

## Internship – Professional Certificate in Nonprofit Administration

PSC 498/PSC 598

4 Credits

Colleen Kane

Office for Civic Engagement

Davidson Honors College 015

243-5128

colleen.kane@mso.umt.edu

Office Hours: Please call for an appointment

### **Internship Description:**

**This course is a component of the Professional Certificate Program in Nonprofit Administration and is designed as an active, student-centered learning experience. This experience affords students the opportunity to demonstrate the skills and knowledge they have acquired during the formal academic process and gain professional skills that will enhance their employability. The internship agency benefits from the student's expertise and abilities and the student benefits from exposure to a "real world laboratory" which allows her/him to apply theoretical knowledge and gain practical experience. The Internship may be taken beginning in August, January or May, with the first journal entry due the last day of the beginning month and for three consecutive months thereafter. For the 10 week summer session, journals will be due every other week. The final paper will be due in the approximate middle (second or third Friday) of the fifth and final month. Final papers for summer session will be due the final day of the session. Students may not begin the Internship until they have completed at least two of the online courses in the Professional Certificate series.**

### **Internship Goals and Objectives:**

1. Apply classroom and practical knowledge to the laboratory of the work world to test theories, concepts and philosophies.
2. Test and develop management, supervision and leadership skills.
3. Demonstrate an understanding of nonprofit administration competencies.
4. Develop valuable contacts in the field by networking with nonprofit professionals.
5. Observe and develop the values/ethics of the nonprofit profession, and assume professional responsibilities and substantive tasks.
6. Develop motivation and self-confidence as a nonprofit professional.

### **Methods of Evaluation:**

The internship is graded on an A-F basis. A grade of "C" or better must be earned to successfully complete the internship requirement. The grade assigned by the Internship Advisor is determined by the following criteria.

1. Selection of four or five professional competency areas on which to focus during the internship
2. Monthly reflection journal focusing primarily upon one or more selected competencies
3. Final paper (no less than 10 pages) outlining achievement of and contextually analyzing one professional competency area. (Further details and grading rubric follow)

### **Internship Service Learning Hours**

A minimum of 300 hours of service focusing on selected competency areas is required for successful completion of the internship. Site supervisors must certify accrued hours.

## Required Assignments

1. Using the form on page 4 of this syllabus, students must, prior to beginning the internship and along with their supervisor, identify learning objectives. The form is to be signed by both intern and supervisor, and turned in to the Internship Advisor at OCE prior to beginning the internship.
2. Monthly Reflective Journal: The journal should include critical learning experiences and observations. Avoid simple descriptions: show how you react to and analyze your experience. In other words, focus your journal entries on **what you are learning, what challenges arise and how you meet them, and what discoveries you make** in relation to the nonprofit administration competencies you have chosen. These journals are due on the last day of each month of the internship (four months). For the 10 week summer session, journals will be due every other week. Each journal will earn from 1 – 20 points for: timeliness (late papers will be docked 2 points for each day they are late), length (no fewer than two double-spaced pages – see Final Paper formatting guidelines – short papers will be docked), clarity, analysis and professionalism. Beginning with the second journal entry, you will be expected to cite, in proper format (see below) at least one article from a book, national magazine, or other professional journal to support any claims or statements made in your journal. You may not use Wikipedia or the like for these citations. Please consider these journal entries as “practice” for your final paper. They are not expected to be as formal or as comprehensive, but should demonstrate progress toward a professional submission.
3. Final Paper– No fewer than 10 pages (not including bibliography or other attachments, charts, graphs, etc.), double-spaced with 1” margins, in 12-point Times New Roman Font. This is a formal paper, but it will include some subjective observations; in it you should **analyze your progress** in tackling one or more of the professional competency areas you chose at the beginning of the semester. This analysis should be in the context of recent literature on the subject/competency area(s). In other words, research your subject area, and discuss your experience, discoveries and progress in light of what you find. Please avoid use of Wikipedia and the like, and provide at least four different sources. You can access journals and other library resources at <http://libguides.lib.umt.edu/content.php?pid=2894&sid=15362> Look under “Suggested Library Resources. UM also offers students online writing tutoring. Send an email to [onlinetutoring@umontana.edu](mailto:onlinetutoring@umontana.edu) and they will work with you to set up virtual tutoring sessions. The expectation is that you will use these sources if you need them, and that the tools and information provided will help you draft an advanced-level paper.
4. Papers will be graded on depth and sophistication of analysis, spelling and grammar, and correct use of citations. Please use APA in-text citations according to <https://owl.english.purdue.edu/owl/resource/560/02/> (there are links to additional formatting rules to the left of this page as well)
5. Service Hours Documentation: At the end of the semester, the site supervisor must provide documentation of the completion of hours. A form is provided on page 5 of this document for that purpose.
6. Graduate Increment: Students taking this course for graduate credit must give a formal presentation of at least one half hour at a public/community forum, providing analysis of their experience and the internship process. Please provide a brief write-up of this presentation, including date, time, attendees and description, and submit it to the Internship advisor. Students may present to boards of directors, student groups, VISTA or AmeriCorps gatherings or other community groups or organizations.

## **INTERNSHIP CHECKLIST – FOR STUDENT USE**

- Site supervisor approval of competency-base learning objectives – signed and returned to Internship Advisor
- Monthly journal entries completed by last day of each month
- Final Paper
- Graduate Increment completed and write-up submitted to advisor
- Supervisor verification of hours – signed by supervisor and intern and submitted to OCE

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Please choose three or four of the following competencies, one or more of which will be the primary focus of your journal entries and your final paper for this course. You may also include one or two of your own competency areas, upon approval of your supervisor and the internship advisor. Under each competency you choose, please list the activities you will use to address those competencies. You are required to spend a minimum of 300 hours developing and practicing your skills in these competency areas. **Turn this form in to your advisor upon completion.**

Are you a **graduate** or **undergrad** student?

1. Strategic Planning

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- 
- 

2. Grantwriting

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3. Nonprofit Board Management

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- 

4. Fundraising

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5. Nonprofit Accounting and Financial Management

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6. Nonprofit Human Resource Management

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7. Nonprofit Volunteer Management

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8. Nonprofit Program Planning and Evaluation

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9. Nonprofit Administration Ethics and Legal Issues

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10. Advocacy and Public Policy

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11. Nonprofit Leadership

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12. Others upon approval

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

**University of Montana**  
**Final Review of Nonprofit Internship**

Internship Supervisor: \_\_\_\_\_ Student: \_\_\_\_\_

Host Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby certify that \_\_\_\_\_ has completed no fewer than 300 hours of work at this agency, focusing on the following competencies:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Graduate Increment completed? (N/A if not a graduate student – please indicate)

Graduate Increment write-up submitted to advisor? Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Grading Rubric

Internship Rubric

Reflective Paper

	Points Possible	Points Earned
Timeliness	10	
Length and Formatting	8	
Citations	12	
Mechanics	20	
Clarity	20	
Level of Analysis and Professionalism	50	
Total	120	

Journals (X4)

	Points Possible	Points Earned				
Timeliness	5 (20)	#1	#2	#3	#4	Total
Length and Formatting	5 (20)	#1	#2	#3	#4	Total
Clarity	5 (20)	#1	#2	#3	#4	Total
Analysis	5 (20)	#1	#2	#3	#4	Total
		#1	#2	#3	#4	Total
Total	20 (80)					

Grand Total

	Points Possible	Points Earned
	200	

- 194 – 200 = A+
- 187 – 193 = A
- 180 – 186 = A-
- 174 – 179 = B+
- 167 – 173 = B
- 160 – 166 = B-
- 154 – 159 = C+
- 147 – 153 = C
- 140 – 146 = C- (No Credit toward Certificate for C- or below)
- 134 – 139 = D+
- 127 – 133 = D
- 120 – 126 = D-
- < 120 = F