

Public Affairs 195CE. Corporate or Community Internship  
Summer 2021

**UCLA Center for Community Engagement**

**DRAFT subject to change**

Graduate Student Instructor: tbd  
Email: tbd  
Office Hours: tbd  
Course Website: tbd  
Faculty Mentor: Meredith Phillips

**COURSE DESCRIPTION**

Tutorial, to be arranged; fieldwork, eight to 10 hours. Limited to juniors/seniors. Internship in corporate, governmental, or nonprofit setting coordinated through Center for Community Engagement. Students complete weekly written assignments, attend biweekly meetings with graduate student instructor, and write final research paper. Faculty mentor and graduate student instructor construct series of reading assignments that examine issues related to internship site. May be repeated for credit with consent of Center for Community Engagement. No more than 8 units may be applied toward major; units applied must be taken for letter grade. May not be applied toward concentration or distribution requirements. Individual contract with supervising faculty member required. The Undergraduate Program in Public Affairs is focused on understanding societal problems and their potential solutions. This course will help students understand how concepts and methods from the multidisciplinary public affairs curriculum can be applied to and informed by an internship in a professional setting. Although the course is not limited to Public Affairs majors or minors, students enrolled in the course will apply concepts and methods learned in prior Public Affairs courses to a real- world internship experience; refine their understanding of these concepts and methods based on their internship experience; and gain new knowledge about specific topics related to their internship. PUB AFF 195CE is a 4-unit course that may be taken Pass/No Pass or for a letter grade. Students who are taking the course to fulfill any of the Luskin School's undergraduate program requirements (e.g., the Experiential Learning Capstone) must take the course for a letter grade.

*Students are required to work a minimum of 80 hours total (about 8-10 hours per week) at their internship site over the course of at least 8 weeks of the academic quarter (weeks 1-10).*

**LEARNING OUTCOMES**

- Define and apply the following core concepts, among others: civic engagement, social responsibility, and experiential learning.
- Apply academic knowledge and critical thinking skills to address situations and challenges that arise in 21<sup>st</sup> century work environments.
- Develop and execute a research paper or project proposal integrating analysis inspired by experiential learning (i.e., an internship) with knowledge gained from the academic disciplines

that inform public affairs.

- Explore how off-campus, community-based experiential learning contributes to an undergraduate's intellectual, personal, and professional development and informs future career choices.

### **ENROLLMENT REQUIREMENTS**

PUB AFF 195CE is a contract course offered in collaboration with the Center for Community Engagement (CCE). In order to enroll, students first need to fill out a course contract on myUCLA. Detailed instructions for enrollment can be found on CCE's website [here](#). After the course contract has been created, students are required to obtain the signature of their internship site supervisor on both the course contract and a letter of agreement which stipulates the responsibilities of UCLA and the internship site in supporting the student during the internship. Please note: students are NOT responsible for acquiring signatures of the faculty of record or department chair. Students will then need to schedule a 195CE intake appointment with the Graduate Student Instructor via myUCLA. Once the intake appointment has been scheduled, students will receive a link to an online form to upload the signed contract and letter of agreement. During the intake appointment, the Graduate Student Instructor will review student eligibility and provide an overview of course content and expectations. Once the Graduate Student Instructor approves the student contract, they will email the department Student Affairs Officer all necessary paperwork for student enrollment. Students will then be approved for enrollment by Public Affairs. Once approved, students will be enrolled by Public Affairs and can view their enrollment on their myUCLA Study List.

### **GRADING AND REQUIREMENTS**

- **40%** — Eight weekly writing assignments (2-3 pages double-spaced, unless length is otherwise specified)
- **20%** — Five bi-weekly meetings with your Graduate Student Instructor (your intake meeting *plus four additional meetings*)
- **40%** — Final research paper or project proposal (8-10 pages double spaced)
- Signed Timesheet reflecting *at least 80 hours* at internship site
- If you are taking the class P/NP, you must adequately fulfill *every* requirement to pass. In addition, you must earn a C or better (anything above 73%) to pass. Neglecting to submit the Timesheet or complete 80 hours at your internship are grounds for failure.

#### **Weekly Written Assignments (40%):**

Most weeks you are required to complete a written assignment. These assignments will help you learn more about the organization where you are interning; reflect on the needs of that organization; analyze how what you are experiencing on-the-job connects with what you have learned in prior courses; and envision a final project for the quarter—either a research paper related to your internship or a project proposal that you will implement in subsequent quarters.

All weekly assignments must be uploaded to the course website by Sunday at 12:00 pm (noon). If you enroll in the class during Week 2, then the assignments for Weeks 1 and 2 are due on the Week 2 due date. You need to turn in 8 response papers total. Each response should be 2-3 double-spaced pages,

unless otherwise specified, and is worth 10 points. In the absence of a pre-approved excuse, late papers will be docked 2 points for each day that they are late. Submitting more than two papers over one week late, in the absence of a pre-approved excuse, is grounds for an automatic “No Pass” or an equivalent reduction in letter grade.

Each writing assignment is worth 10 points:

- 4 points for structure (organization, spelling, grammar, etc.) and
- 6 points for substance.

*Note that the assignment in week 4 requires interviewing a supervisor or leader at your internship organization. We recommend that you confer with the person you’d like to interview in week 1 and 2 to get the interview on their calendar in week 4.*

### **One-on-One Meetings/Participation (20%):**

You are required to schedule and attend biweekly discussion sessions with your Graduate Student Instructor at the Center for Community Engagement at least 5 times, including intake. You should plan to come to each 30-minute discussion session prepared to lead a one-on-one discussion about your internship, your weekly response papers, and your progress on your research paper or project. This course is an upper-division independent study and your participation score for each meeting is based not only on whether you are engaged and up-to-date on the assignments, but also on how prepared you are to dig deeply and think critically about your internship experience and course assignments. Meetings that focus on superficial analysis or that consist largely of the Graduate Student Instructor asking you questions instead of you leading the conversation will not receive full credit. We recommend that you come prepared by jotting notes in advance, so that you do not forget things you want to talk about.

Intake and course appointments with your Graduate Student Instructor are made on myUCLA. Please follow the directions here (step #7) and reference your Graduate Student Instructor’s office hours here. Do not schedule with your Graduate Student Instructor directly. Plan accordingly. You are responsible for making your own appointments and for scheduling your 5 meetings evenly throughout the quarter (biweekly – i.e. every other week). Requests to schedule meetings in consecutive weeks, or to change meeting times, must be approved by the Graduate Student Instructor IN ADVANCE and may not be granted. Each meeting is worth 4 points. Repeated cancellation, especially same-day cancellations, may also result in a penalty. Showing up unprepared for a meeting will result in the loss of points. If you arrive more than 10 minutes late, you will be asked to reschedule and the meeting will be worth only half credit. Attending regularly scheduled meetings THROUGHOUT THE ENTIRE QUARTER is required in order to pass a 195CE course and failure to meet this expectation will likely result in an automatic grade reduction to C-/NP. You may be advised to drop at any point in the quarter if you are no longer in a position to pass the course.

### **Final Paper (40%)**

If you are using Public Affairs 195CE to fulfill the first quarter of the Public Affairs Experiential Learning Capstone and are planning to continue with the same internship organization for the other two

quarters of the Capstone, your final product for 195CE **must** take the form of a proposed applied project for the organization. This project should be something the organization needs and wants but hasn't yet had the capacity or time to accomplish. It should be something that you have developed after discussing possibilities with staff at your site and suggesting options to your supervisor. Projects for organizations can take many different forms depending on the needs of the organization, your interests, and the types of expertise you have or would like to develop. Possible projects may include needs assessments; evaluations; strategic, business, fund-raising, communications, or marketing plans; curricula; trainings; analytic literature reviews to inform future action; research on clients' experiences, perceptions, or outcomes; and many others. Once you have settled on your proposed project, your proposal will describe the need or rationale for the project, synthesize existing research and analogous efforts to justify your approach, and describe in detail what you anticipate the project will involve and what product it will yield.

If you will be interning at the organization for only one quarter, you may instead produce a research paper. This research paper may be largely empirical or theoretical, depending on your interests. The paper must be framed by a clear research question related to your internship and you must draw on primary and/or secondary sources to answer that research question.

Whether the final paper is a project proposal or a research paper, it should be approximately **8-10 pages**, double-spaced, and use Times Roman, 12pt. font with 1-inch page margins. **You will submit it using the Turn-it-In tool on CCLE by 5pm on Friday of Week 10.**

Unless you have an approved excuse, if the paper is late by more than one hour, your paper grade will be reduced by ½ of a letter grade (i.e., from A to A-). For each additional 24-hour cycle the paper is late, you will lose an additional ½ of a letter grade. We will not accept papers that are more than 7 days late. Unless you have an approved excuse, if you do not complete your paper within 7 days of its original due date you will receive a "0" for the paper.

In order to monitor the educational experience of undergraduate interns, the Center for Community Engagement communicates with internship site supervisors for mandatory check-ins at least twice each quarter and provides sites with an online evaluation of their partnership with UCLA. **As a matter of policy, sites must be notified at any point in the quarter if students are in danger of not passing the course or if they withdraw.** As needed, we may also communicate with various campus stakeholders, such as the Dashew Center for International Students & Scholars, the Career Center, and Student Care Managers.

#### **SIGNED TIMESHEET**

You must submit a timesheet with your final paper, signed by your supervisor and documenting the hours that you worked during the quarter. To pass the course, interns must work at least 8 weeks during the 10-week quarter and work a minimum total of 80 hours (approximately 8-10 hours/week). Failure to complete the minimum requirements will likely result in an automatic grade reduction to C-/NP. If for any reason you find that you must miss more than the equivalent of one week's regular shift

at your internship or if you must end your internship early, you MUST inform your coordinator IMMEDIATELY. Your Graduate Student Instructor will consult with your internship supervisor and Center administrators about appropriate next steps.

### **ACADEMIC INTEGRITY**

All policies in the UCLA Catalog regarding academic dishonesty apply to 195CE internship courses, including policies regarding plagiarism. When warranted, infractions will be reported to the Dean of Students and may result in disciplinary action and/or expulsion from the university. UCLA's complete policy regarding academic dishonesty can be found at the following website:

<http://www.deanofstudents.ucla.edu/>

In this 195CE course, if you're directly quoting someone's writing or what they've told you verbally, use quotation marks and cite the person. When referring to a conversation that you were a part of, it is sufficient to quote such conversations like you see in a newspaper article; published sources require formal citations.

1. If you are paraphrasing what someone wrote or said—you are not using their words but are using their ideas— you still need to cite them, although you don't need to use quotation marks.
2. All papers turned in must be original work completed by you. Besides the above rules about citation, this means that you can't turn in a paper to this class that you turned in for another class. Different classes require different papers. No exceptions.

### **COURSE ACCOMMODATIONS AND CAMPUS RESOURCES**

UCLA provides a wide range of resources to support students facing challenges, whether inside or outside the classroom. Consult the Student Care Managers program website for information about these resources, including information about confidential one-on-one consultations:

<http://www.studentincrisis.ucla.edu/Who-can-Help>. If you need to request an academic accommodation based on a documented disability related to your work in this course, please contact the Center for Accessible Education as soon as possible. CAE can be reached at A255 Murphy Hall, 310-825-1501, or 310-206- 6083 (telephone device for the deaf). You can learn more about their services by exploring their website at <https://cae.ucla.edu/>. Students should also notify their Graduate Student Instructor about any issues as soon as possible so that appropriate accommodations can be arranged with CAE well in advance of assignment due dates.

## **WEEKLY ASSIGNMENTS**

### **WEEK 1: Understanding the organization (2-3 pages)**

This assignment will help you better understand your internship organization. Answer the questions based on internet research and, if you can, with your supervisor's assistance. Be sure to adhere to all of the organization's confidentiality requirements when answering these questions. Write up the answers using complete paragraphs and sentences.

- What is the name of the organization?

- What is the mission of the organization?
- How long has the organization existed?
- What does the organization do? Or what services does it provide?
- How many employees/volunteers does the organization have?
- What is the boundary of the organization (geographically and demographically in terms of whom it serves)?
- How have the organization's operations/services been affected by recent events (social, political, health, economic, etc.)?
- Describe how your internship organization is funded. Where do its resources come from? How have those funding sources changed over time? Does the organization have funding challenges? How has the organization's funding been affected by recent events (social, political, health, economic, etc.)?

### **WEEK 2: Reflecting on your internship (2-3 pages)**

Read the excerpts from *The Successful Internship* posted on CCLE. Second, find and read two or three recent newspaper and/or magazines articles that deal with an important social, urban or policy issue related to your internship site or its field more broadly. First, summarize what you learned from the book and articles (.5-1.5 pages). Then write a reflection that addresses the following questions. Write up the answers using complete paragraphs and sentences.

- What is your role?
- How is this internship related to your interests and career goals?
- What do you expect to do at your internship?
- What days will you be working there?
- What do you expect to learn at your internship?
- What are you most excited about regarding the internship?
- What makes you nervous about the internship?

### **WEEK 3: Making connections between your previous coursework and your community work (2-3 pages)**

For this assignment, think back to the courses you've taken, and identify concepts, theories, and/or methods you've learned that are most relevant to your internship site. (Public Affairs majors: think specifically back to your PA courses.) Re-read readings and lectures that you think may be relevant. Select three to five of those concepts/theories/methods and write an essay applying them to your internship experience and/or the field in which your organization works. Consider how the academic material informs your understanding of the internship. Also consider how your internship experience thus far informs your understanding of, or critique of, the academic material. Make sure you include enough explanation of the concept/theory/methods you are using so that someone who hasn't been exposed to that material will understand your analysis (2-3 pages). Make sure you cite appropriately the sources of the concepts, theories, and/or methods that you draw on in your analysis.

*Note that your assignment for next week is to interview a supervisor or leader at your internship. If you haven't already, make sure you schedule that.*

#### **Week 4. Conducting a qualitative, open-ended interview**

This assignment requires you to interview a supervisor or leader. The interview consists of two parts. In the first part, you'll conduct an "informational interview" to ask questions about your interviewee's professional journey and their advice for you as you navigate school and your own career path. *In the second part, turn the conversation to your project proposal or research paper. Here the goal is to discuss ideas and get feedback on them. If you are doing a project proposal that will produce a project in subsequent quarters, it will be essential to solicit your interviewee's thoughts and suggestions (ideally in response to some options you suggest) for projects that would be useful to the organization.*

Prepare an interview guide (i.e., a series of interview topics or interview questions) *before* the meeting to provide structure. Because this is a qualitative, open-ended interview, you should also improvise by adding follow-up questions as needed during the interview.

Ask if your interviewee is comfortable with you audio recording the interview, especially the part regarding your research paper or project proposal, so that you can listen more carefully during the interview and refer to the recording later. *Be sure to send your interviewee a thank you note after the meeting.*

You will turn a summary of your interview (2-3 pages), ideally including some direct quotes. You will also turn in your interview guide as an appendix.

Here are some possible questions for the "informational interview" first part of the interview to get you started toward your interview guide, but no need to use these:

- What was your own journey into this profession?
- Can you share some of the mistakes or challenges you faced along the way? How did you overcome these challenges?
- What do you think are the main skills and attributes necessary for success in this line of work?
- How might you define your ethical or moral obligations in this sector to the people we serve (e.g. clients, constituents, customers) and to the wider community? Are these two groups sometimes in conflict? If so, how do you reconcile that personally?
- In your opinion, what is the most important thing I should learn from this internship, and what do you suggest I do to get the most from my experience here?

Don't forget to add questions to your interview guide about your ideas for your research paper or proposal.

### **WEEK 5: Relating your internship to your research paper or project (2-3 pages)**

Reflecting on your previous assignments, including the interview, brainstorm *either*

1. a project that might be useful for your internship organization or
2. a research question that you would like to explore

If planning for a project proposal, you may want to consider the following questions in developing this reflection:

- What needs, challenges, or growth opportunities does your organization have?
- What might your organization need more information about?
- What solutions or work products might be helpful to your organization?
- Given your organization's work and needs, what project types might be relevant?
- Briefly describe three ideas that might be most interesting to you and elaborate on how you might pursue them.

If planning for a research paper, you should state a research question as clearly as possible and then write a brief plan for how you might answer the question, what kind of information you would gather, and where you would find that information.

### **WEEK 6: Refining your topic and finding sources for your project proposal or research project (2-3 pages)**

Begin preliminary research on your topic by finding four sources that will provide helpful background for your project or help you answer your research question. At least three of these sources should be academic articles or book chapters. One may be an example of a project or paper that resembles what you might like to be produce. We recommend beginning with Google Scholar. A helpful feature of Google Scholar is the "cited by" link, which shows every article that cited the article in your search result. This allows you to explore similar articles on the topic. DO NOT just choose the first two articles that come up in your search regardless of their relevance to your topic; your Graduate Student Instructor will know. Once you find 4 appropriate articles, summarize each article and then explain how it is or isn't relevant to your project proposal/research question.

### **WEEK 7: Project Proposal or Research Paper—Introduction, Outline, Initial Bibliography (2-3 pages)**

Write an introduction and outline for your project proposal or research paper. Include as much detail as possible in the outline. Provide a bibliography of the sources you intend to draw on (full citations).

### **WEEK 8: Draft of Final Proposal or Paper (at least 3 pages)**

Draft of a section of your paper. This draft should include citations (where necessary) and it should be at least 3 pages double-spaced. It must expand substantially beyond the Introduction and Outline from Week 7 and include ideas that will be fleshed out in the final paper.



**WEEK 9:****UCLA Collaboratory: Summary Report of your Internship Production**

The Center for Community Engagement is launching an effort to more systematically collect data on the internship sites, activities, and production that UCLA student interns contribute to these organizations. The Center is planning to create a directory of internship sites to inspire and guide future students seeking internships. The department offering the 195CE course will review your summary report of activities and output, and select 1-5 internships to showcase on the UCLA Collaboratory, an online platform that features UCLA's community engaged work.

For this week, you will be asked to share information about your internship site and your role as student intern. You will be submitting this assignment through a Google form, linked [here](#). The Google form has more specific instructions.

**WEEK 10: Final Proposal or Paper (8-10 pages)**

The final papers are due by **5pm on Friday of week 10**. Papers must be uploaded to the course website via Turnitin. Your timesheet, signed by your site supervisor, is due by the end of finals week. Upload a PDF of your timesheet to the class website. A grade cannot be submitted for you until your signed timesheet has been received. Note that if you wrote a project proposal and will be continuing with the project next quarter, you will have an opportunity to refine/revise the proposal early next quarter.