**IAFS 4930   
Internship in International Affairs   
Fall 2016**

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Office Hours: by appointment

**COURSE DESCRIPTION AND GOALS**

The International Affairs Program offers students the opportunity to integrate theoretical concepts related to international affairs with practical experience in relevant organizations. Internship placements are intended to help develop a global mindset and prepare students to contribute in a range of environments. The purpose of this class is to allow students to explore the realm of internationally-focused organizations and to contextualize that experience through independent research.

Through this class, you will learn and do the following:

* Complete an internship relevant to international affairs (min. 120 hours at the placement)
* Identify and analyze the principles and goals of your organization
* Complete an analytical research paper related to the internship placement
* Apply concepts and skills you are learning in your International Affairs degree program
* Develop professional strategies, including best practices for communication and performance
* Communicate the skills and experiences you have gained through your placement

As well, you will learn to start thinking of yourself professionally: how the critical thinking abilities you gain at CU help you in a professional setting, how to set goals and build relationships, how you may contribute to and learn from an organization, and what professional ethics apply to your work.

**INTERNSHIP PROGRAM POLICIES**

*Required Internship Contract:* All students must fill out an internship contract with your supervisor that details your expected duties. A draft of the contract is required for admission to the internship program. An email from the internship supervisor can substitute for a signature. The contract can be downloaded from the IAFS internship page: <http://www.colorado.edu/iafs/academics/internships>. The completed contract can be submitted to the IAFS office, University Club A5, or a scanned copy can be emailed to [iafs@colorado.edu](mailto:iafs@colorado.edu).

*International Students:* If you are an international student, please contact CU-Boulder International Student and Scholar Services (ISSS) prior to starting any internship – <http://www.colorado.edu/oie/isss>.

*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.

**WHAT’S AN INTERNSHIP?**

An internship is short-term experience in a professional setting, and it is intended to be educational and developmental. As you select a placement, communicate with your supervisor, and complete your internship responsibilities, learning should be your main goal.

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), in addition to the independent research required for the academic component of this class. At approved placements, students will receive regular direct supervision, be exposed to the mission and operations of the office or institution, and become familiar with the relationship between internship duties and the overall efforts of the organization.

Guidelines to remember:

* *Always ask yourself the theoretical significance of your experiences.* How does your organization and its work relate to what you study in other International Affairs classes? Global society is not just “out there” beyond your national borders; it’s all around you and in your own community, and your internship is a chance to explore that.
* *During your internship, you are representing International Affairs and CU-Boulder.* Students are expected to benefit their host organization. You must maintain your commitments and complete duties promptly and efficiently. You are expected to dress and act appropriately. You may not use your position for personal political advantage.
* *Be curious.* At your placement, be reflective and analytical. Ask questions professionally and at appropriate times, and be an active participant in your learning experience. Find out about the culture of your organization. When you meet or hear of people of interest, follow up and make appointments to talk in greater depth later.
* *While you are on your internship, enjoy yourself!* Take full advantage of the opportunities your internship presents.

**GRADES & ASSIGNMENTS**

Weekly email updates and meetings with instructor (2 per semester): 30%  
Paper prospectus: 20%  
Final paper: 40%  
On-site supervisor evaluation: 10%  
  
Please note: *If you need an extension, discuss it with me* ***in advance****, except in cases of documented medical or family emergency. Late papers will be penalized a point for each day they are late.*

1. ***Weekly email updates – due each Monday by 5pm via email***  
   Send an email update each week of the semester (minimum 250 words per update, included in the body of the email or an attached Word doc). Each weekly update is due no later than 5pm each Monday (your local time), with the first due by 5pm on August 29. If you are starting your internship after that date, contact the instructor for other arrangements. Please note: the update for the week of Monday, September 5 is due by 5pm on Tuesday, September 6 because of the Labor Day holiday at CU. There is no update due on Monday, November 21 during fall break.

In your updates, you will detail your internship: what you’re doing, what challenges you’re facing and new skills you’re learning, any insights about your experience or organization, etc. Some weeks, I will email prompts for you to address in your weekly update; prompts will be emailed at the beginning of the week on Mondays. These emails are my main avenue for finding out how things are going, so please be as detailed as possible. The last update, due Monday, November 28, will include an updated resume that covers your internship duties and skills gained.

**Student must also meet at least twice with the instructor, once at the beginning of the semester and again in October.**

1. ***Paper prospectus* – *Due Friday, October 7 at 5pm (submitted via email)***Your final paper is intended to connect your internship experience to your study of international affairs, and your prospectus is your research plan. The prospectus allows you to start thinking about and organizing ideas for your final paper. The goal is to identify a research topic and a question with a viable scope, and to explain how you want to go about answering your question.

Your prospectus will be 2-3 pages (500-750 words, double spaced, 1” margins). It should include the following:

* Brief introduction to your topic
* Explanation of why your topic is important
* Research question – Your research question helps you refine and contextualize your topic. When developing your research question, think about the following: What are you curious to learn about your organization and its role in the international arena? How do your organization’s mission and actions relate to a theory or approach you’ve encountered in another class or found in the scholarly literature? What does your organization’s work say about broader themes or issues in international affairs, such as development, intercultural communication, gender, policy, trade, human rights, or conflict?
* Detail the evidence you want to use to answer your question. This helps you determine if your project is workable in scope. Do you plan to conduct interviews with your supervisor and others at your internship placement? Will you do library research? Use readings from other classes or readings suggested by your supervisor? Consult reports or data published by governments and international organizations?
* The paper proposal also must include **a preliminary bibliography with 5-10 scholarly sources** (scholarly sources include peer-reviewed journal articles and university press books). You will use these sources in your final paper. You can add other non-scholarly sources in addition as you wish. If you have questions about scholarly sources, ask the instructor or a CU-Boulder librarian. For a place to start, check the library’s *Find Articles and Databases* page, under International Affairs: <http://ucblibraries.colorado.edu/research/findarticles/>

1. ***Final paper* – *Due Friday, December 9 at 5pm (submitted via email)***The final paper will be 12-15 pages (3000-3750 words, excluding bibliography and citations, double spaced with 1” margins). Please use a standard style (e.g., MLA or Chicago), and ask the instructor or a CU-Boulder librarian if you have questions about standard styles.

**The final paper should include:**

* An overview of your organization (its history, mission, funding, audience, etc.)
* Answers to the key research question in the prospectus and analysis of your findings about your organization, its goals, and/or your specific topic. What does the literature say about this type of organization and the role it plays, or about your topic? What did you seek to examine and how did you go about doing this? Who did you talk to and why? What events and actions did you observe? What conclusions did you reach?
* Bibliography of resources
* As an appendix, your paper should include a sample of any product from your internship duties, such as reports or memos you’ve written.

**To submit along with the final paper:**

*Supervisor Evaluation/Review*   
Please have your supervisor fill out the evaluation that is on the internship page of the IAFS website, and submit this with your final paper: <http://www.colorado.edu/iafs/academics/internships>  
  
*Thank You Letters*   
Each student is expected to write thank you letters to individuals who played significant roles assisting the intern during the placement. Copies of these letters are to be attached with the final paper.  
  
**Grading scale:**

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| --- | --- |
| *SCORE* | *GRADE* |
| 93-100 | A |
| 90-92 | A- |
| 87-89 | B+ |
| 83-86 | B |
| 80-82 | B- |
| 77-79 | C+ |
| 73-76 | C |
| 70-72 | C- |
| 67-69 | D+ |
| 63-66 | D |
| 60-62 | D- |
| 0-59 | F |

**CU-BOULDER POLICIES**

RELIGIOUS OBLIGATIONS AND CLASS CONFLICTS   
Campus policy regarding religious observances requires that faculty make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. Please let me know at least two weeks in advance if you have a conflict with exams, assignments, or class meetings because of religious obligations. We will work together to arrange appropriate accommodations. See full details at <http://www.colorado.edu/policies/observance-religious-holidays-and-absences-classes-andor-exams>.

DISABILITY SERVICES   
If you qualify for accommodations because of a disability, please submit to me a letter from Disability Services in a timely manner so that your needs can be addressed. Disability Services determines accommodations based on documented disabilities. Contact Disability Services at 303-492-8671 or by e-mail at [dsinfo@colorado.edu](mailto:dsinfo@colorado.edu). Further information and answers to Frequently Asked Questions can be found at [www.colorado.edu/disabilityservices](http://www.colorado.edu/disabilityservices).

DISCRIMINATION AND SEXUAL HARASSMENT   
CU-Boulder is committed to maintaining a positive learning, working, and living environment. CU-Boulder will not tolerate acts of discrimination or harassment based upon Protected Classes or related retaliation against or by any employee or student. For purposes of this CU-Boulder policy, "Protected Classes" refers to race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation or political philosophy. Individuals who believe they have been discriminated against should contact the Office of Institutional Equity and Compliance at 303-492-2127 or the Office of Student Conduct (OSC) at 303-492-5550. Information about the Office of Institutional Equity and Compliance, the above referenced policies, and the campus resources available to assist individuals regarding discrimination or harassment can be obtained at <http://www.colorado.edu/institutionalequity>.

PLAGIARISM AND THE HONOR CODE   
Cheating (using unauthorized materials or giving unauthorized assistance during an examination or other academic exercise) and plagiarism (using another's ideas or words without acknowledgment) are serious offenses in a university, and may result in a failing grade for a particular assignment, a failing grade for the course, and/or suspension for various lengths of time or permanent expulsion from the university. All students of the University of Colorado at Boulder are responsible for knowing and adhering to the academic integrity policy of this institution. Violations of this policy may include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of academic misconduct shall be reported to the Honor Code Council (honor@colorado.edu; 303- 725-2273). Students who are found to be in violation of the academic integrity policy will be subject to both academic sanctions from the faculty member and non-academic sanctions (including but not limited to university probation, suspension, or expulsion). Other information on the Honor Code can be found at <http://www.colorado.edu/academics/honorcode>.