
Archer Center Washington Internship Syllabus

(01.07.23)

Course Information

PSCI 4V76

Archer Center Washington Internship

Spring 2023

Internship dates: January 23 – April 14, 2023

Course meets from January 9 – April 22, 2023

Professor Contact Information

<i>Professor</i>	Dr. Sahar Shafqat
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<i>Office Location</i>	1750 Pennsylvania Ave NW Suite 900, Washington, DC 20006
<i>Office Hours</i>	By appointment (also available on Teams)

<i>Lecturer</i>	Dr. Neetha Devdas
<i>Email Address</i>	Neetha.Devdas@UTDallas.edu
<i>Office Hours</i>	By appointment only (Contact on Teams or by email)

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.

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

Acceptance into the Archer Fellowship Program.

Course Description

This course consists of an approved internship in a governmental or non-governmental organization in Washington, D.C., a guest speaker series, professional development sessions, and readings and discussions related to your 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/or advanced studies after 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
- Demonstrate attention to detail by meeting deadlines and following instructions for submitting assignments

Required Reading

Be prepared to discuss how the materials below relate (or do not relate) to your internship in your meetings with Dr. Shafqat. Please complete all readings by **February 13**.

- **Sandra Day O'Connor, "Stanford Commencement Speech,"** June 16, 1982, https://web.stanford.edu/dept/spec_coll/uarch/commencement/SC1020_1982.pdf
- **"Fannie Lou Hamer and the Meaning of Freedom,"** *Vox Conversations* (podcast episode), October 21, 2021, <https://open.spotify.com/episode/3dy4tcRqbU5mhPnPLZNfYr?si=v7SE9XYjRiWIKQYIVJPfTA>
[See also related article: <https://www.vox.com/2021/10/21/22732924/why-fannie-lou-hamers-definition-of-freedom-still-matters>]
- **Barbara Jordan, Watergate Articles on Impeachment,** July 24, 1974, <https://www.youtube.com/watch?v=FrqVBclJVco&feature=youtu.be>
[See here for transcript: <https://millercenter.org/the-presidency/impeachment/my-faith-constitution-whole-it-complete-it-total>]

Tasks

Regular Internship Reviews - Required

- 1) **Internship Paperwork** – Internship Agreement and Goals (due January 27), Midterm Evaluation (due February 16), Final Evaluation (due April 15).
 - a. **Internship Agreement and Goals** - fill this out with your supervisor. These forms must be submitted via eLearning. Please include the internship supervisor's contact information or business card. **Due January 27, 2023.**
 - b. **Midterm and Final Evaluations** - Please provide your supervisor with these forms. Your supervisor should complete the forms using the Qualtrics links provided. **DEADLINES:** Midterm evaluation **February 16, 2023.** Final evaluation due **April 15, 2023.**
 - i. **Midterm Evaluation due February 16:**
Qualtrics: https://utdallas.qualtrics.com/jfe/form/SV_ebP095keVACa9ds
 - ii. **Final Evaluation due April 15:**
Qualtrics: https://utdallas.qualtrics.com/jfe/form/SV_0DH1wKM6JOtPxIU
 - c. These documents can be found on eLearning for the Internship Course, along with the submission instructions. The dates correspond with the submission of the internship survey documents. Please see below for the submission deadlines.

- 2) **Surveys** - Each student must complete and return the two internship surveys listed below via eLearning. First survey due **January 27**, second survey due **February 16**. Complete the surveys **by 11:59 p.m. on January 27 and February 16**.
- Survey 1 (AFP_InternshipSurvey1_SP2023) – Due January 27, 2023.**
 - Survey 2 (AFP_InternshipSurvey2_SP2023) – Due February 16, 2023.**
- 3) **Internship Check-ins (required)** – Each student must meet regularly with Dr. Shafqat during the semester according to the schedule below. Students must sign up for these meetings using a Calendly link that will be circulated close to the meetings. Dr. Shafqat is available to meet with individual students to discuss internships as requested.

Meeting Date		Meeting Description
Week 1	Monday, January 9, 9-10 AM ET	First class meeting – with Dr. Shafqat (in person)
Week 6	Week of February 13 (8-9 AM and Noon ET)	Internship check-in #1: Small group meetings with Dr. Shafqat to discuss your internship experience (in person and virtual)
Week 12	Week of March 27 (8-9 AM and Noon ET)	Internship check-in #2: Small group meetings with Dr. Shafqat to discuss your internship experience (in person and virtual)

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. In your final assessment, be sure to **also** answer the following questions:
- List and describe five professional skills required in a nonacademic, work environment.
 - List and discuss three key substantive things you have learned about the subject matter of your internship; three things you had not previously known about the workings of the Federal government; and three specific ways the internship in Washington, D.C. has helped you to formulate plans and goals for work and advanced studies about graduation
 - Cite and discuss three things you have learned in your Archer classes that have helped you to better understand, or better perform in, your internship
 - Submit your assessment via eLearning by April 18, 2023**
- 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. In your reflection essay, be sure to answer all of the following:
- List and describe three major personal adjustments you have made in learning how to manage your time having a job and taking classes
 - Describe three memorable conversations about any of the above that you have had with officials in Washington, DC and what concrete things you learned from each of these conversations.

Submit the personal reflection via eLearning by 11:59 pm on March 31, 2023.

Class Meetings

9-10:00 a.m. ET, Monday, January 9 – First class meeting with Dr. Shafqat

- Review of course expectations, meeting schedule and other required assignments. Meet in person at the Archer Center. (*mandatory*)

Guest Speaker & Workshop Series

Some of the following meetings are mandatory. You're strongly encouraged to participate in the other guest lecturers posted below (meetings on Zoom unless otherwise noted)

- **Workshops (*mandatory*)**
 - **Wellness & Community** – This workshop led by **Dr. Neetha Devdas** addresses questions about how to cultivate a community that embraces individuals and their unique contributions and perspectives. Meet at the Archer Center – **January 10/11, 2023 – 9 am – 4 pm**
 - **Professional Conduct** – Review expectations and regulations regarding professional workplace behavior and conduct. Discuss resources and support for questions regarding Title IX, harassment and discriminatory workplace conduct. Cross-listed with program orientation **January 9, 2023.**
 - **“Wellness & Mental Health Resources”** – **Kacey Sebeniecher**, Director, Student Wellness Center, UT Dallas
 - **“Student Accountability”** - **Dr. Amanda Smith**, Dean of Students, UT Dallas
 - **Dressing for Success** – Review professional advice regarding workplace attire and creating positive first impressions. Think about what you plan to wear to work and how you wish to present yourself in the workplace.
 - The Archer Center staff are available to discuss any questions you may have about professional workplace attire.
 - **Professional Workplace Attire**
 - Archer Center Dress for Success video
 - Suited for Change workplace attire video (<https://www.youtube.com/watch?v=Fp1DV5TLzTA>)
 - “What to Wear on Your First Day of Work, by Dress Code” - <https://joinhandshake.com/blog/students/what-to-wear-on-your-first-day-of-work-by-dress-code/>
 - “Dos and Don'ts of What to Wear to Work” - <https://www.youtube.com/watch?v=E7SGppqV15cl>
 - “Business Attire Dress Code for Professional Men” - <https://www.youtube.com/watch?v=fXoc8liFu2k>
 - “What to Wear to the Office – Professional Outfit Tips when Dressing for Work”- <https://www.youtube.com/watch?v=fXoc8liFu2k>
 - **Your rights in the workplace**
 - “3 Dos and Don'ts for Workplace Dress Codes” - <https://www.youtube.com/watch?v=uNPS1dbjik8>
 - “Dress codes in the Modern Workplace: An Employer's Guide to Avoiding Pitfalls and Liability” - <https://www.venable.com/insights/publications/2021/08/dress-codes-in-the-modern-workplace>
 - “In Washington, DC, employers are prohibited from discriminating against employees on the basis of an employee's appearance, which

expressly includes an employee's manner or style of dress and personal grooming.”

- “The Equal Employment Opportunity Commission (EEOC) has also taken the position that Title VII prohibits employer policies that do not permit African American employees to wear their hair in a natural hairstyle.”
- “The EEOC has issued guidance advising that employers must make exceptions to their company dress code and grooming policies for employees who seek to wear religious clothing or articles (e.g., Muslim hijab), who observe a religious prohibition against wearing certain garments (e.g., an Orthodox Jewish woman's practice of not wearing pants), or who adhere to certain religious grooming practices (e.g., a Sikh man's practice of not cutting his hair and beard). The Americans with Disabilities Act further requires employers to make reasonable accommodations for qualified employees with a disability, unless doing so would impose an undue burden on the employer's business.”
- “US Department of Labor Policies on Gender Identity: Rights and Responsibilities” - <https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/internal/policies/gender-identity>. *Note: “Dress codes must not interfere with a person's expression of gender identity.”*
- **Career Planning** – Make a career plan for post-baccalaureate education or work. Select a relevant session from the following options, or schedule an individual conversation with Dr. Shafqat or any other member of the Archer Team.
 - **Career Chats** – Meet with Archer Center staff and alumni to discuss career opportunities. By appointment.
 - **Jan 26, 2023, 6:30-7:30 pm – Policy Grad School Info Session:** UT Austin LBJ School of Public Affairs with **Prof. Bill Shute, Executive Director, LBJ Washington Center**. Meet at the LBJ Washington Center (1100 New York Ave NW, Suite 290, Washington DC 20005-3934).
- **Guest Speaker**
 - **April 17, 2023, 6-7:30 pm (Archer Center) - “Learning from Life’s Triumphs and Defeats”** with **Carol Schwartz**, retired member-at-large, DC City Council. (mandatory)

Grading Policy

Assignments, including internship evaluations, must be submitted by the posted deadlines. To obtain a grade in this course, students must:

- complete a minimum of 480 internship work hours,
- submit all internship evaluations and assessments *on time*,
- complete and submit all written assignments *on time*
- **attend all required meetings**

Grade Details

- Students who successfully complete their internship and meet all these requirements will receive an **A**.
- Any student who fails to do so will receive an **F**.
- **A grade of C will be recorded for students whose documents have not been submitted to the Archer Center by April 18.**

Midterm grades will be posted by **March 12, 2023**. Final grades will be reported to UT Dallas and your home UT System institution by **April 30, 2023** and posted in accordance with their respective grade submission deadlines.

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. Shafqat.



Archer Fellow - Internship Agreement

Due Date: 01/27/2023

Submit this agreement via eLearning

The assignment is to be completed by Fellow and Internship Supervisor / for questions, email archerforms@utsystem.edu

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 (or a total of 480 hours) for the duration of this agreement. 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. These work hours may be reduced in accordance with a valid letter of accommodation provided by the Office of Student AccessAbility at UT Dallas.
- 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 Fellowship Program - Internship Goals

Due Date: 01/27/2023

Submit via eLearning

The assignment is to be completed by Fellow and Internship Supervisor / for questions, email archerforms@utsystem.edu

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: _____



Archer Fellowship Program - Internship Survey #1

Due Date: 01/27/2023

Submit via eLearning

The assignment to be completed by Fellow/ for questions, email archerforms@utsystem.edu

Your Name: _____

Internship Site / Title: _____

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 Fellowship Program - Internship Survey #2

Due Date: 02/16/2023

Submit via eLearning

The assignment to be completed by Fellow / for questions, email archerforms@utsystem.edu

Your Name: _____

Internship Site / Title: _____

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?



Archer Fellowship Program – Mid-Semester Intern Review

Due Date: 02/16/2023

Submit response to this survey: https://utdallas.qualtrics.com/jfe/form/SV_ebP095keVACa9ds

The assignment to be completed by the Internship Supervisor / for questions, email archerforms@utsystem.edu

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

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



Archer Fellowship Program – Final Evaluation / Assessment

Due Date: 04/18/2023

Submit via eLearning

The assignment to be completed by Fellow / for questions, email archerforms@utsystem.edu

Your Name: _____

Internship Site: _____

Name of Internship Supervisor: _____

Section A - To provide feedback about your internship experience, please answer the following questions:

- 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 Section A of this assessment/evaluation of your internship experience will only be used to assist Archer Fellows in researching their internship opportunities.

Section B - To assess your learning outcomes, please answer the following questions:

- List and describe five professional skills required in a nonacademic, work environment.
- List and discuss three key substantive things you have learned about the subject matter of your internship; three things you had not previously known about the workings of the Federal government; and three specific ways the internship in Washington, D.C. has helped you to formulate plans and goals for work and advanced studies about graduation
- Cite and discuss three things you have learned in your Archer classes that have helped you to better understand, or better perform in, your internship



Archer Fellowship Program – Final Intern Review

Due Date: 04/15/2023

Submit response to this survey to: https://utdallas.qualtrics.com/jfe/form/SV_0DH1wKM6JOtPxIU

The assignment to be completed by the Internship Supervisor / for questions, email archerforms@utsystem.edu

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: _____

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

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

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.

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

Would you be interested in having another Archer Fellow intern in your office?

Yes _____ No _____

If no, please explain why below.



Archer Fellowship Program – Fellow Personal Reflection

Due Date: End of Week 12 (03/31/2023)

Submit via eLearning

The assignment to be completed by Fellow/ for questions, email archerforms@utsystem.edu

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:

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?

Also answer the following:

- List and describe three major personal adjustments you have made in learning how to manage your time having a job and taking classes
- Describe three memorable conversations about any of the above that you have had with officials in Washington, DC and what concrete things you learned from each of these conversations.

Label the document using this format: REFLECT_S23_Last Name_First Name.doc

***Documents that are not properly labeled will be marked down.**