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*Archer Program Internship Course Syllabus*

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**Course Information**

PSCI 4V76

Archer Center Washington Internship

Spring 2018

**Professor Contact Information**

*Professor* Michelle L. Chin  
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*Office Hours* 4-6 pm Mon/Tues  
*Other Information* Other meetings by appointment

*Professor* Joel Swerdlow  
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*Office Hours* Monday (11 am-2 pm, 4-6 pm)  
*Other Information* Other meetings by appointment

We will always return your email or telephone call within 24 hours. If you do not hear from us, please assume that your message or email was electronically lost and call or write again.

**Office Hours:** We will always be able to meet with you at a time that does not conflict with your internship. Simply call or write to make an appointment.

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**Course Pre-requisites, Co-requisites, and/or Other Restrictions**

Acceptance into the Archer Fellowship Program.

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**Course Description**

This course consists of an approved internship in a governmental or non-governmental organization in Washington, D.C.—and readings and discussions based on that internship. Students must arrange for this internship themselves, but will receive continual advice and contacts from the Archer Program. Many internships will be at places where Archer students have completed internships during previous semesters, and Archer graduates will be available to provide additional contacts, advice and assistance. Students will gain a wide range of experiences from these internships. They will acquire and utilize the inter-personal skills necessary to function effectively in an office environment; they will become more conversant with the substantive issues on which their office focuses; and they will, by necessity, learn

the time-management, priority-setting and other skills necessary to meeting the work and classroom demands of the Archer Program.

### **Student Learning Objectives/Outcomes**

Upon completion of the course, students will be able to:

- List and describe five professional skills required in a nonacademic, work environment
- List and describe three major personal adjustments they have made in learning how to manage their time having a job and taking classes
- List and discuss three key substantive things they have learned about the subject matter of their internship; three things they had not previously known about the workings of the Federal government; and three specific ways the internship in Washington, D.C. has helped them to formulate plans and goals for work and advanced studies about graduation
- Cite and discuss three things they have learned in their Archer classes that have helped them to better understand, or better perform in, their internship
- Describe three memorable conversations about any of the above they have had with officials in Washington, DC and what concrete things they learned from each of these conversations.

### **Required Reading**

Students are expected to read **Volume I, Chapter XIII “Government of the Democracy in America,”** from Alexis de Tocqueville’s *Democracy in America* (URL: [http://xroads.virginia.edu/~hyper/detoc/1\\_ch13.htm](http://xroads.virginia.edu/~hyper/detoc/1_ch13.htm))—and to be prepared to discuss how de Tocqueville’s ideas and insights relate (or do not relate) to their internship. Additional reading will vary as required by each internship.

### **Tasks**

#### **Submission of Internships Documents**

*Required* - Each student must complete and return the following documents

- Internship Agreement Form
- Internship Goals Worksheet
- Internship Mid-Semester Review Form
- Internship Final Review

The documents can be found on Canvas in the Internship course folder, along with the submission instructions. The dates correspond with the submission of the internship survey documents. Please see below for the submission deadlines.

- Internship Agreement Form and Goals Worksheet – January 26
  - Both forms must be submitted in-person or via email to Cassie Saenz at [casaenz@utsystem.edu](mailto:casaenz@utsystem.edu). Upon submission, please include the internship supervisor’s contact information or business card.
- Internship Mid-Semester Review Form – March 9
  - Please provide the form to your internship supervisor. The internship supervisor needs to send the form directly to Cassie Saenz at [casaenz@utsystem.edu](mailto:casaenz@utsystem.edu).

- Internship Final Review – April 23
  - Please provide the form to your internship supervisor. The internship supervisor needs to send the form directly to Cassie Saenz at [casaez@utsystem.edu](mailto:casaez@utsystem.edu).

### **Regular Internship Reviews**

*Required* - Each student must complete and return the two internship surveys listed below. In addition, each student will be part of a 6-member team that meets every three-four weeks with Dr. Chin or Dr. Swerdlow to discuss internships. These teams will be the same teams that are organized for Dr. Chin's policy class. Students should expect to meet with Dr. Chin or Dr. Swerdlow at least 3 times during the semester. These meetings will be scheduled on class days (Mondays/Tuesdays) from 5-6 p.m. or at another mutually-acceptable time for the team members and professors. At least 2 of the meetings will include discussion of the two internship surveys listed below. It is assumed that in these discussions, students will offer insights and ideas that help each other.

Dr. Chin and Dr. Swerdlow are *always* available to meet with individual students to discuss internships as requested.

### **Writing Assignments**

*Required*

- 1) *Placement Evaluation/Final Assessment* - Please use the template (below) to provide written feedback to the Archer Center about your internships. Write candidly about your workplace experience, sharing information that may be useful to future Fellows who may have an interest in working in the office. We will keep the information confidential, but would like to have a candid assessment in your own words. **E-mail your assessment to Dr. Chin by 11:59 pm April 23, 2018.**
- 2) *Personal reflection* – Find a location in DC, outside of WIHN, where you can think and reflect on your internship experience (or work on your various class assignments; ponder life: or make decisions about your academic/professional future). This should be a place to which you can (safely) return regularly throughout the course of the semester. Some examples: Library of Congress reading room, Washington Monument, Capitol steps, Botanical Gardens, Union Station, National Zoo, Gandhi statue, Lafayette Park, Ben's Chili Bowl, etc. Take a photo of this spot/location; be sure to include yourself. You can include more than one photo. **E-mail the personal reflection to Dr. Chin by 11:59 pm April 26, 2018.**

***NOTE: Final grades will not be posted if these assignments are not submitted.***

### **Writing Workshops**

*Voluntary* – A workshop will be held at the Archer Center on **TBD** (6:30-9:30 pm) to focus on writing assignments and opportunities related to your internship. This is voluntary but highly recommended.

### **Grading Policy**

Students who successfully complete their internship and meet all other requirements will receive an A. Any student who fails to do so will receive an F. All writing assignments must be submitted before a final grade can be posted.

Midterm grades will be discussed with each student 7-8 weeks into the semester.

Final grades will be reported to UT Dallas and your home UT System institution by **May 10, 2018**, and posted in accordance with their respective grade submission deadlines.

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### **Course and Instructor Policies**

Students are expected to meet the requirements of the office at which they have an internship, to meet all internship-related requirements of the Archer Program, and to conduct themselves according to University rules.

*Absences* - Excuses for absence due to compelling personal or work-related reasons must be granted *beforehand*. Unexcused absences or failure to meet requirements could result in a failing grade for the course.

*Workplace concerns/conflicts* – Students are encouraged to discuss any workplace concerns or conflicts with Dr. Chin and Dr. Swerdlow.

## **INTERNSHIP SURVEY 1**

**DUE Jan 26, 2018 –  
Email to Dr. Chin & Dr. Swerdlow**

NAME: \_\_\_\_\_

INTERNSHIP: \_\_\_\_\_

1. WHAT IS THE PRINCIPAL GOAL OF THE ORGANIZATION FOR WHICH YOU WORK?
2. WHAT ARE YOUR DUTIES AND RESPONSIBILITIES?
3. WHO IS YOUR IMMEDIATE SUPERVISOR (INCLUDE POSITION)?
4. WITH WHOM DO YOU MOST CLOSELY WORK ON A DAILY BASIS?

## **Archer Fellow Internship Agreement**

This mutual agreement represents the understanding between the following three parties

- The Archer Center
- \_\_\_\_\_ (Employer)
- \_\_\_\_\_ (Student)

To cooperate in creating a successful internship for The University of Texas System students participating in The Archer Fellowship Program.

The Archer Center, the aforementioned employer, and the student intern recognize the need and benefits of providing educational and professional training to students. Therefore, in consideration of above-mentioned goals, the parties agree to the following.

### **The intern agrees to:**

- Intern 40 hours per week for the duration of this agreement, with the exception of a class day scheduled on Friday (occurs once a month). If the intern will not be working 40 scheduled hours, the intern agrees to take on extra projects and attend events when appropriate in order to meet this hour requirement.
- Inquire about work hours and report to the employer at the agreed upon times.
- Learn and abide by all employer policies and procedures, including emergency preparedness, as set forth by the employer.
- Seek assistance in understanding employer policies and procedures from the employer when necessary.
- Inform in a timely and reasonable manner, the employer and The Archer Center of any problems that may occur, including concerns regarding substantive work issues, during the course of the internship.
- Ensure that the employer is timely informed of any Archer Center events or tours that may occur during the work week.

### **The employer agrees to:**

- Comply with all applicable state and federal labor laws.
- Provide the student with substantive work projects for as much of the student's time as possible.

- Ensure that the student reports to work for a minimum of 40 hours per week, with the exception of a class day scheduled on Friday (occurs once a month). If the intern will not be working 40 scheduled hours, then ensure the intern takes on extra projects and attends events when appropriate in order to meet this hour requirement.
- Allow the student to leave work at a reasonable time on class days in order to get to the Archer Center by 6:30pm, as well as class scheduled on Friday during the day (occurs once a month).
- Provide the student with information regarding the employer's policies and procedures, including emergency preparedness directions, and be available to respond to any questions the student may have.
- Provide the student with an orientation to the office and the student's position in addition to training the student on the use of office equipment.
- Provide the student with ample instructions and feedback for completing projects.
- Coordinate with Archer Center staff in completing the student's evaluations by the stated due date.
- Participate in an on-site review (or review over the phone, if meeting in person is not possible) of the intern's performance as is necessary.
- Notify The Archer Center in a timely and reasonable manner if any problems arise.

**The Archer Center agrees to:**

- Ensure that as much of the intern's time as possible is spent on substantive projects.
- Conduct an on-site review (or review over the phone, if meeting in person is not possible) of the intern's performance as is necessary.
- Respond to and assist the student and the employer, in a timely manner, in answering questions and/or in resolving any problems that may arise during the course of the internship.
- Provide evaluation forms to the student and employer.
- Work with the student to address areas where room for improvement exists.
- Explain and enforce Archer Center policies and procedures as is necessary.

**Please check one:**

- This is an unpaid internship.
- This internship is paid. The pay rate per (circle one) **hour / day / week / month** is \$\_\_\_\_\_
- OR- The stipend for the semester is \$\_\_\_\_\_.

**Please sign: I understand and voluntarily consent to this agreement.**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Date: \_\_\_\_\_

This agreement is valid from \_\_\_\_\_ through \_\_\_\_\_.

## **Archer Fellow**

### **Internship Goals**

Please meet with your Archer Fellow to discuss a list of goals that you, the employer, and the Fellow would like to achieve throughout the duration of the internship. Examples may include: taking on a substantial long term office project, attending additional events, hearings and meetings as appropriate, or learning more about certain subject areas through research or hands-on experience. Please list the goals that you have agreed upon below.

#### **Goals:**

- 1.
- 2.
- 3.
- 4.
- 5.

I, the Archer Fellow, agree to work towards the completion of the above designated internships goals.

Archer Fellow: \_\_\_\_\_ Date: \_\_\_\_\_

I, the Employer, agree to support and assist the student in the completion of the above designated internship goals.

Employer: \_\_\_\_\_ Date: \_\_\_\_\_



## INTERNSHIP SURVEY 2

**DUE March 9, 2018 –  
Email to Dr. Chin & Dr. Swerdlow**

NAME: \_\_\_\_\_

INTERNSHIP: \_\_\_\_\_

1. TO-DATE, WHAT ARE YOUR MOST IMPORTANT ACCOMPLISHMENTS?
2. WHAT ARE YOU LEARNING?
3. WHAT, IF ANYTHING, HAS SURPRISED YOU? PLEASE EXPLAIN.
4. DOES ANYTHING FROM YOUR INTERNSHIP EITHER CONFIRM OR CHALLENGE WHAT YOU ARE LEARNING IN YOUR THREE ARCHER CLASSES?
5. WHAT MODIFICATIONS WOULD MAKE THIS INTERNSHIP A BETTER EXPERIENCE FOR YOU?

**Bill Archer Fellowship  
Mid-Semester Intern Review**

*In an effort to better the student experience and that of the supervisor, we are requesting your participation in this mid-semester review of your current Archer Fellow intern. This review will be used to help determine the student's progress towards completing the requirements for receiving academic credit for their internship experience. Please rate your intern's performance based on your judgment.*

**Archer Fellow:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

Please circle the number that best represents your intern's performance in each area to date.  
(1=Not Acceptable, 2=Needs improvement, 3=Satisfactory, 4=Above Average, 5=Exceeds Expectations)

**Comments**

Preparation for position	1	2	3	4	5	N/A	
Ability to learn in a timely fashion	1	2	3	4	5	N/A	
Level of interest in work of employer	1	2	3	4	5	N/A	
Understanding of policies and procedures	1	2	3	4	5	N/A	
Motivation and attitude	1	2	3	4	5	N/A	
Ability to work with clients/constituents	1	2	3	4	5	N/A	
Ability to work under pressure	1	2	3	4	5	N/A	
Ability to adapt to changing circumstances	1	2	3	4	5	N/A	
Ability to complete assignments with minimum supervision	1	2	3	4	5	N/A	
Shows initiative	1	2	3	4	5	N/A	
Demonstrates good judgment	1	2	3	4	5	N/A	
Demonstrates creativity	1	2	3	4	5	N/A	
Exhibits professional behavior	1	2	3	4	5	N/A	
Overall quality of work	1	2	3	4	5	N/A	

Please indicate the number that best represents your fellow's effectiveness in each area to date.  
(1=Not Acceptable, 2=Needs improvement, 3=Satisfactory, 4=Above Average, 5=Exceeds Expectations)

(1-5 or N/A)

Comments

Information Management Skills <i>Arranging and retrieving of data and knowledge, including cataloging, accounting, social media, programming, etc.</i>		
Communication Skills <i>Exchanging, transmitting, and expression of knowledge and ideas, including telephoning, news writing, social media, illustrating, teaching, public speaking, etc.</i>		
Human Relations & Interpersonal Skills <i>Understanding the work performance needs of people and acting appropriately; Working well with office staff.</i>		
Critical Thinking Skills <i>Demonstrating ability to compare, contrast, organize, and/or synthesize information to make decisions, solve problems, or come to conclusions</i>		
Organization Management <i>Directing or guiding a group in the completion of tasks</i>		
Research and Investigation Skills <i>Involves the search for specific knowledge, including laboratory work, investigative journalism, scholarly endeavors, detective work, etc.</i>		

**Comments/Additional Observations:**


***FINAL Evaluation/Assessment  
DUE April 23, 2018***

**INTERNSHIP PLACEMENT:** (fill in name of office/organization)

**Name of intern supervisor:**

**Your name:**

**Archer Fellow Spring 2018**

In this section, briefly summarize your internship duties in this office. Describe your workload and provide feedback on the supports that were offered to interns, opportunities for professional development/growth that you experienced, and lessons learned on the job.

The information contained in this assessment/evaluation of your internship experience will remain confidential and will only be available to Archer Fellows who are in the process of researching their internship opportunities.

Label the document using this format: INTERNSHIPNAME\_S18\_Last Name\_First Name.doc

*Examples:*

- UTSYSTEM\_S18\_Chin\_Michelle.doc
- AKINGUMP\_S18\_Swerdlow\_Joel.doc

Email this document to Dr. Chin by April 23, 2018.



**Bill Archer Fellowship  
Student Intern Final Review**

*In an effort to accurately determine a grade assignment for the student's internship performance, we are requesting your participation in this final review of your current Archer Fellow intern. Please rate your intern's performance based on your judgment.*

**Archer Fellow:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

<b>Did your Archer Fellow meet the goals set forth in the beginning of the semester? Any comments?</b>

<b>Did your Archer Fellow show improvement in his/her overall performance over the course of the semester? Any comments?</b>

<b>Do you feel your Archer Fellow successfully completed his/her internship? Was he/she an asset to the team or a detriment to the resources of your office? Please explain.</b>

<b>Overall Experience with your Archer Fellow and Comments/Additional Observations:</b>

Would you be interested in having another Archer Fellow intern in your office?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain why below.

***Personal reflection  
DUE APRIL 26, 2018***

**YOUR NAME**

**Date**

**Location**

*Find a location in DC, outside of WIHN, where you can think and reflect on your internship experience (or work on your various class assignments; ponder life: or make decisions about your academic/professional future). This should be a place to which you can (safely) return regularly throughout the course of the semester. Some examples: Library of Congress reading room, Washington Monument, Capitol steps, Botanical Gardens, Union Station, National Zoo, Gandhi statue, Lafayette Park, Ben's Chili Bowl, etc. Take a photo of this spot/location; be sure to include yourself. You can include more than one photo.*

Insert Photo(s) here:

[NOTE: The photo below depicts a student in a moment of reflection.]



***ESSAY***

Describe why you selected this spot, and discuss the reasons that it is linked to your internship (and Archer Fellowship) experience. Why is this place important to you?

Label the document using this format: REFLECT\_S18\_Last Name\_First Name.doc

**E-mail the personal reflection to Dr. Chin and Dr. Swerdlow by 11:59 pm APR 26.**