

## *Course Syllabus*

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### **Course Information**

*(course number, course title, term, any specific section title)*

Archer Program Internship

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### **Professor Contact Information**

*(Professor's name, phone number, email, office location, office hours, other information)*

Joel L. Swerdlow, Ph.D.

[joel@jswerdlow.com](mailto:joel@jswerdlow.com)

Cell: 202-549-8111

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

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

*(including required prior knowledge or skills)*

Acceptance into the Archer Fellowship Program.

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### **Course Description**

This course consists of an approved internship in a governmental or non-governmental organization in Washington, D.C. 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, advise 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.

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## **Student Learning Objectives/Outcomes**

Students will be able to handle themselves professionally in a non-academic, work environment.

Students will be able to manage their time in order to meet diverse demands.

Students will be able to discuss what they learned about the substance of the issues upon which they focused during their internship.

Students will be able to talk about all of the above in a way that allows them to both learn from and teach their classmates.

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## **Required Textbooks and Materials**

Vary as required by each internship.

## **Suggested Course Materials**

Vary as required by each internship.

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## **Assignments & Academic Calendar**

*(Topics, Reading Assignments, Due Dates, Exam Dates)*

Timing of each internship will generally reflect the Academic Calendar of the Archer Program classes, but may vary. The variation will not be significant. Some may begin before or after the first scheduled class, and some may continue after the end of classes. The place of internship determines this schedule, but usually the time difference is not more than a week.

Throughout the semester, during a brief time period (15-20 minutes) taken periodically in one or more of your classes, you will discuss tips, thoughts, and observations about your internships. Among the prime goals is to capture and disseminate useful tips, and to identify and address any problems that may exist.

**February 3<sup>rd</sup>:** Complete and submit the Internship Survey (attached). To be submitted to the Archer Program Coordinator and to Dr. Swerdlow

**March 10<sup>th</sup>:** Submit, to Dr. Swerdlow, a maximum two-page paper that relates your internship to an idea that you have encountered in one of your three Archer Classes. If you cannot find a relationship between the internship and classroom, write a two-page paper explaining why you think this happened.

**March 3<sup>rd</sup>, March 24<sup>th</sup> and April 14<sup>th</sup>:** Experiences and ideas from internships are part of class discussions in “Beyond Congress and the White House.”

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### **Grading Policy**

*(including percentages for assignments, grade scale, etc.)*

Students who successfully complete their internship and meet all other requirements will receive an A. Students who fail to do so will receive a grade that ranges from B to F, depending on the reasons for failure.

The two-page paper will not be graded.

During our individual February 16<sup>th</sup> & 17<sup>th</sup> mid-semester reviews for “Beyond Congress and the White House” we will also discuss issues or ideas related to your internship.

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### **Course & Instructor Policies**

*(make-up exams, extra credit, late work, special assignments, class attendance, classroom citizenship, etc.)*

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. Excuses for compelling personal or work-related reasons must be granted *beforehand*. Unexcused absences or failure to meet requirements will result in lower grades.

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## **Field Trip Policies**

### **Off-campus Instruction and Course Activities**

*Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address [http://www.utdallas.edu/BusinessAffairs/Travel\\_Risk\\_Activities.htm](http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm). Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.*

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## **Student Conduct & Discipline**

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

## **Academic Integrity**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

## **Email Use**

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual correspondence and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

## **Withdrawal from Class**

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

## **Student Grievance Procedures**

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy to the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

## **Incomplete Grade Policy**

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the

required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

## **Disability Services**

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:  
The University of Texas at Dallas, SU 22  
PO Box 830688  
Richardson, Texas 75083-0688  
(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

## **Religious Holy Days**

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

***These descriptions and timelines are subject to change at the discretion of the Professor.***



8. DOES ANYTHING FROM YOUR INTERNSHIP EITHER CONFIRM OR CHALLENGE WHAT YOU ARE LEARNING IN YOUR THREE ARCHER CLASSES?
  
9. WHAT MODIFICATIONS WOULD MAKE THIS INTERNSHIP A BETTER EXPERIENCE FOR YOU?