your internship Networking & References Course evaluation 	Canvas Reading: "The Biggest Mistakes 20-Something Job Seekers Make" "15 Ways Millennials Can Shine At Their First Job"	
17	Dec 18	Final Exam 7:30 am - 9:30 am, Clark A 104		