



Undergraduate Education Initiatives

Public Affairs 195CE Civic Engagement: Corporate & Community Internship

UCLA Center for Community Engagement

Summer 2022

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[Please, sign up for office hours using my Calendly:]

Faculty Mentor: Meredith Phillips

Course Website: <https://bruinlearn.ucla.edu/courses/143908> (Available Thursday, June 23)

Welcome to Public Affairs 195CE!

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.

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. No more than 8 units may be applied toward major; units applied may be taken for a letter grade or pass/no-pass. May not be applied toward concentration or distribution requirements. Individual contract with supervising faculty member required.

PUB AFF 195CE is a 4-unit course that can be taken for a letter grade or pass/no-pass. Completion of the course fulfills one upper division elective course requirement for the Public Affairs major, but students do not need to be Public Affairs majors to enroll, nor does the internship need to be directly related to Public Affairs. Overall, we hope that students walk away with tangible work experience that informs their career choices moving forward and broadens their view of the world. *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 eight weeks of the academic quarter.

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1. Meet your Faculty and TAs



2. Learning Goals

- Define and apply the following core concepts: civic engagement, social responsibility, environmental responsibility, (racial/gender) equity, and governance.
- Apply academic knowledge and critical thinking skills to address situations and challenges that arise in 21st century work environments
- Write a research paper integrating real world experience into the frameworks of Public Affairs
- Explore how off-campus, experiential learning contributes to an undergraduate's intellectual, personal, and professional development and informs future career choices.

3. Course Organization

This course does not include a lecture. Instead, students are expected to meet biweekly with their Graduate Instructor and complete weekly written assignments, detailed below.

During the biweekly meetings, students and Graduate Instructor will discuss how the internship is progressing, along with troubleshooting any scenarios that arise. This space may also be used to discuss written assignments and any other issues students may be having. Biweekly meetings will occur over Zoom.



4. Course Materials

All required course readings will be accessible via the Canvas page.

IMPORTANT

Read the first 3 pages of the syllabus *closely* so that you are familiar with all the class requirements. You are responsible for all the material on the syllabus and for fulfilling all the class requirements.

ELIGIBILITY & ENROLLMENT

Students are eligible to enroll in PUB AFF 195CE if they have completed at least 90 units (junior standing) and are in good academic standing (3.0+ GPA). Senior standing students do not have a GPA requirement. You need to secure an internship before you can begin enroll procedures.

The 195CE courses are set up for students with internships in a corporate, non-profit or governmental agency. CCE defines an internship as a preprofessional experience that provides training to students so they gain new skills and can learn about a workplace under the direct supervision of a professional in the field. Internships may be paid or unpaid but must offer students training, supervision, and networking opportunities in a professional work setting. The internship must involve challenging college-level work and must take place with a supervised off-campus workplace site (no home offices). The field of your internship does not have to be directly connected to your major/minor or to the department under which you enroll.

Internships should provide students with 8-10 hours per week (80-100 hours per quarter) of work for at least 8 weeks of the quarter in which they are enrolled. 195CE cannot be taken for retrospective internships.

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 [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. If there are any problems with your contract or with enrolling you in the course, one of the GSIs will contact you by e-mail. The deadline to enroll is Friday of Week 2. The class often fills up before then, and students are enrolled as we receive the contracts, so the earlier you submit a contract, the better your chances of getting enrolled. Intake appointments must be completed by the Wednesday of Week 2. International students may enroll early (weeks 8-10 of preceding quarter) in order to complete CPT paperwork with the Dashew Center.



5. Succeeding In This Class and Cultivating an Inclusive Classroom Together

Success in this class is largely dependent upon communication and engagement - both with students' internship]site and with their instructor. If students have concerns about anything, they should feel comfortable to reach out to their Graduate Instructor directly.

6. Assignments and Participation

Please note that participation (meaning your attendance at scheduled bi-weekly meetings with your instructor) is 20% of your grade. Each meeting is individually worth 5 points.

Writing assignments are as follows:

- Week One: Understanding the Organization paper (5 points)
- Week Two: Current Events paper (5 points)
- Week Three: Interview (5 points) **please note you should start reaching out ASAP to schedule this**
- Week Four: Research Paper - Installment 1 (5 points)
- Week Five: Public Affairs Topical Paper + CE Survey (5 points)
- Week Six: Research Paper - Installment 2 (5 points)
- Week 7: Public Affairs Topical Paper (5 Points)
- Week 8: Research Paper - Full Rough Draft (5 points)
- Week 9: Peer Share- Research Paper Exchange (5 points)
- Week 10: Final Paper (35 points)



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WEEKLY ASSIGNMENTS

Weekly assignments are required to be at least 2-3 pages double-spaced, unless otherwise specified, written in an essay style. Assignments are due weekly on Sundays at 11:59pm. They are to be uploaded to the class website, or failing that, emailed to your GSI. Each writing assignment is worth 5 points. Feedback will be returned by the following Sunday evening.

Essays turned in late will be marked down 0.5 points each day. If you fail to turn in an assignment on time, it is due at the latest by the Sunday of the following week, or you will receive no credit for having completed the assignment.

INTERVIEW

The assignment for week 3 requires you to interview someone at the internship site itself and therefore you may want to reach out to a supervisor sooner to secure a time for the interview.

BI-WEEKLY MEETINGS

Schedule (in MyUCLA) and attend biweekly discussion sessions with your GSI at least four times, in *addition* to the intake. The fourth of these meetings will take the form of a Group Writing Workshop. Come to each individual 30-minute meeting *prepared to lead our one-on-one discussion* about your (1) weekly response papers, (2) research paper, and/or (3) future career trajectory. 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 readings and 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 me asking you questions instead of you leading the conversation will not receive full credit. I recommend students come to our meetings with a meeting agenda or series of questions.

- Meeting 1 (Weeks 3-4)—*Schedule in Calendly*
- Meeting 2 (Weeks 5-6)—*Schedule in Calendly*
- Meeting 3 (Weeks 7-8)—Group Writing Workshop 1: I will provide a Zoom link for the group meetings. Please, sign up [here](#) to join one of the listed groups depending on your time availability.
- Meeting 4 (Weeks 9-10)—*Schedule in Calendly*

*SCHEDULING MEETINGS

Once students are officially enrolled in the course and have been assigned to their GSI, students will be able to schedule their biweekly meetings through MyUCLA by going to the "Academics" tab, "Advising & Academic Services", "Appointments". Students are required to schedule four meetings: two through MyUCLA and two in the google docs provided above. **All meetings should be scheduled at once** to ensure that students receive the meeting times that work for them. Meetings can be scheduled for weeks 3 through 10. **No meetings will be held during finals week.**

ALL MEETINGS ON ZOOM

When you sign up for our two individual meetings under "Appointments," you will automatically be assigned a Zoom link, both in MyUCLA as well as in your Outlook calendar (if you have an account associated to your @ad.ucla.edu). As stated above, I will assign the Zoom links for our Group Writing Workshops. You will find them in the Sign-up sheet. You may choose to use Zoom on your mobile device or computer. **Your video MUST be on during your meetings.**

GROUP WRITING WORKSHOPS



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In Week 7 or 8 you will meet with me and two or maximum three other PUB AFF 195CE students. The purpose of the meeting is to share our research paper topics, large questions, specific questions, ideas, arguments, and outline with each other. We will learn how other students are approaching different topics by listening and providing constructive feedback to each other. Students will fulfill the following steps:

1. Prepare a concise and clear power point presentation: Think about how to present your questions, your research topic, the larger issue you would like to address, the specific issue(s) you would like to focus on, the ways in which you plan to address your topic and how you plan to write about/structure it (follow the prompt for each Writing Workshop). After presenting, you will receive oral feedback from your peers and myself as well as written feedback from one of your peers.
2. Exchange Papers: In order to receive written feedback from one of your peers, you will upload your research paper draft in this folder after our Group Writing Workshop. Please, share your draft as a Google Doc. I will grade the comments that each one of you has offered (not the research paper drafts) in Week 9.

Remember: writing is a sensitive, personal, and challenging process for many of us. Please be *sympathetic*, *generous*, and *constructive* to your classmates' writing aims, attempts, and aspirations.

FINAL PAPER

Please see the Week 4 assignment for the final paper prompt. Your final research paper is due by Sunday of Week 10 by 11:59pm, to be uploaded to our CCLE website. For each 24-hour cycle it is late beyond this deadline your paper will lose 1/3 of a letter grade. We will not accept papers that are more than 7 days late. If you do not complete your paper within 7 days of its original due date you will receive a "0" for the paper.

INTERNSHIP HOURS AND TIMESHEET

To pass the course, interns must work for their internship site at least 8 weeks during the 10-week quarter for a minimum of 80 hours total (approximately 8-10 hours/week). If you know that you must miss more than 8 hours during any given week throughout the quarter and will be unable to meet the minimum requirement, please let your UCLA internship coordinator know right away so they can determine how to best advise you. If an unforeseen circumstance arises mid-quarter which impacts your ability to complete your hours, please consult your UCLA GSI as soon as possible to create a plan to move forward. Failure to complete the required hours is grounds for substantial grade penalty.

7. Course Grading Scale

GRADING AND REQUIREMENTS

- **45%** — Eight weekly writing assignments (2-3 pages double-spaced, unless length is otherwise specified; 5 points each)
- **20%** — Four bi-weekly meetings (*in addition to* the intake meeting) with your GSI. In two of these meetings, we will gather in small groups (5 points each).
- **35%** — Final research paper (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* one of the requirements 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 will likely result in an automatic grade reduction. *Grade Scale*: A 93-100, A- 90-92, B+



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87-89, B 83-86, B- 80-82, C+ 77-79, C 73-76, C- 70-72, D+ 67-69, D 63-66, D- 60-62, F 0-59 (please note that there is no A+ for this class).

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.

8. Courses and GE Credits

For Public Affairs majors, this course will substitute for PUB AFF 187 A (the first quarter of the Public Affairs Capstone series).

9. Course Schedule

Biweekly meetings and weekly written assignments.

WEEK 1: Understanding the Organization (2-3 pages)

This assignment will have you better understand your organization. You will 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.

****EXAMPLE*** If a business, use the company's website, or look up some information about the company on Lexis-Nexis Business.[1] If a non-profit, government office, or if the company is too small to show up on these sites, use the organization's website. Use the following questions as a general prompt for your 2-3 page written essay-style response. Do not answer the prompt questions one-by-one.*

- *Read the excerpts from *The Logic of American Politics* (focusing on p. 26-30). Learn the definitions of the following terms: command authority, veto power, and agenda setting. Describe the decision-making process and explain how major decisions are made at your organization. Ask yourself: who sets the agenda for all the major decisions? Who has command authority and who exercises veto power in these instances? As part of this question, think about whether there are institutions (like an executive council) within the organization that influence decision-making. If so, how are decisions made within these types of institutions?*
- *What is the company or organization's purpose or mission? What products or services does it provide? Find out the full range of products and services the organization provides, particularly those that you may not be exposed to in your specific office or division.*
- *How large is the organization, in terms of number of employees? How large was their revenue last year? If a non-profit or government office, how large is their budget? Where does their funding come from?*
- *If the organization you work for is large, how does your office fit in within their larger structure and purpose? Which other divisions of the organization do you rely on to get your specific task done? If the organization you work for is small, which other organizations, businesses or government agencies does it rely on to accomplish its tasks?*



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- *What is the population that your organization serves? How does it identify and communicate with the population it serves? How does it learn the demands of this population and adjust the product or service to meet those demands?*

The assignment for week 3 requires you to start early and get the assistance of your supervisor. We recommend you begin preparing for this assignment in advance.

WEEK 2: Current Events Assignment (2-3 pages)

First, read the provided excerpts from *The Successful Internship* in the CCE Welcome Packet.

****EXAMPLE*** Second, find two or three recent newspaper and/or magazines articles that deal with a serious economic or political issue confronting either your internship site (if it's a big company) or more broadly, your field or industry. All your articles should be about a single issue so that you have enough information to properly answer this week's questions.*

After reading through the articles, use the following questions to guide your essay-style response. Do not answer the prompt questions one-by-one.

- *Describe the major challenges that your office or industry currently faces and just how widespread is this problem. Provide concrete evidence to support your argument.*
- *Has your firm or industry done anything in response to these types of issues? If so, how? Be specific. Perhaps your firm has filed individual lawsuits or maybe it has collectively organized with other firms to lobby the local, state, or federal government. If there is some sort of a lobby group that articulates and represents the interests of your industry, then describe this organization and its lobbying efforts. Has it thus far succeeded or failed in confronting the challenges described above? If the lobby group has proposed a law or initiative, then describe the law and explain how it would help your industry.*
- *This question is just an opportunity for you to reflect on your role in society as a professional in your industry. The excerpts from *The Successful Internship* emphasize the importance of recognizing that professionals have certain moral and ethical obligations to society. What obligations do professionals in your industry have in regard to dealing with the issue you've identified, obligations both to the business or industry itself, and to the wider society?*

Reminder: make sure you've begun the week 3 assignment by the beginning of the week. It will require you to interview a supervisor or superior at the internship, so you will have to conduct that interview before the end of the coming week.

WEEK 3: Interview (2-3 pages)

This assignment will have you interviewing a superior in your office about professionalism and your academic interests. Use the following questions to guide your analysis in an essay-style response. Do not answer the prompt questions one-by-one.

- First, the assignment includes a so-called "informational interview," in which you discuss with a more experienced person about their own journey in order to learn for yourself how you might navigate school and future employment.
- Secondly, the assignment also includes an opportunity to discuss with your superior some of the thematic interests you may explore in your research paper.

I recommend you try to interview the highest ranked individual that you can get access to, such as an owner, executive, or department head. If you cannot get access, your immediate supervisor will also work. You should see this as an opportunity to sit down and structure a conversation in a way that you might not otherwise be able to. It also serves as a great way for senior members of the organization to meet you.



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For this assignment, you will want to write up a series of interview questions to be prepared before the meeting. However by no means must you stick exclusively to the questions. I find it best to use these as a broad structure, but to allow the conversation to naturally flow. Include a few of your own questions, especially for the second part of the assignment to explore themes for your final research paper.

- What was your own journey into this profession?
- What do you think are the fundamental skills to support success in this field?
- 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?
- What is the most important thing I could get from this internship, and what can I do to get the most from my experience here?
- (Insert questions about the themes of your research paper.)

Finally, I encourage you to *ask* if your supervisor is comfortable if you audio record the interview, especially the part regarding your research paper, as this could serve as a primary source material.

WEEK 4: Research Paper—Topic, Question, and Sources (2-3 pages)

The purpose of this research paper is to question some phenomenon that influences the industry of your workplace through the framework of Public Affairs, analyze relevant scholarship and data on the topic, and develop a strong argument that you substantiate through research.

Please answer the following questions separately, rather than trying to integrate them into an essay. You must properly cite sources (see below) or lose points.

1. Project Title
2. Topic: Identify some phenomenon or dynamic that influences your field or industry. While this may be a popular contemporary Public Affairs issue—for instance student debt, gun policy or the electoral cycle—your topic may also be more unique and not of widespread public discussion. *Describe the topic.*
3. Difference: What difference or anomaly do you want to explain?
4. Question: Develop a succinct question that frames the *puzzle* you're interested in exploring about your topic. A question inquires into some unknown dynamic. I recommend avoiding yes or no questions. Instead, you should search for processes that reveal the tensions, power relationships, institutional agendas, etc., of your topic.
5. Bibliography: I recommend beginning your research by exploring academic sources at Google Scholar, and write a few paragraphs explaining how three academic sources are relevant to address your question. In Google Scholar: first, try different combinations of keywords. Second, adjust dates for your search inquiry to discover articles relevant to your research (for instance, if you're studying the Movement for Black Lives, you'll want to search for articles in the past few years since it began). Third, you may gauge the influence of the article by noticing how many people have cited the article. Fourth, you may want to explore the bibliographies of articles you find insightful, as well as the links on Google Scholar called "cited by" and "related," which may list similar pieces.
 - To access academic articles on your personal computer, you will need to follow steps on "Connect from Off-Campus" on the UCLA Library website. This will allow you to use a Proxy Server or Virtual Private Networking (recommended).
<http://www.library.ucla.edu/use/computers-computing-services/connect-campus/>

- a. Go through the useful tutorial on the library website, located at <http://www.sscnet.ucla.edu/library/tutorial.php>. If possible, browse over some of the other guides that have been put together by the library staff.
- b. Please cite your research paper sources using APA — Author-Date: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
- c. Supplement your scholastic research with magazines, newspapers, websites, think tanks, etc. Again, check what these scholars cite for other possible sources.

WEEK 5: SELECT TOPIC of INTEREST FOR YOUR DEPARTMENT (2-3 pages, 4 points) / Short Survey (1 point)

EXAMPLE FROM POLITICAL SCIENCE**Laws and regulations govern the context around the operation of all jobs. Identify some way in which a law or some regulation specifically affects the work you do at your internship or more broadly your organization. Use the following questions to guide your analysis in an essay-style response. Do not answer the prompt questions one-by-one.*

- *What is the law? What is the jurisdiction of the law (international, national, state, regional, local, etc.)?*
- *How does it affect your industry's operations? Does adhering to the law result in costs on the company?*
- *Who enforces the law and how? What are the consequences for breaking the law? Does the law achieve its goals?*

This week you are also expected to complete a brief assignment for the Center for Community Engagement.

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 companies and organizations. We plan to create a directory of internship sites to inspire and guide future students seeking internships. In addition, 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.

Assignment Details

To complete this assignment, 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 specified instructions.

WEEK 6: Research Paper—Introduction and Outline (2-5 pages)

This week's assignment will be preparing for your final paper by writing an introduction and structured outline.

1. Project Title: (see Week 4)
2. Difference: (see Week 4)
3. Question: (see Week 4)
4. Introduction: Write an introductory paragraph or first few pages of your research paper. The introduction should (1) introduce your research puzzle, (2) how you intend to structure your paper, (3) the implications of such a topic, and (4) the hypothesis or preliminary argument for your paper.
5. Outline: Develop a structured outline of the paper, including as much detail as you can.
6. Bibliography: Include a bibliography in accordance with the Chicago Manual of Style.



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WEEK 7: SELECT TOPIC of INTEREST FOR YOUR DEPARTMENT (2-3 pages)

EXAMPLE FROM POLITICAL SCIENCE*First, read Charles Lane's article in the Washington Post and then read the excerpt from Olson's The Logic of Collective Action.*

Use the following questions to guide your analysis in an essay-style response. Do not answer the prompt questions one-by-one.

- *Why is it uncommon for groups of individuals who have a common interest to work together to achieve that common interest (e.g., if everyone benefits from government services, why don't people voluntarily pay taxes)?*
- *Why are businesses better able to organize to represent their interests than other groups?*
- *How do groups solve the problem of getting individuals to work together to achieve a common goal? Why, therefore, does Olson consider political power a "by-product" of other activities? What are Olson's examples of groups where political power is a by-product of their normal activities?*
- *Using Google, Wikipedia, your organization's website or other internet resources, identify an organization that lobbies the government to represent the interests of your industry (e.g. Motion Picture Association of America, American Banker's Association, U.S. Chamber of Commerce), professionals in your industry (e.g. Writer's Guild of America, American Medical Association, National Association of Realtors, California Teacher's Association, American Association for Justice), or workers in the industry (e.g. AFL-CIO, Service Employee's International Union). If you work for a large corporation or non-profit, the organization itself may lobby the government directly. If you work for a legislative office, you can choose an organization that your office has had contact with rather than one that represents your interests. Using the organization's website, Google News, Wikipedia or other internet resources, find an example of this organization lobbying the government on behalf of your industry or its workers (e.g. donating money to a political campaign, testifying before Congress, promoting its own agenda in a public relations campaign).*
- *Describe the organization you identified. What is your internship site's relationship to that organization?*
- *What is the organization trying to accomplish through its lobbying efforts in the example you identified? Has it succeeded or failed yet?*

For a presentation of rival explanations on interest group formation, you may want to read:

Jeffrey M. Berry and Clyde Wilcox. 2009. *The Interest Group Society*. 5th edition. New York: Pearson Longman. Read pp. 34-46 in Chapter 3.

Ostrom, E. (1990). *Governing the commons: The evolution of institutions for collective action*. Cambridge university press.

WEEK 8: Draft of Final Paper (5+ pages)

Please submit a rough draft of your research paper, which should expand substantially beyond the Introduction and Outline from Week 6. Please revise the following as appropriate.

1. Project Title: (see Week 4)
2. Difference: (see Week 4)
3. Question: (see Week 4)
4. Introduction: (see week 7)
5. Body Paragraphs
6. Conclusion

WEEK 9: Paper Exchange



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In order to receive written feedback from one of your peers, please upload the latest version of your research paper draft into [this folder](#) by Thursday of this week. You are expected to have polished your ideas after having received verbal feedback and comments during our Week 8 Group Writing Workshop. Share your draft as a Google Doc. The comments should have been inserted by Sunday at 11:59pm. I will be grading the comments that each one of you has offered (not the research paper drafts).

1. Provide track changes, comments, edits, and analysis on your peer's rough draft.
2. Write feedback on the paper addressing (a) strengths, (b) weaknesses, (c) and suggestions for moving forward.

WEEK 10: Final Paper and Timesheet (8-10 pages)

Research papers and Timesheet (signed) are due by **11:59pm on Sunday of Week 10**, uploaded to the course website. In the left hand column of our course website, under WEEK 10, you will find "Timesheet." You can use the pdf provided as your Timesheet or as a reference for it, if you would prefer to create a table yourself. Length: 8-10 pages of writing, double-spaced, NOT INCLUDING CITATIONS!

[1] Note: To use Lexis-Nexis, go to the UCLA Library website. Under "Search and Find," go to "Frequently Used Databases." There will be a link for Lexis-Nexis Business. You can also Google "Lexis-Nexis Business." If you are off campus, you'll need to configure your computer to use the proxy server.

10. Academic Accommodations

COURSE ACCOMODATIONS 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 Office for Students with Disabilities as soon as possible. OSD 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 <http://www.osd.ucla.edu>. Students should also notify their GSI about any issues as soon as possible so that appropriate accommodations can be arranged with OSD well in advance of assignment due dates.



11. 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.