
Archer Center Washington Internship Syllabus

(Updated 01.18.22)

Course Information

PSCI 4V76

Archer Center Washington Internship

SPRING 2022

Internship dates: January 24-April 15, 2022

Course meets from January 13-April 17, 2022

Professor Contact Information

Professor Dr. Joel Swerdlow
Office Phone 202-955-9091
Other Phone 202-549-8111
Email Address jls059000@utdallas.edu
Office Location 1750 Pennsylvania Ave NW Suite 900, Washington, DC 20006
Office Hours Monday, 11 am-2 pm, 4-6 pm ET or by appointment (also available on Teams)

Professor Dr. Sahar Shafqat
Phone 202-643-1855
Email Address sxs210017@utdallas.edu
Office Location 1750 Pennsylvania Ave NW Suite 900, Washington, DC 20006
Office Hours TBD (also available on Teams)

Lecturer Prof. Josh Rushing
Phone 202-492-7874
Email Address Joshua.Rushing@UTDallas.edu
Office Hours Jan 15, 29; Feb 12, 19; Mar 5, 12, 26; Apr 16. Also available by appointment at other times.

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

Teaching Support: Andrea Torres, Archer Center Program Coordinator (atorres@utsystem.edu)
Keenan Courtland, Asst. Director for Student Life (kcourtland@utsystem.edu)

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 our meetings.

- **Plato, *The Allegory of the Cave*** [Read before meetings of January 14]
 - <https://web.stanford.edu/class/ihum40/cave.pdf>
- **Sandra Day O'Connor, "Stanford Commencement Speech,"** June 16, 1982, https://web.stanford.edu/dept/spec_coll/uarch/commencement/SC1020_1982.pdf - [Read before meetings of February 16/17]
- **"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>] - [Read before meetings of February 16/17]
- **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>] - [Read before meetings of March 9/10]

Be prepared to discuss the following book with Dr. Alice Chen at the scheduled book talk (Date TBD).

- ***Together*** by Vivek Murthy (provided)

Tasks

Regular Internship Reviews - Required

- 1) **Internship Paperwork** – Internship Agreement and Goals (due February 5), Midterm Evaluation (due March 5), Final Evaluation (due April 16).
 - a. **Internship Agreement and Goals** - fill this out with your supervisor. These forms must be submitted to archerforms@utsystem.edu. Please include the internship supervisor’s contact information or business card. **Due February 5, 2022.**
 - b. **Midterm and Final Evaluations** - Please provide your supervisor with these forms. Your supervisor should complete the forms using the Qualtrics links provided [LINKS]. **DEADLINES:** Midterm evaluation **March 5, 2022.** Final evaluation due **April 16, 2022.**
 - i. **Midterm Evaluation due Mar. 5:**
Qualtrics: https://utdallas.qualtrics.com/jfe/form/SV_8jNDMjcfpHro7Ma
 - ii. **Final Evaluation due Apr. 16:**
Qualtrics: https://utdallas.qualtrics.com/jfe/form/SV_08p78BN4wBVQEpo
 - c. These documents can be found in the Teams channel for the Internship Course, and 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.
- 2) **Surveys** - Each student must complete and return the two internship surveys listed below. First survey due **February 5**, second survey due **March 5**. Complete the surveys using the Qualtrics links provided or **by 11:59 p.m. on Feb. 5 and Mar. 5).**
 - a. **Survey 1 (AFP_InternshipSurvey1_SP2022) – Due Feb 5.**
Qualtrics: https://utdallas.qualtrics.com/jfe/form/SV_2lu8brLCP9zZiES
 - b. **Survey 2 (AFP_InternshipSurvey2_SP2022) – Due Mar. 5**
Qualtrics: https://utdallas.qualtrics.com/jfe/form/SV_5gmyQCYWWelFVRA
- 3) **Debrief & Discuss** – Each student must meet in a group of up to 6 students at least thrice with either Dr. Swerdlow or Dr. Shafqat to discuss their internship experience during their regularly-scheduled office hours at the Archer Center, or *virtually on Teams* from 8-9 am ET during Week 2, Week 6, and Week 9. A schedule will be posted on Teams. Dr. Swerdlow and Dr. Shafqat are *always* available to meet with individual students to discuss internships as requested.

Meeting Date (8-9 am ET)		Dr. Shafqat	Dr. Swerdlow
Week 2	Tues, Jan 18	Joint class meeting	
Week 6	Wed, Feb 16; Thu, Feb 17	Students in Group A,B	Students in Group C,D
Week 9	Wed, Mar 9; Thu, Mar 10		

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:
 - a. List and describe five professional skills required in a nonacademic, work environment.

- b. 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
- c. 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 to Qualtrics by April 19: https://utdallas.qualtrics.com/jfe/form/SV_eJt17Fqrnqn69Uy

- 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:
- a. List and describe three major personal adjustments you have made in learning how to manage your time having a job and taking classes
 - b. 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.

E-mail the personal reflection to Dr. Swerdlow and Dr. Shafqat by 11:59 pm March 13, 2022 (Week 9).

Class Meetings

9-10:30 a.m. ET, Thu, Jan 13 – First class meeting with Dr. Shafqat & Dr. Swerdlow

- Review of course expectations, meeting schedule and other required assignments. Meet on the class Teams channel. (*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*)**
 - **Diversity Awareness** – This workshop led by **Dr. Neetha Devdas** addresses questions about how to cultivate a community that embraces individuals and their unique contributions and perspectives. [cross listed with the Policymaking Process class – **Jan 21, 1-3 pm ET**, PMP Teams channel]
 - **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. **Attendance check required via completion of Qualtrics Survey due January 10, 2022. A link will be emailed to you.**
 - 5-7 pm CT, **Dec 13, 2021** (Recording available) **“Sexual Consent and Boundary-Setting”** – **Kacey Sebeniecher**, Director, Student Wellness Center, UT Dallas
 - 10-11 am CT, **Jan 5, 2022** (Zoom) **“Student Conduct and Title IX”** - **Dr. Amanda Smith**, Dean of Students, UT Dallas; **Marco Mendoza**, UTD Institutional Equity and Title IX Initiatives

- **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 will host a **Q&A session on Jan. 13 from 11 am – 1 pm** in the 3rd floor lounge at Senate Square. Drop by to talk about 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=E7SGpqV15cl>
 - “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’t’s 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.”

- **Communication Tips for Success in the Workplace** – Review and practice basic skills for effective and successful workplace communication. Get tips about how to approach your supervisor for feedback, to articulate your goals for the internship, to build your professional network, to get advice about your future career opportunities.
 - **The Art of Listening Well: Lessons from “The Control Room”** [cross listed with the Policymaking Process class – **Jan 18, 9 am – noon ET**, PMP Teams channel]
 - **Tough Talks: Email Etiquette & Workplace Communication (Guest: Angelica Silvero)** – **Jan 18, 1-2 pm ET** – INT Teams channel
 - **Basic Skills: Difficult Dialogues and Conversational Intelligence with Dr. Neetha Devdas**[cross listed with the Policymaking Process class – **Jan 21, 10 am – noon ET**, PMP Teams channel]
- **Prof. Josh Rushing Office Hours** – Prof. Rushing will hold office hours at Senate Square from 10 am – noon on the following Saturdays: **Jan 15, Jan 29, Feb 12, Feb 19, Mar 5, Mar 12, Mar 26, Apr 16**. If you’re unable to meet with him during these scheduled hours, please feel free to contact him to schedule an alternative meeting. Each student should have **at least one** meeting with Prof. Rushing before the end of the semester. Each of Prof. Rushing’s office hours will cover a different topic, which he will communicate to you in advance. Topics may include the following:
 - **What is Truth: The Corrosive Effects of Misinformation**
 - **Telling Your Story: Branding and Self-Advocacy**
- **Positive Conflict Resolution (Dr. Neetha Devdas)** – Learn strategies and tactics for resolving interpersonal (workplace and/or private) conflicts.
 - This session was presented during your pre-departure orientation. A recording has been posted to Canvas. You should take notes and submit a summary of the ways that you will apply these lessons in your workplace, the classroom, and at home with your roommates. **Submit this summary to archerforms@utsystem.edu by January 22, 2022.**
 - **Follow up sessions scheduled for January 13:** Group A (11 am – noon ET); Group B (1-2 pm ET); Group C (2:15-3:15 pm ET); Group D (3:30-4:30 pm ET). Meet on the Internship Teams channel. Each group is required to attend their scheduled session, unless you have made other arrangements.
- **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, Dr. Swerdlow or any other member of the Archer Team.
 - **March 16 (7-8 pm ET) – Career Expo** – Meet with **Tatiana Marcelleño** and other Archer Center staff and alumni to discuss career opportunities. Meet on Zoom.
 - **March 24 (7-8 pm ET) – Grad School Info Session:** UT Austin LBJ School of Public Affairs with **Prof. Bill Shute, Executive Director, LBJ Washington Center**. Meet on Zoom.
 - **March 30 (7-8 pm ET) – “Lawyers Talk: How to Get Into Law School and Succeed”** with **Prof. Shema Mbyirukira and Prof. Sue Ramanathan**. Meet on Zoom.
- **Guest Speakers**
 - **Feb 10 (7-8 pm ET) – “Building Your Political Muscles”** with **LaToia Jones**, Vice President for Policy, Advocacy and Labor at HUSTLE. Meet on Zoom.
 - **March 10 (6:30-7:30 pm ET) - “The Art of Taking Judicious Risks”** with **Dr. Barry Black**, Chaplain, U.S. Senate. Meet on Zoom.
 - **TBD - Book Talk: Together with Dr. Alice Chen**, co-founder of Doctors for America. Meet on Zoom.
 - **April 18 - (7-8 pm ET) - “Learning from Life’s Triumphs and Defeats”** with **Carol Schwartz**, retired member-at-large, DC City Council. Meet on Zoom.

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*

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 23.**

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 **April 30, 2022** 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 and Dr. Swerdlow



Archer Fellow - Internship Agreement

Due Date: 02/05/2022

Submit this agreement to archerforms@utsystem.edu

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: 02/05/2022

Submit these goals to archerforms@utsystem.edu

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: 02/05/2022

- *Submit response to this survey to: https://utdallas.qualtrics.com/jfe/form/SV_2lu8brLCP9zZiES*

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: 3/5/2022

Submit response to this survey to: https://utdallas.qualtrics.com/jfe/form/SV_5gmyQCYWWeIFVRA

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: 03/05/2022

Submit response to this survey: https://utdallas.qualtrics.com/jfe/form/SV_8jNDMjcfpHro7Ma

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

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:



Archer Fellowship Program – Final Evaluation / Assessment

Due Date: 04/19/2022

Submit this assessment to: https://utdallas.qualtrics.com/jfe/form/SV_eJt17Fqrnqn69Uy

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: 04/16/2022

Submit response to this survey to: https://utdallas.qualtrics.com/jfe/form/SV_08p78BN4wBVQEpo

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: Week 9 (3/13/2022)

Assignment must be submitted to Qualtrics (https://utdallas.qualtrics.com/jfe/form/SV_0vKTtb0jMAIuA74) by 11:59 p.m. on the due date

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_S22_Last Name_First Name.doc

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