

Archer Center Washington Internship Syllabus

Course Information

PA 8330

Archer Center Washington Internship

Summer 2021

May 24 – August 6, 2021

(Internship start/end dates: June 1-July 30, 2021)

Professor Contact Information

<i>Professor</i>	Dr. Joel Swerdlow
<i>Mobile Phone</i>	202-549-8111
<i>Email Address</i>	jls059000@utdallas.edu
<i>Other Information</i>	Other meetings by appointment

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

Office Hours: I am always available to meet with you at a time and in a way that does not conflict with your internship. Simply call, text 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 internship in a governmental or non-governmental organization based in Washington, D.C., or whose work includes federal policy; or an Archer Center practicum in lieu of internship. The student is expected to work full-time (40 hours a week) at the internship, which may be paid or unpaid; or an equivalent amount of time in the Archer Center practicum in lieu of internship. Students are responsible for seeking and selecting their internships. The Archer Center does not guarantee any internship placements, but Archer Center faculty and staff will provide students with information about internship opportunities and advice about placements. The Archer Center faculty meet regularly with students to debrief and to integrate this practical training with other lessons in professional development.

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 discuss three key substantive things they have learned about the subject matter of their internship (or about the process for advocating for a policy recommendation if they are participating in the Archer Center practicum in lieu of 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. (or the practicum in lieu of internship) 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 (or practicum in lieu of internship)

Required Reading (available on eLearning)

Plato, Allegory of the Cave, excerpt from Book VII of *The Republic*

James Madison, excerpt from *Federalist 51*

Walt Whitman, “Stronger Lessons” from *Leaves of Grass*

Harry Truman, “The Right to Health Insurance”

Ronald Reagan, “Economic Bill of Rights”

Note: Students are required to relate these readings to their individual internships or practicum in lieu of internship. The readings will be part of discussions and journal assignments.

Other Required Reading: Book Talk Series (copies will be provided to you)

We’re Better Than This: My Fight for the Future of Our Democracy by Elijah Cummings and Jim Dale (2020)

Together: The Healing Power of Human Connection in a Sometimes Lonely World by Vivek Murthy (2020)

The Death of Politics: How to Heal Our Frayed Republic After Trump by Peter Wehner (2019)

Tasks

Debrief & Discuss – Over the course of the semester, each student will be assigned to a series of check-in meetings with Dr. Swerdlow to discuss their internship experiences and the readings. The first meeting should occur within 1-2 weeks of starting your internship or practicum; the second meeting should occur at the midpoint of the internship or practicum. Dr. Swerdlow will schedule early-morning Teams sessions to discuss internships; students may opt out of these sessions if they choose to discuss their internship during one of Dr. Swerdlow's weekend museum visits

Writing Assignments

Required (applies to all students)

1) Journal – You should keep a daily journal (notes) of your internship experience. The daily journal should contain enough information or notes to jog your memory about events and observations of the day. Based on your daily notes, you will prepare two journal essays/reports to share with Dr. Swerdlow. In these journals/essays, you should discuss (or reflect on) any insights, observations, critical commentary, about the student learning objectives/outcomes listed above, assigned readings, and your internship experience. **Each journal/essay should be no longer than 500 words. E-mail the journals to Dr. Swerdlow by 11:59 pm on the following dates:**

i) June 10

ii) July 8

2) Personal reflection – Find a location in DC to use as a reflection space. If you are not in DC, use Google Maps to identify a location in DC that you would select as a virtual reflection space, using a photo of this place for your viewing. In your real or virtual reflection space, spend time reflecting on your internship experience (or work on your various class assignments; ponder life: or make decisions about your academic/professional future). Some examples: Library of Congress reading room, Washington Monument, Capitol steps, Botanical Gardens, Union Station, National Zoo, Gandhi statue, Lafayette Park, etc. Take a screenshot of this spot/location (if you're

participating virtually) or take a selfie at the spot if you are in DC. **E-mail the personal reflection to Dr. Swerdlow (with a copy to Dr. Chin) by 11:59 pm August 1.**

- 3) ***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. Swerdlow and ArcherForms@utsystem.edu by 11:59 pm August 1.**

Internship

Required Paperwork

- 1) Internship Agreement and Goals (due June 5),
 - a. ***Internship Agreement and Goals*** - fill this out with your supervisor and submit the document by email to **ArcherForms@utsystem.edu by 11:59 p.m. on June 5.**
- 2) Performance Evaluations
 - a. Your supervisor should complete these forms using the online links provided.
 - b. ***Midterm*** (due July 2):
 - c. ***Final Evaluation*** (due August 1):
- 3) Surveys - Each student must complete and return the two internship surveys listed below. Complete these surveys by using these Qualtrics links:
 - a. **Survey 1 due June 10**
 - b. **Survey 2 due July 8**

Calendar

May 26 (Wed), 10 am ET - “Introduction to Washington as Your Classroom” – meet Dr. Swerdlow at the top of the steps to the Lincoln Memorial.

May 31 (Mon), 10 am ET – *Make-up Session for Late Arriving Fellows*: “Introduction to Washington as Your Classroom” – meet Dr. Swerdlow at the top of the steps to the Lincoln Memorial.

June 10 (Thu), 6-7 pm ET – Book Talk: *We’re Better Than This* with Dr. Maya Rockey Moore Cummings

June 12 (Sat), 11 am ET – Saturdays with Swerdlow: Museum of the Bible (400 4th St. SW) – RSVP to Keenan by June 1.

June 19 (Sat), 11 am ET – Saturdays with Swerdlow: War Memorials (meet at the statue of three soldiers at the Vietnam Memorial).

June 27 (Sun), 12:30 pm ET – Wreath Laying at Tomb of the Unknown Soldier, Arlington Cemetery. Ceremony begins at 1:15 pm, but we must be in place at 12:30 pm. The Fellows will select four Fellows to serve as an honor escort to present the wreath during the ceremony.

July 1 (Thu), 6-7 pm ET – Book Talk: *The Death of Politics* with author Peter Wehner (meet on Teams)

July 10 (Sat), 11 am ET – Saturdays with Swerdlow: Art on the Mall (meet at an art museum TBD).

July 15 (Thu), 6-7 pm ET – *tentative* – Book Talk: *Together* with Dr. Alice Chen

July 17 (Sat), 11 am ET – Saturdays with Swerdlow: Science on the Mall (meet at Air and Space Museum).

July 29 (Thu), 7:30 pm ET – Sunset on the Mall – Wrap up the semester at the DC War Memorial on the National Mall.

Grading Policy

This course is **Pass/Fail**. Students who successfully complete their internship and complete the writing assignments will pass. Final grades will be reported to UT Dallas and your home UT System institution by **August 6, 2021**, 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. Students must obtain permission from their internship supervisors to attend Archer Center events that conflict with regular internship working hours.

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



Archer Fellow

Internship Agreement – Summer 2021

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 240 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.
- 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. 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 participate in the Archer Center's scheduled classes on Mondays (6-8 pm ET/5-7 pm CT), Tuesdays (6-9 pm ET/5-8 pm CT) or Wednesdays (6-9 pm ET/5-8 pm CT) from June 1-July 30.
- 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 (and supervisor name): _____ Date: _____

Employer contact (Phone#/email): _____

This agreement is valid from _____ through _____.

*Please return this signed agreement to ArcherForms@utsystem.edu or fax: 202-955-9039 by **June 5, 2021***



Archer Fellow
Internship Goals – Summer 2021
(Due June 5, 2021)

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: _____

*Please return this signed agreement to ArcherForms@utsystem.edu
or fax: 202-955-9039 by **June 5, 2021**.*

GPPP INTERNSHIP SURVEY 1

DUE June 5, 2021–

Submit your answers online at:

https://utdallas.qualtrics.com/jfe/form/SV_3VNbuPeduq5bEDY

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?



Bill Archer Fellowship

Mid-Semester Intern Review – Summer 2021

(Due July 2, 2021 online at: https://utdallas.qualtrics.com/jfe/form/SV_6taaiZQpTDIsCvs)

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:

Please complete this form using the online link
https://utdallas.qualtrics.com/jfe/form/SV_415SVv1z4Ycnt6m
 by July 2, 2021

GPPP INTERNSHIP SURVEY 2

DUE July 2, 2021 –

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?

Personal reflection
DUE August 1, 2021

YOUR NAME

Date

Location

Using Google Maps, find a location in DC to use as a virtual reflection space; put up a photo of this place for your viewing as you 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 that you will visit when you come to DC. Some examples: Library of Congress reading room, Washington Monument, Capitol steps, Botanical Gardens, Union Station, National Zoo, Gandhi statue, Lafayette Park, etc. Take a screenshot of this spot/location, and when you go to DC be sure to take a selfie at the spot.

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_Sum21_Last Name_First Name.doc

E-mail the personal reflection to Dr. Swerdlow (with a copy to Dr. Chin) by 11:59 pm August 1, 2021.

***FINAL Evaluation/Assessment
DUE August 1, 2021***

INTERNSHIP PLACEMENT: (fill in name of office/organization)
Name of intern supervisor:

Your name:

Archer Fellow Summer 2021

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_Sum20_Last Name_First Name.doc

Examples:

- UTSYSTEM_Sum21_Chin_Michelle.doc
- AKINGUMP_Sum21_Swerdlow_Joel.doc

Email this document to Dr. Swerdlow and ArcherForms@utsystem.edu by 11:59 pm local time on August 1, 2021



Bill Archer Fellowship

Student Intern Final Review – Summer 2021

Submit by August 1 at: https://utdallas.qualtrics.com/jfe/form/SV_0rfeFXk5ATJtahU

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 on reverse side