

Heinz College Washington DC
Heinz Policy Fellowship Practicum I
90-888 W, Fall 2021, 2 Units

Course Details

- Typical Friday Schedule: 12:30-3:20 in **Mini I ONLY**
- Timing may fluctuate slightly to accommodate special guests and other opportunities; advance noticed will be provided.
- We will also coordinate with the class prior to this one to ensure proper breaks for lunch.
- Class is In Person Expectation
- The course is facilitated by Marie Coleman, Executive Director of Heinz College Washington DC. Office hours will be on Fridays before/after class or by appointment. Outside experts and guests will be brought in to lead various sessions.
- Marie Coleman, (cell phone) 412-527-3442, mcoleman@andrew.cmu.edu

Course Description

This course is designed to assist students in getting the most out of their DC experience, specifically focused on helping students succeed in their Heinz Policy Fellowship and DC classes, reflecting on these experiences to identify areas of learning and professional growth, and be poised to effectively launch their career in Washington. The class include:

- Interactive workshops and events that introduce students to a variety of career development tools and training sessions to support their professional growth;
- Opportunities through in class discussions, peer-to-peer interactions and individual assignments to reflect on their internship/fellowship experiences and tie these professional experiences with academic learning; and
- Mentoring/coaching of students in individual and peer settings to help them develop strong relationships and learn the skills to work through management issues or problems as they arise.

Course Objectives

Students will learn a variety of tools for professional growth and will be given the opportunity to put them into practice during the current year. Sessions will focus on developing your personal strengths, managing up, teamwork, project management and other topics as identified. Students should be able to understand concepts and practice them throughout the year through their fellowships and DC courses.

Materials

Strengths Based Leadership, by Tom Rath and Barrie Conchie. (Text will be provided) Students should complete the online assessment (a one-time code to complete the assessment is included in the book). Students who have already completed the assessment do not need to redo the assessment but should bring in the full printed report and the book to the workshop. Other readings required for the class will be posted on Canvas or provided to students in class.

Prerequisites: Completion of first year core curriculum. Only open to current second year MS-DC students.

Course Requirements (See Assignments for due dates and more information):

I. Attendance/Active Participation

Students are expected to attend all scheduled sessions. Classes are enhanced by active student participation so students should be prepared to participate during class, in breakout sessions and engage actively with their peers.

II. Reflection Assignments

Students will be asked to submit reflection documents on CANVAS. Prompts will be provided in advance. These reflections seek to 1) assist the student in their own professional development and getting the most out of their fellowship experiences; and 2) reflect on their contributions at work including how they have applied the skills they learn at Heinz to their organizations.

III. Class Presentation/Session/Written Contribution

Students will develop one session or written piece during the course of the Fall semester to share experiences and knowledge gained through the Heinz Policy Fellowship or other professional experiences with classmates. Students can choose to prepare and offer a short presentation to the class, invite a guest speaker, write an article about their experiences for the Heinz website or develop a video or other social media on a topic of their choice. Students should propose their contribution by September 30th and complete it by December 10th. The goal is to encourage peer to peer learning and provide ways for students to share that information.

Evaluation and Grading

Grading is PASS/NO PASS: Students are required to complete and receive a PASS on all assignments. Attendance at all sessions is REQUIRED. Students that miss any of session due to illness or other extenuating circumstance should contact the instructor as soon as possible to discuss missed work. Up to one excused absence will be granted without an impact on grading if proper notification is made. The student is responsible for turning in all assignments by the due date.

Additional Attachments:

Course Schedule & Assignments

ADDITIONAL COURSE POLICIES

- **Academic Integrity**

Students are expected to maintain the highest ethical standards inside and outside the classroom. Cheating on exams and term papers (i.e., plagiarism and unauthorized collaboration) is obviously discouraged and will be treated appropriately. Any confirmed cases of cheating will result in a failing grade for the assignment in question; a second infraction will result in a failing grade for the course and could result in your expulsion from the program.

Plagiarism and other forms of academic misrepresentation are taken extremely seriously. Misrepresentation of another's work as one's own is widely recognized as among the most serious violations. The violation is clearly flagrant when it occurs as plagiarism on a required paper or assignment or as cheating on an examination, regardless of whether it is a take-home or in-class examination. However, there are many other ways in which a violation can occur. Students should reference the Heinz College's College Wide Handbook for more information (found at: <https://www.heinz.cmu.edu/current-students/>)

- **Accommodations for Students with Disabilities:**

If you have a disability and have an accommodations letter from the Disability Resources office, I encourage you to discuss your accommodations and needs with me as early in the semester as possible. I will work with you to ensure that accommodations are provided as appropriate. If you suspect that you may have a disability and would benefit from accommodations but are not yet registered with the Office of Disability Resources, I encourage you to contact them at access@andrew.cmu.edu.

- **Class Recordings**

There may be instances where the class is recorded for the benefit of your fellow students. These recordings are only provided for the education use of students presently enrolled in the class only, and may not be further copied, distributed, published or otherwise used for any other purpose without the express written consent of the faculty member. All students are advised that classroom activities may be taped for this purpose.

- **Diversity Statement**

We must treat every individual with respect. We are diverse in many ways, and this diversity is fundamental to building and maintaining an equitable and inclusive campus community. Diversity can refer to multiple ways that we identify ourselves, including but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Each of these diverse identities, along with many others not mentioned here, shape the perspectives our students, faculty, and staff bring to our campus. We, at CMU, will work to promote diversity, equity and inclusion not only because diversity fuels excellence and innovation, but because we want to pursue justice. We acknowledge our imperfections while we also fully commit to the work, inside and outside of our classrooms, of building and sustaining a campus community that increasingly embraces these core values.

Each of us is responsible for creating a safer, more inclusive environment. Unfortunately, incidents of bias or discrimination do occur, whether intentional or unintentional. They contribute to creating an unwelcoming environment for individuals and groups at the university. Therefore, the university encourages anyone who experiences or observes unfair or hostile treatment based on identity to speak out for justice and support, within the moment of the incident or after the incident has passed. Anyone can share these experiences using the following resources:

- Center for Student Diversity and Inclusion: csdi@andrew.cmu.edu, (412) 268-2150
- [Report-It](#) online anonymous reporting platform: reportit.net username: *tartans* password: *plaid*

All reports will be documented and deliberated to determine if there should be any following actions. Regardless of incident type, the university will use all shared experiences to transform our campus climate to be more equitable and just.

- **Take Care of Yourself**

We are all under a lot of stress and uncertainty at this time as the pandemic continues to impact our day to day lives. Be sure to take time for self-care including monitoring both your physical and mental health. Make sure to move regularly, eat well, and reach out to your support system or me (mcoleman@andrew.cmu.edu or cell: 412-527-3442) if you need to. We can all benefit from support in times of stress, and this semester is no exception.

- Do your best to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress.
- All of us benefit from support during times of struggle. There are many helpful resources available on campus and an important part of the college experience is learning how to ask for help. Asking for support sooner rather than later is almost always helpful.
- If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. Counseling and Psychological Services (CaPS) is here to help: call 412-268-2922 and/or visit their website at <http://www.cmu.edu/counseling/> . Consider reaching out to a friend, faculty or family member you trust for help getting connected to the support that can help.