

USC Sol Price School of Public Policy

PPD 301: Public Policy, Management & Planning Practices Internship Seminar, 2 Unit Credit/No Credit

Tuesdays, 6:30 – 8:20 PM

Instructor

Lauren Opgenorth

Email: Laurenth@usc.edu

About the Instructor

Lauren Opgenorth has more than 15 years of corporate and higher education experience. Currently, she manages the Internship and Experiential Education department at the USC Career Center. In her portfolio, she manages in-person and online mentorship, domestic and international internships, and scholarship opportunities. Prior to USC, she conducted marketing and sales strategies for an Australian-based board game company. She has interacted with thousands of undergraduate and graduate students since her Trojan tenure began in 2005.

Lauren Opgenorth received a Bachelor of Science in Business Administration from Pepperdine University. She holds a Masters of Education in Postsecondary Administration and Student Affairs and received her doctorate in Higher Education Administration from the USC Rossier School of Education.

Lauren has successfully served on several university committees including the USC Division of Student Affairs, Strategic Planning Task Forces and Student Recognition Awards. She has presented at both the National Association of Colleges and Employers annual conference as well as the Global Internship Conference to share best practices with colleagues and continue to network with employers. Most recently, she served as Committee Chair for the 2019 National Career Center Directors Benchmarking Conference. She became a recipient for the USC Remarkable Women's Awards and was awarded a Guest Coach position for the USC Student-Athletic Academic Services.

Office Hours

Office hours will be held virtually via email or phone. Please do not hesitate to contact me at the email address above if you have questions or concerns.

Course Objectives

- Prepare you for the transition from being a student to entering the working world
- Successfully complete an internship to add to your resume
- Combine virtual classroom theory with work-related experience
- Develop and improve your knowledge of workplace dynamics
- Identify both personal and professional skills and strategies that will help you succeed in your chosen career

Course Notes:

Internship Requirement

Completing an internship is not the only requirement for successful completion of this course, but it is the principal requirement. To receive credit, a minimum of 70 internship hours *must* be completed. You will have to work an average of about 5 hours per week to reach 70 hours, so please plan

accordingly. **Your supervisor must turn an Internship Evaluation form at the end of the semester in order to receive credit for this course.** The evaluation should be submitted electronically to Price School, Office of Career Services **AND** Blackboard. **Students who do not submit the supervisor's evaluation by the deadline will not receive course credit; there are no exceptions to this policy.**

Blackboard

This course uses Blackboard for the submission of some assignments (digital drop box), links to websites and documents, and most course communication, including announcements. Please check this course's Blackboard site regularly. It is the student's responsibility to properly submit materials via Blackboard. Incorrect use of Blackboard that results in no credit for assignments is the student's responsibility.

Required Reading:

Required Text

- Siebold, Steve. *177 Mental Toughness Secrets of the World Class*. Third Edition (PDF via Blackboard)
- Biography or mindset book of your choice

Additional Readings and Videos

Additional readings and videos will be assigned from popular and trade magazines.

Grading:

Participation

This class will meet weekly either online or via Zoom (see Syllabus for schedule). Students are expected to attend all online and Zoom (live or recorded) sessions. Online sessions will be conducted via Blackboard.

Up to three sessions may be missed due to an emergency or documented illness. Credit *may not* be given if the instructor feels that your online comments are not substantive or representative of equivalent in-class participation.

Homework

Homework is due as indicated below. Homework should be typed and submitted on time. Your willingness to be thoughtful and reflective will only help you achieve greater success in your career.

Grading

This is a credit/no-credit course. Grading is based on a combination of factors as summarized above. In addition, you must successfully complete the required number of internship hours (70) by the end of the course *and* submit signed copies of all internship documents as specified above. **You will not receive credit for this course if you complete fewer than 70 internship hours, and/or fail to submit your required internship documents, including the supervisor evaluation.**

Interaction Plan

Please feel free to email me directly with questions of a personal nature, grading questions, advising help or with any other issues that are not appropriate for the rest of the class to read. I check my email regularly and will respond to all emails.

All class related questions must be posted to the proper forum on the Discussion Board. I also highly encourage students to read and respond to postings from their classmates. Part of the nature of this class is for students to help each other through work related questions and challenges. By posting your questions, thoughts, and experience, you will have a great opportunity to learn from each other.

If you have any questions about the course, please be sure to ask.

Grading Breakdown

Assignments	Percent of Grade
Weekly Homework Assignments	50
Informational Interview	20
Book Report	20
Participation	10

Statement for Students with Disabilities

Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m.–5:00 p.m., Monday - Friday. DSP Website and contact information: (213) 740-0776 (Phone), (213) 740-6948 (TDD only), (213) 740-8216 (FAX), http://sait.usc.edu/academic-support/center-programs/dsp/home_index.html, ability@usc.edu.

Statement on Academic Integrity

USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one’s own academic work from misuse by others as well as to avoid using another’s work as one’s own. All students are expected to understand and abide by these principles. *SCampus*, the Student Guidebook, (www.usc.edu/scampus or <http://scampus.usc.edu>) contains the University Student Conduct Code (see University Governance, Section 11.00), while the recommended sanctions are located in Appendix A. Students will be referred to the Office of Student Judicial Affairs and Community Standards for further review, should there be any suspicion of academic dishonesty. The Review process can be found at: <http://www.usc.edu/student-affairs/SJACS/>. Information on intellectual property at USC is available at: <http://usc.edu/academe/acsen/issues/ipr/index.html>.

Emergency Preparedness/Course Continuity in a Crisis

In case of a declared emergency and travel to campus is not feasible, USC executive leadership will announce an electronic way for instructors to teach students in their residence halls or homes using a combination of Blackboard, teleconferencing, and other technologies.

Please activate your course in Blackboard with access to the course syllabus. Whether or not you use Blackboard regularly, these preparations will be crucial in an emergency. USC's Blackboard learning management system and support information is available at blackboard.usc.edu.

Course Schedule

Week	Meeting Date	Location	Topic	Homework due on this day
1	Jan 19	Blackboard	<ul style="list-style-type: none"> Welcome Activity 	<ul style="list-style-type: none"> Contribute to Discussion Board on Blackboard Join USC Sol Price School LinkedIn Page
2	Jan 26	Zoom	<ul style="list-style-type: none"> Class introductions Review syllabus/ Mindset book selection 	<ul style="list-style-type: none"> Order/Download (on Blackboard) Siebold book
3	Feb 2	Blackboard	<ul style="list-style-type: none"> Setting up your Mindset 	<ul style="list-style-type: none"> Contribute to Discussion Board on Blackboard Join USC Sol Price School LinkedIn Group
4	Feb 9	Zoom	<ul style="list-style-type: none"> Career Services Intro Elevator Pitch Networking 	<ul style="list-style-type: none"> None
5	Feb 16	Blackboard	<ul style="list-style-type: none"> Building Trust 	<ul style="list-style-type: none"> Contribute to Discussion Board on Blackboard Read Siebold Chapters 3-7, 49 Write answers to Ch. 4 exercise (Siebold) Submit the title of your mindset book that you will read. Include 2 - 3 sentences on why you chose this book.
6	Feb 23	Blackboard	<ul style="list-style-type: none"> Difficult Interview Questions 	<ul style="list-style-type: none"> Contribute to Discussion Board on Blackboard Submit the names of three people you will conduct an informational interview with (Set up appointment)
7	Mar 2	Zoom Class	<ul style="list-style-type: none"> Resumes & Cover Letters The Interview Process 	<ul style="list-style-type: none"> Bring one copy of your resume
8	Mar 9	Blackboard	<ul style="list-style-type: none"> Confidence 	<ul style="list-style-type: none"> Watch TED video: Amy Cuddy (link on Blackboard) Contribute to Discussion on Blackboard
9	Mar 16	Blackboard	<ul style="list-style-type: none"> Rules of Social Media 	<ul style="list-style-type: none"> Contribute to Discussion on Blackboard
10	<u>Mar 23</u>	<u>No Class</u>	<u>USC Wellness Day</u>	<ul style="list-style-type: none"> <u>None</u>
11	Mar 30	Zoom Class	<ul style="list-style-type: none"> Networking 	<ul style="list-style-type: none"> None
12	Apr 6	Blackboard	<ul style="list-style-type: none"> Professional Associations 	<ul style="list-style-type: none"> Contribute to Discussion on Blackboard
13	Apr 13	Blackboard	<ul style="list-style-type: none"> Effective Emails 	<ul style="list-style-type: none"> Contribute to Discussion on Blackboard
14	Apr 20	Blackboard	<ul style="list-style-type: none"> Challenges What is your purpose 	<ul style="list-style-type: none"> Contribute to Discussion on Blackboard 1 Informational Interview write-up due. See Blackboard for complete instructions.
15	Apr 27	Zoom Class	<ul style="list-style-type: none"> Salary Negotiations, Pay and Benefits 	<ul style="list-style-type: none"> Supervisor's Evaluation due on Blackboard 2 Informational Interview write-up due. Read Siebold Chapters 97-121 and submit answers to Chapter 107, 111 and 118 exercises
	May 11 7:00 – 9:00 PM (not 6:30 PM)	Zoom Class / Final Items Due	<ul style="list-style-type: none"> Final Exam Attendance is mandatory for all students per University policy 	<ul style="list-style-type: none"> Create and submit a personal budget (to determine how much money you need each week/month) for your expenses Zoom class presentation of mindset book. See Blackboard for complete instructions. Submit final report on Blackboard and be prepared to discuss the paper via Zoom class.

