

# IAFS 4930-801

## Internship in IAFS

Contact Information	Course Information
Jeffrey Nonnemacher	January 8 <sup>th</sup> through April 24 <sup>th</sup>
<a href="mailto:Jeffrey.Nonnemacher@colorado.edu">Jeffrey.Nonnemacher@colorado.edu</a>	Classroom: N/A
Office: Norlin LIBR M400M	Class-time: N/A
<b>Office Hours:</b> Monday and Wednesday, 12:30pm -2pm (or by appt). Virtual upon request	

**Course Description:** This class offers students the opportunity to expand their understanding of international affairs while gaining practical experience in relevant organizations. Internships are short-term experiences in professional settings that are intended to be educational and contribute to a student's professional development. They introduce students to the people, skills, and experiences that will help them in their professional careers. Through this class, students will develop their skills in their specific placement, ask questions about how their studies in IAFS inform their experiences, and think through ways they can apply their studies to improve the mission of their placement.

As an internship course, the work you do for this course primarily involves your work at your placement. There is no class meetings and no readings for the course. Students must work at the placement for the equivalent of 40 hours per credit taken (a minimum of 120 hours overall for the 3-credit course). For an internship to be approved, it must involve regular direct supervision, exposure to the mission and operations of the office or institution, and an introduction to the relationship between their duties as interns and efforts of the organization.

**Internship Agreement:** All students are required to fill out an [internship agreement](#) that details expected duties and academic goals. The agreement is required for admission to the internship program. The contract must be signed by the student and the supervisor through DocuSign.

**International Students:** If you are an international student, please contact [CU-Boulder International Student and Scholar Services \(ISSS\)](#) prior to starting any internship.

**Activities with Alcohol:** Any internship that involves alcohol-related activities must receive an alcohol waiver from CU-Boulder and program approval before students are enrolled in the internship class.

### Course Assignments and Grades:

While most of the work you do will be for your internship, **this is still a graded course.** You are expected to complete several assignments alongside your internship responsibilities to earn credit.

Weekly Journal Entries	20%
Midterm Reflection	15%
Final Portfolio	65%
Final Reflection (10%)	
Academic Reflection (20%)	
Updated Resume (5%)	
Self-Assessment (5%)	
Supervisor Evaluation (25%)	

Letter grades will be assigned at the end of the semester based on the following scale. I will **not** round your grade, and grades will not be curved.

	B+	87-89%	C+	77-79%	D+	67-69%	
A	94-100%	B	84-86%	C	74-76%	D	64-66%
A-	90-93%	B-	80-83%	C-	70-73%	D-	60-63%

### **Weekly Journal Entries (20%)**

Throughout the semester, I want you to keep a journal of your experiences as you complete your internship. This journal is a chance for you to make note of your accomplishments, lessons learned, and challenges faced. Each Monday, I will post a series of prompts on Canvas that should serve as the guiding questions for your entries. Some weeks, I will ask you to submit drafts of items that will eventually make up your final portfolio. Then, at the end of the week by 11:59pm on Friday, you must upload your entries to the designated assignment folder on Canvas. **These should at a minimum be 500 words.**

### **Midterm Reflection (15%)**

Alongside the weekly reflection, you are also responsible for writing a midterm reflection essay that is 1500 to 2000 words. This essay is designed to get you to reflect on your experience with the internship by the half-waypoint of the semester. I will ask you to reflect on the skills that you think the internship is helping you grow, where you'd like to see the most growth, and how you can make the most of your internship experience. More information will be made available on Canvas. You are expected to meet with your supervisor to discuss these skills as part of your reflection. These are due by **February 27<sup>th</sup> at 11:59pm**.

### **Final Portfolio (65%)**

Over the course of your internship, you will be working towards completing a final portfolio of your experience in your internship. Cumulatively, all the components of this portfolio will makeup 65% of your overall course grade. Some of the prompts for your journal entries will ask you to submit drafts of some of these assignments so that none of these assignments sneak up on you at the end. Each piece is due at the end of the semester on **April 24<sup>th</sup> at 11:59pm**.

***Final Reflection (10%):*** You will be expected to write a second reflection essay at the end of your internship. This reflection should be 1500 words. This essay will ask you to reflect on the internship experience and how it fits into your broader narrative about yourself and your professional goals. More information will be made available on Canvas.

***Academic Reflection (20%):*** You are expected to write a more formal academic paper that critically analyzes the mission of your organization. Drawing on research you conduct, you are expected to write a 2000 to 2500-word paper on your internship and its role in international affairs. What are the theoretical foundations for why your organization exists? How effective is your organization and organizations like it on global affairs? You are expected to consult academic sources, quantitative data, and interviews with your supervisor and at least one other member of your team. More specifics will be made available on Canvas.

***Updated Resume (5%):*** You are expected to submit your updated resume in your final portfolio. This should highlight your internship duties and skills gained.

**Self-Assessment (5%):** Towards the end of your internship, I will circulate a form for you to complete that serves as a self-assessment of yourself on a variety of important skills that you should be building at your internship. You will **NOT** be graded on the scores you give yourself, but rather on your reflections behind these scores. Be honest and take this moment to reflect seriously. I do not expect perfection, and neither should you.

**Supervisor Evaluation (25%):** At the end of the semester, your supervisor will submit an evaluation that describes your work over the course of the internship. It is your responsibility to send your supervisor the form link from the IAFS website and have them complete this form by April 24<sup>th</sup>. ***This evaluation is worth 25% of your grade, so plan ahead!*** The evaluation is based on the following criteria:

- Work ethic, professionalism, and overall performance in your role
- Quality of work delivered and submitted
- Work completed related to global issues, foreign policy, or international affairs.

I **highly** encourage you to ask for feedback throughout the course of the semester, and I will be asking for a midterm evaluation as part of your midterm reflection. Do not let yourself get caught off guard by this evaluation. Ask for feedback and guidance early so that you catch and grow from problems early on in your placement. It is good professional development to learn how to have these conversations.

Supervisor evaluations are sent directly to me by your supervisor. I will notify you of receipt when I receive the supervisor's evaluation. I will only share feedback I have been given permission to share, otherwise it is your responsibility to ask your supervisor to meet to discuss their evaluation should you choose.

## **Late/Makeup Assignment Policy**

All assignments must be submitted by their specified due date as designated in the syllabus. Late assignments will suffer a 10 percent penalty for each day that they are late and will not be accepted after three days unless discussed in advance of the deadline. In general, there will be no make-up exams or extensions without a university approved excused absence. However, if you find yourself in a situation where you cannot complete the work on time, please communicate with me as soon as possible before the deadline or day of the exam.

## **Canvas & Email Policy**

I will primarily communicate with you via Canvas Announcements. Please ensure Canvas notifications are enabled, and announcements go to your inbox. As this is an online course, please make sure you are able to receive Canvas announcements and checking those announcements regularly to stay up to date with course material. **Please do not use Canvas to send me a message.**

E-mail is the best way to get in touch with me. When communicating with me, emails must have IAFS4930, IAFS Internship, or a logical alternative indicating the email pertains to this course. Emails to me must be sent from your official University of Colorado email address. It is class policy that grades will not be discussed over email. I will generally reply to e-mails within 24 hours.

## Artificial Intelligence

Generative artificial intelligence tools—software that creates new text, images, computer code, audio, video, and other content—have become widely available and pose new threats to academic integrity. **You may not use generative AI tools on assignments in this course.** Generative AI tools are typically trained on limited and pre-existing datasets that may be out of date and are designed to produce content that *appears* to be written by a human. As a result, work produced using generative AI is considered plagiarism and will often produce potentially outdated and inaccurate work that is not your own. If you use generative AI tools to complete assignments in this course, in ways that I have not explicitly authorized, this will be considered a violation of the Honor Code and there will be consequences appropriate to your specific case. These include getting a zero on the assignment, and possibly failing the class. Please act with integrity, for the sake of both your personal character and your academic record.

Please be **extremely careful** if you use tools like Grammarly or other generative AI for proofreading. This can and will rewrite your text and is considered a violation per the policy stated above if it does so. Use Spellcheck or other non-AI proofreading tools. If you aren't sure if you are using AI, err on the side of caution and don't use it.

Your supervisor will establish the policy for AI use for your work in your internship.

## Course Schedule

Week	Start Date	End Date	Due by Friday at 11:59pm
0	January 8	January 9	None
1	January 12	January 16	Journal Entry #1
2	January 19	January 23	Journal Entry #2
3	January 26	January 30	Journal Entry #3
4	February 2	February 6	Journal Entry #4
5	February 9	February 13	Journal Entry #5
6	February 16	February 20	Journal Entry #6
7	February 23	February 27	Journal Entry #7 Midterm Reflection
8	March 2	March 6	Journal Entry #8
9	March 9	March 13	Journal Entry #9
10	March 16	March 20	None (Spring Break)
11	March 23	March 27	Journal Entry #10
12	March 30	April 3	Journal Entry #11
13	April 6	April 10	Journal Entry #12
14	April 13	April 17	Journal Entry #13
15	April 20	April 24th	Final Portfolio

**Classroom Behavior:** Students and faculty are responsible for maintaining an appropriate learning environment in all instructional settings, whether in person, remote, or online. Failure to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, marital status, political affiliation, or political philosophy. For more information, see the [classroom behavior policy](#), the [Student Code of Conduct](#), and the [Office of Institutional Equity and Compliance](#).

**Accommodation for Disabilities:** If you qualify for accommodations because of a disability, please submit your accommodation letter from Disability Services to your faculty member in a timely manner so that your needs can be addressed. Disability Services determines accommodations based on documented disabilities in the academic environment. Information on requesting accommodations is located on the [Disability Services website](#). Contact Disability Services at 303-492-8671 or [DSinfo@colorado.edu](mailto:DSinfo@colorado.edu) for further assistance. If you have a temporary medical condition, see [Temporary Medical Conditions](#) on the Disability Services website.

**If you have a temporary illness, injury or required medical isolation for which you require adjustment, please let me know as soon as possible via e-mail.**

**Preferred Student Names and Pronouns:** CU Boulder recognizes that students' legal information doesn't always align with how they identify. Students may update their preferred names and pronouns via the student portal; those preferred names and pronouns are listed on instructors' class rosters. In the absence of such updates, the name that appears on the class roster is the student's legal name.

**Honor Code:** All students enrolled in a University of Colorado Boulder course are responsible for knowing and adhering to the [Honor Code](#). Violations of the Honor Code may include but are not limited to: plagiarism (including use of paper writing services or technology [such as essay bots]), cheating, fabrication, lying, bribery, threat, unauthorized access to academic materials, clicker fraud, submitting the same or similar work in more than one course without permission from all course instructors involved, and aiding academic dishonesty. Understanding the course's syllabus is a vital part in adhering to the Honor Code. All incidents of academic misconduct will be reported to Student Conduct & Conflict Resolution: [StudentConduct@colorado.edu](mailto:StudentConduct@colorado.edu). Students found responsible for violating the [Honor Code](#) will be assigned resolution outcomes from the Student Conduct & Conflict Resolution as well as be subject to academic sanctions from the faculty member. Visit [Honor Code](#) for more information on the academic integrity policy.

**Discrimination and Harassment:** CU Boulder is committed to fostering an inclusive and welcoming learning, working, and living environment. University policy prohibits [protected-class](#) discrimination and harassment, sexual misconduct (harassment, exploitation, and assault), intimate partner abuse (dating or domestic violence), stalking, and related retaliation by or against members of our community on- and off-campus. The Office of Institutional Equity and Compliance (OIEC) addresses these concerns, and individuals who have been subjected to misconduct can contact OIEC at 303-492-2127 or email [CUreport@colorado.edu](mailto:CUreport@colorado.edu). Information about university policies, [reporting options](#), and [support resources](#) including confidential services can be found on the [OIEC website](#). Please know that faculty and graduate instructors must inform OIEC when they are made

aware of incidents related to these policies regardless of when or where something occurred. This is to ensure that individuals impacted receive outreach from OIEC about resolution options and support resources. To learn more about reporting and support for a variety of concerns, visit the [Don't Ignore It page](#).

**Religious Holidays:** Campus policy requires faculty to provide reasonable accommodations for students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. Please communicate the need for a religious accommodation in a timely manner. In this class, **please let me know by the end of week 3 of any religious accommodations you may require.** See the [campus policy regarding religious observances](#) for full details.

**Mental Health and Wellness:** The University of Colorado Boulder is committed to the well-being of all students. If you are struggling with personal stressors, mental health or substance use concerns that are impacting academic or daily life, please contact [Counseling and Psychiatric Services \(CAPS\)](#) located in C4C or call (303) 492-2277, 24/7. Free and unlimited telehealth is also available through [Academic Live Care](#). The Academic Live Care site also provides information about additional wellness services on campus that are available to students.