

**IAFS 4930**  
**Internship in International Affairs**  
**Summer 2020, 3 credits**  
**D term – 06/01/2020 to 08/07/2020**

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University Club A5-A

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Office Hours: by appointment (in person, or Zoom/phone for students in D.C. & abroad)

**COURSE DESCRIPTION AND GOALS**

This class offers students the opportunity to develop their understanding of international affairs through practical experience in relevant organizations. Internship placements are intended to help develop global engagement and to prepare students to contribute in a range of environments. Students also contextualize their experiences at the internship placement through independent research.

Through the internship class, students are encouraged to ask questions about their studies and reflect on their experiences. What does it mean to be an International Affairs major and what are you interested in exploring outside the classroom? How does your education inform your thinking about your community and the world?

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 project 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 skills you gain at CU help you in a professional setting, how to set goals and build relationships, how to communicate with different groups, and what professional ethics apply to your work.

**INTERNSHIP PROGRAM POLICIES**

*Internship Contract:* All students are required to fill out an internship contract that details expected duties and academic goals. A draft of the contract is required for admission to the internship program. The contract must be signed by the student and the supervisor; 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).

*Class research guide:* Please review the IAFS 4930 class page at the library:

<https://libguides.colorado.edu/IAFSInternship/Home>. This provides helpful information about the research process and we will use it throughout the course.

*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/iss>.

*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. It is intended to be educational and mainly developmental. As you select a placement, communicate with your supervisor, and carry out your 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:

- *Continually ask yourself the 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. Your internship is a chance to explore that.
- *During your internship, you are representing International Affairs and CU Boulder.* You are expected to benefit their host organization, and 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 updates and meetings with the instructor: 30%

Project prospectus: 20%

Final project: 40%

On-site supervisor evaluation: 10%

Please note: ***This is a graded, academic course. Deadlines are firm, except in cases of documented medical emergency. Late assignments will be penalized a point for each day they are late.***

### **1) Weekly updates – due each Monday by 5pm MT in Canvas**

Upload an update each week as a Word document (minimum 250 words per update, uploaded to that week's assignment folder in Canvas). Each weekly update **is due no later than 5pm MT each Monday, with the first due by 5pm on Monday, June 8**. If you are starting your internship after that date, contact the instructor for other arrangements.

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 send prompts for you to address in your weekly update, including ones that develop your research project. Prompts will be available at the beginning of the week on Mondays. Students are responsible for answering questions I send in responses to these updates.

These updates are my main avenue for finding out what you are accomplishing, so please be as detailed as possible. **The last update, due Monday, July 27, will include an updated resume** that covers your internship duties and skills gained. **Students will also submit a write-up of an informational interview**, conducted with a supervisor, coworker, or other individual in a professional field, along with their final project.

**Students must meet with me, or make a Zoom/phone appointment if in Washington, D.C. or abroad, at least once during the semester (in addition to the initial meeting to be admitted to the class).**

### **2) Project prospectus – Due Thursday, July 2 at 5pm MT (submitted to Canvas as a Word document)**

Your final project 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 project. 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.

You'll be working with academic sources to help you provide the foundation of your project, but you can be as creative as you want in your project overall. Past students have included interviews, video, photography, observations at cultural events, or plans for their own non-profit in their projects. Your internship informs your research, and the research also helps put your internship in context – you're putting a lot of yourself into your internship, so what do you want to learn more about in relation to it?

Your prospectus will be 500-750 words excluding annotated bibliography (approximately 2-3 pages, double spaced, 1" margins). It will include the following:

- Brief introduction to your topic – This can be a paragraph explaining your internship and how it led you to your research question.
- 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, policy, trade, human rights, or conflict?
- Brief literature review – 1-2 paragraphs giving an overview of the sources you include and annotate in your bibliography. Your literature review is a search and evaluation of sources on your topic, and it helps put your project in context. It offers an overview of what people are saying about your topic – think of it as a handy guide for you, as a researcher, and for readers who might be new to your topic and want to learn more. Some questions to consider: what do your sources say together as a group? Are there key points or standout sources of particular importance? Agreement or disagreement, or is there a point that supports, or does not support, your observations at your internship? Please cite your key sources and add quotations as useful. As with your annotations, you don't have to have completely read all your sources at this point. But, you need to know enough about them to identify key points and themes that you anticipate will help you.
- Include 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? Consult reports or data published by governments, international agencies, and your organization?
- The prospectus 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 project. You can add other sources **in addition** as you wish. This includes primary sources, such as government, think tank, or NGO reports. 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: [www.colorado.edu/libraries/research/find-articles-and-databases](http://www.colorado.edu/libraries/research/find-articles-and-databases)
- You don't have to have read everything in your bibliography for the prospectus. **However, you must include annotations for each citation**, and you will have weekly assignments that help prepare you for this. Each citation will be followed by an annotation or brief paragraph (approximately 150 words for each citation, in addition to your overall 500-750 words) that *describes* and *evaluates* the source. What is the source (e.g., journal article, book, etc.) and who wrote it? Why is the source useful and how do you plan to draw from it for your project? For

example, what concepts or theories in your source relate to your topic?

**3) Final project – Due **Monday, August 3 at 5pm MT (submitted to Canvas as a Word document)****

The final project will be 3000-3750, excluding bibliography (approximately 12-15 pages, 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 project will include:**

- An overview of your organization (its history, mission, funding, audience, etc.) and how your internship connects to your research topic
- Your brief literature review. What do your scholarly sources say about your topic, or about your type of organization and the role it plays – and did your internship experiences align with these sources?
- Answers to your key research question and analysis of your findings about your organization, its goals, and/or your specific 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
- If relevant, your project should include in an appendix a sample of any product from your internship duties, such as reports or memos you've written.

**Points I'll be looking for:**

- Is your research question clear? Did you answer your question clearly in the project and respond to the question in your conclusion?
- Have you explained how your internship connects to your research interests?
- Do you have 5-10 scholarly sources? (I.e., peer reviewed journal articles or books – additional sources are fine.)
- Do you use your scholarly sources to address your research question? Have you supported your points with evidence?
- Are your ideas well-organized and does one paragraph connect to another? Are your sections laid out logically and clearly?
- Do you have accurate citations and bibliographic references? Remember to have a consistent style, including how you format journal volumes, commas, periods, etc. Your bibliography is an important part of your argument, so make it count!
- Is your text free of grammatical errors and typos?

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

*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 project: <http://www.colorado.edu/iafs/academics/internships>

***This evaluation is worth 10% of your grade, so plan ahead!***

*Informational Interview*

Submit your write-up of your informational interview with a supervisor, coworker, or professional in the field. Please consult the [Career Services website for details on an informational interview](#), including sample questions. Your write-up doesn't need to be lengthy (approximately 250-500 words), but please give key takeaways from your conversation. What did you learn? Did anything surprise you?

### *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 submitted with the final project.

### **Grading scale:**

<i>SCORE</i>	<i>GRADE</i>
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**

Online at: <https://www.colorado.edu/academicaffairs/policies-customs-guidelines/required-syllabus-statements>

#### *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 or injury, see [Temporary Medical Conditions](#) under the Students tab on the Disability Services website.

#### *Classroom Behavior*

Students and faculty each have responsibility for maintaining an appropriate learning environment. Those who fail 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, political affiliation or political philosophy. Class rosters are provided

to the instructor with the student's legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records. For more information, see the policies on [classroom behavior](#) and the [Student Code of Conduct](#).

#### *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 policy may include: plagiarism, 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. All incidents of academic misconduct will be reported to the Honor Code ([honor@colorado.edu](mailto:honor@colorado.edu); 303-492-5550). Students who are found responsible for violating the academic integrity policy will be subject to nonacademic sanctions from the Honor Code as well as academic sanctions from the faculty member. Additional information regarding the Honor Code academic integrity policy can be found at the [Honor Code Office website](#).

#### *Sexual Misconduct, Discrimination, Harassment and/or Related Retaliation*

The University of Colorado Boulder (CU Boulder) is committed to fostering a positive and welcoming learning, working, and living environment. CU Boulder will not tolerate acts of sexual misconduct (including sexual assault, exploitation, harassment, dating or domestic violence, and stalking), discrimination, and harassment by members of our community. Individuals who believe they have been subject to misconduct or retaliatory actions for reporting a concern should contact the Office of Institutional Equity and Compliance (OIEC) at 303-492-2127 or [cureport@colorado.edu](mailto:cureport@colorado.edu). Information about the OIEC, university policies, [anonymous reporting](#), and the campus resources can be found on the [OIEC website](#).

Please know that faculty and instructors have a responsibility to inform OIEC when made aware of incidents of sexual misconduct, discrimination, harassment and/or related retaliation, to ensure that individuals impacted receive information about options for reporting and support resources.

#### *Religious Holidays*

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 the [campus policy regarding religious observances](#) for full details.