

IAFS 4930
Internship in International Affairs
Fall 2023, 3 credits

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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? What aspects of your major are you interested in exploring outside the classroom? How does your education relate to and inform your thinking about your community and its links to 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
- Reflect on your goals and interests, academically & practically, as an International Affairs major
- 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 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. The contract is linked on the IAFS internship page: <http://www.colorado.edu/iafs/academics/internships>.

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 issues are not just “out there” beyond your national borders; they are 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 your 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 at your internship, enjoy yourself!* Take full advantage of the opportunities your internship presents.

GRADES & ASSIGNMENTS

Weekly updates: 30%

Project prospectus: 20%

Final project: 40%

On-site supervisor evaluation: 10%

Please note: ***This is a graded, academic course. Deadlines are firm and 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 Tuesday, September 5** (Monday, September 4 is a CU holiday for Labor Day). If you are starting your internship after the first assignment date, contact the instructor for arrangements.

In your updates, give details about 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. 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.

These updates are my main avenue for finding out what you are accomplishing, so please be as detailed as possible. **The last update 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 at least twice during the semester. The initial meeting to be admitted to the class may count for one of these two meetings. This is a minimum and I am always happy to meet with students more frequently.

2) Project prospectus – Due Friday, October 13 at 5pm MT (submitted to Canvas as a Word document)

The prospectus allows you to start thinking about and organizing ideas for your project. **Your final project is intended to connect your internship experience to your study of international affairs, and your prospectus is your plan for that.** A key goal is to identify a research question and to explain how you want to go about answering your question.

You'll be working with scholarly sources to give you a foundation for your project, but you can be as creative as you want in your project overall. Past students have included interviews, video, podcasts, 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. That is, your internship gives you an opportunity to "test" what you've been learning in your IAFS classes. You're putting a lot of yourself into your internship, so what do you want to learn more about in relation to

it? How does your organization work on some real-world problem or issue in international affairs, and what are the strengths and weaknesses of its approach?

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 or two explaining what your internship is and how it led you to your research question. What about your internship made you curious and what questions came to mind?
- Research question – Your research question helps you refine your topic. When developing your research question, think about the following: What are you interested in learning 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 sources you've read for this class? 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? Is there agreement or disagreement among your sources, or is there a source 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). This also includes primary sources, such as government, think tank, or NGO reports. You will use these sources in your final project. You can add other sources **in addition** as you wish, such as articles from reputable news sources. 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
- 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? What concepts or theories in your source relate to your topic?

3) Final project – Due **Thursday, December 14 at 5pm MT (submitted to Canvas as a Word document)**

The final project will be 2000-2500 words, excluding bibliography (approximately 8-10 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. **Remember, the final project is about connecting your IAFS studies to your internship in the field.** This is your opportunity to consider your organization in light of what you've read and done in your IAFS classes – what are your observations? Did you interview anyone at your internship and what did you learn?
- 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?
- A conclusion clearly stating the answer to your research question and explaining what the topic means for your organization. What did you learn about the topic through your internship? How would you assess your organization's role and actions in your topic area? Do you have any recommendations for your organization?
- Bibliography of resources
- If relevant, you are free to include in an appendix a sample of any product from your internship duties, such as social media posts you've made, video or podcasts links, etc.

Points I'll be looking for:

- Is your research question clear? Did you answer your question 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?
- Do you use your sources to address your research question?
- Did you assess your internship organization and reflect on your organization's role in your conclusion?
- Are your ideas well-organized?
- Do you have accurate citations and bibliographic references? Did you proofread your project for typos and grammar issues?

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 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

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, 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](#).

Requirements for Infectious Diseases

Members of the CU Boulder community and visitors to campus must follow university, department, and building health and safety requirements and all public health orders to reduce the risk of spreading infectious diseases.

The CU Boulder campus is currently mask optional. However, if masks are again required in classrooms, students who fail to adhere to masking requirements will be asked to leave class. Students who do not leave class when asked or who refuse to comply with these requirements will be referred to Student Conduct & Conflict Resolution. Students who require accommodation because a disability prevents them from fulfilling safety measures related to infectious disease will be asked to follow the steps in the “Accommodation for Disabilities” statement on this syllabus.

For those who feel ill and think you might have COVID-19 or if you have tested positive for COVID-19, please stay home and follow the [further guidance of the Public Health Office](#). For those who have been in close contact with someone who has COVID-19 but do not have any symptoms and have not tested positive for COVID-19, you do not need to stay home.

If COVID-19 or another health situation disrupts your internship placement and your ability to fulfill internship responsibilities, please inform me as soon as possible.

Accommodation for Disabilities, Temporary Medical Conditions, and Medical Isolation

[Disability Services](#) determines accommodations based on documented disabilities in the academic environment. If you qualify for accommodations because of a disability, submit your accommodation letter from Disability Services to your faculty member in a timely manner so your needs can be addressed. Contact Disability Services at 303-492-8671 or dsinfo@colorado.edu for further assistance.

If you have a temporary medical condition or required medical isolation for which you require accommodation, see [Temporary Medical Conditions](#) on the Disability Services website.

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.

All incidents of academic misconduct will be reported to Student Conduct & Conflict Resolution: honor@colorado.edu, 303-492-5550. 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.

Sexual Misconduct, Discrimination, Harassment and/or Related Retaliation

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 violence (dating or domestic violence), stalking, and related retaliation by or against members of our community on- and off-campus. These behaviors harm individuals and our community. The Office of Institutional Equity and Compliance (OIEC) addresses these concerns, and individuals who believe they have been subjected to misconduct can contact OIEC at 303-492-2127 or email cureport@colorado.edu. Information about university policies, [reporting options](#), and support resources can be found on the [OIEC website](#).

Please know that faculty and graduate instructors have a responsibility to 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 an outreach from OIEC about their options for addressing a concern and the support resources available. To learn more about reporting and support resources for a variety of issues, visit [Don't Ignore It](#).

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. In this class, please let me know at least two weeks in advance if you have a conflict with assignments or class responsibilities because of religious obligations. We will work together to arrange appropriate accommodations. 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.