**SUMMER 2021**

**POS 3940 & INR 4941: Internship**

**Instructor, Dr. Peter Jacques**

**School of Politics, Security, and International Affairs, College of Sciences**

Number of Credit Hours: varies per registration. 3 credits requires a total of 90 hours worked for the internship by the end of the term; 6 requires 180; 9 requires 270; 12 requires 360

## Instructor Information

| | |
|---|---|
| **Office Hrs:** | **Mondays 9-11 and by appointment during Summer A schedule, Mondays and Tuesdays 9-11 for Summer B.** To use office hours, email me to make an appointment and I will send you a zoom link |
| **Office:** | HPH 302 |
| **Phone** | 407-823-2608 |
| **FAX:** | 407-823-0051 |
| E-Mail | Peter.Jacques@ucf.edu |

## Teaching Assistants

- N/A

## Course Information

- Course Number & Section: 56740
- Course Name: Internship
- Credit Hours: See above
- Class Meeting Days: N/A
- Class Meeting Time: N/A
- Class Location: Building and room: N/A
- Course Modality: W

## Enrollment Requirements

Course Prerequisites (if applicable): Junior Standing, or CI permission
Course Co-requisites (if applicable): Course Instructor permission by restricted registration

## Course Description

Internship working with the national, state, county or municipal government, civil society organizations, law offices, campaigns, or other approved site. Assignments with selected civic organizations, elected or appointed officials. May be repeated for credit.

As a restricted registration course, the work here is agreed upon and signed by the departmental internship coordinator, the Chair, the College of Science, and the student. In addition to the coursework detailed in this syllabus, students are accepted to intern at an agreed upon location where they spend at least the agreed upon number of hours a week specified on the restricted registration and is relative to the course credit in order to gain professional experience and learn from the mentors at their site. This course may be repeated for credit, but only up to 6 credits can be applied to the major. Remaining credit is applied to upper division requirements.

**Course Materials and Resources**

**Required Materials/Resources**

- None

**Optional Materials/Resources**

- None

**Student Learning Outcomes**

- Students will apply political science lessons to a real world work situation.
- Students will reflect on the connections between their internship experience and political science concepts and professional expectations.

- Internship objectives are to reflexively learn about the discipline of political science through experience in the field and through coursework that requires students to use discipline-specific knowledge and methods as a way to understand the field more completely.

**Course Activities**

**Assignments**

**10 Journal Entries**

Follow the directions for each entry. Minimum 250 words. Graded as pass/fail.

**Hours Worked Log**

This is worth ½ of your entire internship grade, and we may ask your supervisor for their assessment of these hours worked which can be a portion of this grade. Be sure to use the Hours Worked Form in webcourses and to meet with your supervisor to fill this form out both at the beginning and the end of your internship. By the last day of classes, submit this document as a print-out and deliver it to the Department of Political Science or scan it and submit it via webcourses.

**Research Assignment:**

Use APA formatting and readability counts.

1. Write an analytical paper on a central issue, e.g., security, homelessness, racism, voting rights, etc...—an issue area your organization works on. Use at least 5 peer reviewed journal articles about the issue, and write a minimum of 1500 words.

a. Explain the importance of the issue and what is at stake

b. Explain the important actors and their interests

c. Explain the central institutions (rules, laws, etc—not organizations)

d. Describe a solution or policy to this issue and explain why this is a good approach.

**Submissions**

All assignments are turned into Webcourses@UCF at the relevant assignment spot.

**Attendance/Participation**

Attendance is based on hours worked at the site as indicated on the restricted registration base on the following formula [2 x Credits Registered X 15]

**Make-up Assignments**

The due dates in this class are flexible, but let me know if you will miss a deadline by more than 2 weeks. All assignments must be turned in by the last day of classes of the term.

**Assessment and Grading Procedures**

| Grade Categories | Description of the requirements | Weight toward final grade (1000pnts) |
|---|---|---|
| Journal Entries | Daily logs organized and submitted 1x a week. | 250 |
| Hours worked | Must use the Hours Worked Form available in webcourses | 500 |
| Research Assignment | Turned in at the end the semester. | 250 |

**Letter Grade Points**

| | |
|---|---|
| A | 900-1000 |
| B | 800-899 |
| C | 700-799 |
| D | 600-699 |
| F | 599 or below |

**Course Schedule**

- UCF Closed: May 31 and 7/4
    - Withdrawal Deadline: 7/7, Last Day of Classes Aug. 7
- See assignments for directions and due dates of assignments

**Core Policy Statements**

**Missed Assignments/Make-Ups/Extra Credit**

- If you miss a deadline, talk to me about what happened. I am flexible on internship assignment due dates because sometimes there are varied start times, but all assignments must be in by the last day of classes.

**Attendance Policy**

As an online class, it is important to check in regularly, e.g., once a day.

**Other Policies**

When the following rules are violated, they can result in a grade deduction:

All communication must observe conventions of courtesy and professionalism:

- Emails about questioning your grade are not allowed in this class. To further inquire about assigned grades you must come into office hours to see me to go over the assignment.
- When you email me, please be polite. For example, use a polite greeting and avoid issuing demands. If there is a problem, come talk to me.
- I do not accept work when you send it to me by email or late work unless you arrange it with me, so please don't send me work you missed without talking to me about it. Likewise if you submit an assignment late, I won't grade it unless you talk to me about it.

**General operating rules of the course:**

If you want me to regrade an assignment, I might agree but it will be a total reconsideration of your assignment, not just one looking for good things I missed.

- I do not use the +/- system, except when I round up a final semester grade and this only happens when the student is within 5 points of the higher grade and has not missed any assignments. Thus, if I round a grade up from a C because the student fulfills these criteria, the grade assigned will be a B-.
- I allow extra credit up until the day of withdraw in the semester. There is a maximum of one half of a letter grade available for EC over the whole semester grade for any class. If the course has an available 1000 points, then the most EC allowed is 50 points.
    - Up to 50 points may be earned by doing an outside book review. This book must be one you have not read, and which is NOT assigned for another course. I will consider this academic dishonesty; but, the reason is that the goal here is to widen your horizons.
    - Books must be approved by me and have some relevance to the course
    - Are 800-1000 words containing solid writing, explanations of the text, evaluation of the text, and connections to other literature.
- You may also attend a public talk, which are often given by experts that come to UCF, and write a 2-page reaction paper. These papers are worth up to 25 points. I do not find the lectures for you, that is up to you, but you should get them approved by me first.
- You may not ever take photographs or video in the classroom with your phone or any other device (in face-to-face classes).
- If you are going to use audio recorders, you must ask.
- I cannot take care of technical problems--- contact online@ucf.edu for this: 407-823-3808
- Encyclopedias and dictionaries, such as Wikipedia are not good authoritative sources, and should only be used to orient yourself to a topic, so if you use these as citations for course assignments, you lower the quality of the essay and that will be reflected in the grade.

- Likewise, do not cite my written lessons in webcourses as sources, these are essentially my lectures and not really citable; you want to stick to published sources, especially peer-reviewed articles.

- When pasting an essay into a textbox online, it helps if you go through the pasted essay and put paragraph breaks in manually to separate out the different paragraphs, since the text box will not use the formatting in from Word perfectly. Organization of the words matters because it reflects the organization of your thinking, so help me see this organization and you will score So, for example, the use of subheadings in your essays shows a plan and thought about how your essay is meant to build up and come together.
- When doing any research, you will not involve human subjects unless we agree and an IRB approval is granted. Normally, this approach requires working on the project for multiple semesters. See here: http://www.research.ucf.edu/Compliance/IRB/Investigators/index.html if you are curious about what this is about.

Academic Honesty

Students should familiarize themselves with UCF's Rules of Conduct. According to Section 1, "Academic Misconduct," students are prohibited from engaging in

1. Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
2. Communication to another through written, visual, electronic, or oral means: The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment, or project.
3. Commercial Use of Academic Material: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor's PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
4. Falsifying or misrepresenting the student's own academic work.
5. Plagiarism: Using or appropriating another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own.
6. Multiple Submissions: Submitting the same academic work for credit more than once without the express written permission of the instructor.
7. Helping another violate academic behavior standards.

For more information about Academic Integrity, students may consult The Center for Academic Integrity.

For more information about plagiarism and misuse of sources, see "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices."

**Responses to Academic Dishonesty, Plagiarism, or Cheating**

Students should also familiarize themselves with the procedures for academic misconduct in UCF's student handbook, *The Golden Rule*. UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to academic misconduct. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, click here.

**For Dr. Jacques' courses specifically**:

All essays need to correctly use APA citations in the text, e.g. (Smith, 2004), and then have a "Work Cited" list at the end with full citations (not abbreviations) unless expressly noted otherwise in assignment directions. You must do this properly, so if you don't know, come to me to learn or some other source.

Plagiarism and cheating - presenting another's ideas, arguments, words or images as your own, using unauthorized material, or giving or accepting unauthorized help on assignments or tests - contradict the educational value of these exercises. Students who attempt to obtain unearned academic credentials that do not reflect their skills and knowledge can also undermine the value of the UCF degrees earned by their more honest peers. Using anything more than three words in a row from someone else without proper attribution will be considered plagiarism and misuse of academic sources (both are violations of UCF's codes for academic integrity). Violations of academic integrity will be reported to the Office of Student Conduct.

It is MUCH better to fail an assignment honestly than to be caught cheating and fail the course with the Z mark on your transcript.

Anytime you are using another person's ideas, in any way (so even if you are not quoting them), you must professionally cite the material you use while observing the above rule. If you do not properly identify sources you have used you risk plagiarizing and misuse of sources. This is how you avoid this problem and correctly cite and note sources:

Using APA: An Example for citing in text and for work cited at the end

If I write: "Early on, H.S. Gordon established the classic collective action problem for fisheries, and even today we continue to erode the potential rent in almost all fisheries." there should be a citation in the text like below:

Early on, H.S. Gordon (1954) established the classic collective action problem for fisheries, and even today we continue to erode the potential rent in almost all

fisheries." And, if you are using a quote from the source, you must also pinpoint the page number of the text it is taken from like:

"Xyz….," (Gordon, 1954, page 123). If a quote is more than three sentences on your page, it is reported in a block quote without quotation marks, but this is the only exception to using quotation marks when using other people's words—the quotation marks are the crucial mechanism that tells the reader you are using other people's words. Good writers tend to use quotations strategically at important places in their writing for support. The block quote looks like the text below, which is a portion out of early draft of our article "Hurricanes and Hegemony," I wrote with a Dr. Claire Knox in public administration. Note how each assertion is supported with a citation and the different conditions, like the use of "Ibid" and the bracketed word "can" that indicates it is not part of the quote but an addition from us to make it make sense in context:

**Introduction**

Richard Berman, CEO of the Washington DC Berman & Company consulting firm, gave a talk at a conventional energy industry meeting, which was subsequently recorded and leaked to the New York Times (Lipton, 2014) revealing counter-revolutionary efforts of the climate change countermovement (Brulle, 2013) that attacks environmental groups, unions, and animal rights organizations:

People always ask me…: 'How do I know that I won't be found out as a supporter of what you're doing?' …We run all of this stuff through nonprofit organizations that are insulated from having to disclose donors. There is total anonymity. People don't know who supports us (Berman quoted in Lipton, 2014, online).

At this meeting, Berman collected "six figure contributions from some of the executives in the room – and then [can] hide their role in funding his campaigns" (Ibid, online) to attack environmental regulation as an attack on consumer freedom, but it was clear that the real interests at stake were those of the bourgeoisie class in the room. These are counter-revolutionary efforts, or efforts to suppress social change and protect capitalist class structures and interests (Marcuse, 1972).

Then, at the end of your document (no separate pages needed) there must be a list of sources cited in the text:

**References**

Brulle, R. (2013). Institutionalizing delay: foundation funding and the creation of U.S. climate change counter-movement organizations. *Climatic Change*, 681-694. doi: 10.1007/s10584-013-1018-7

Gordon, H. S. (1954). The Economic Theory of a Common-Property Resource: The Fishery. *Journal of Political Economy*, *62*(2), 124-142. doi: 10.2307/1825571

Lipton, E. (2014, October 31). Hard-Nosed Advice From Veteran Lobbyist: 'Win Ugly or Lose Pretty': Richard Berman Energy Industry Talk Secretly Taped. *The New York Times,* p. A19. Retrieved from http://www.nytimes.com/2014/10/31/us/politics/pr-executives-western-energy-alliance- (Links to an external site.)Links to an external site. speech-taped.html?_r=0 (Links to an external site.)Links to an external site.

Marcuse, H. (1972). *Counterrevolution & Revolt*. New York: Beacon Press.

Finally, …

In order to deter plagiarism, some assignments may use http://www.turnitin.com.., (Links to an external site.)Links to an external site. an automated system which instructors can use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission.

Accessibility Statement

The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must connect with Student Accessibility Services (Links to an external site.)Links to an external site., Ferrell Commons, 7F, Room 185, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

Campus and Online Safety

Emergencies on campus are rare, but if one should arise during class, everyone needs to work together. Students should be aware of their surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Students should make a note of the guide's physical location and review the online version at http://emergency.ucf.edu/emergency_guide.html.
- Students should know the evacuation routes from each of their classrooms and have a plan for finding safety in case of an emergency.
- If there is a medical emergency during class, students may need to access a first-aid kit or AED (Automated External Defibrillator). To learn where those are located, see http://www.ehs.ucf.edu/workplacesafety.html (click on link from menu on left).

- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to ucf.edu and logging in. Click on "Student Self Service" located on the left side of the screen in the toolbar, scroll down to the blue "Personal Information" heading on the Student Center screen, click on "UCF Alert", fill out the information, including e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK."
- Students with special needs related to emergency situations should speak with their instructors outside of class.
- To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video.

Online:

Though most emergency situations are primarily relevant to courses that meet in person, such incidents can also impact online students, either when they are on or near campus to participate in other courses or activities or when their course work is affected by off-campus emergencies. The following policies apply to courses in online modalities.

- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to ucf.edu and logging in. Click on "Student Self Service" located on the left side of the screen in the toolbar, scroll down to the blue "Personal Information" heading on the Student Center screen, click on "UCF Alert", fill out the information, including e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK."
- Students with special needs related to emergency situations should speak with their instructors outside of class.

Active Duty Military

Students who are deployed active duty military and/or National Guard personnel and require accommodation should contact their instructors as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.

Copyright

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

Third-Party Software and FERPA

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.

**Required Statement Regarding COVID-19 (some only is about in-person classes)**

To protect members of our community, everyone is required to wear a facial covering inside all common spaces including classrooms (https://policies.ucf.edu/documents/PolicyEmergencyCOVIDReturnPolicy.pdf). Students who choose not to wear facial coverings will be asked to leave the classroom by the instructor. If they refuse to leave the classroom or put on a facial covering, they may be considered disruptive (please see the Golden Rule for student behavior expectations). Faculty have the right to cancel class if the safety and well-being of class members are in jeopardy. Students will be responsible for the material that would have been covered in class as provided by the instructor.

Depending on the course of the pandemic during the semester, the university may make changes to the way classes are offered. If that happens, please look for announcements or messages in Webcourses@UCF or Knights email about changes specific to this course.

COVID-19 and Illness Notification – Students who believe they may have a COVID-19 diagnosis should contact UCF Student Health Services (407-823-2509) so proper contact tracing procedures can take place.

Students should not come to campus if they are ill, are experiencing any symptoms of COVID-19, have tested positive for COVID, or if anyone living in their residence has tested positive or is sick with COVID-19 symptoms. CDC guidance for COVID-19 symptoms is located here: (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

Students should contact their instructor(s) as soon as possible if they miss class for any illness reason to discuss reasonable adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.

In Case of Faculty Illness – If the instructor falls ill during the semester, there may be changes to this course, including having a backup instructor take over the course. Please look for announcements or mail in Webcourses@UCF or Knights email for any alterations to this course.

Course Accessibility and Disability COVID-19 Supplemental Statement – Accommodations may need to be added or adjusted should this course shift from an on-campus to a remote format. Students with disabilities should speak with their instructor and should contact sas@ucf.edu to discuss specific accommodations for this or other courses.