

INR4940: International Internships

× Area 1: Basic Course Communication Information

Instructor Name and Title: Dr. Daniel A. Smith	
Office Location: 303 Anderson Hall	
Phone and Email: dasmith@ufl.edu	
Preferred form of Contact: Email	
Office Hours: By Appointment	

× Area 2: Required and Recommended Materials for this Course

- Required Reading and Other Course Materials: Readings are custom-designed for each internship. Please let Dr. Smith know what your typical duties entail.

+ Area 3: Grading Policies and Grade Scale

- In this pass/fail course, in order to earn a “S” grade, you're required to keep a weekly journal (a paragraph or so for each weekly entry) documenting your activities on the job, as well as write an 8-10 page, double-spaced paper, both of which you will be turning in to me by the last day of the semester. In addition, there will be periodic checks with your internship supervisor to make sure you are fulfilling your duties.
- Your 8-10 page paper is not simply 'what I did on my internship' narratives. Nor is it a research paper. I do not expect you--nor do I want you--to do additional readings beyond what I've assigned to you.

Rather, your paper is intended to have you reflect critically, and confidentially, on your internship experiences, comparing and contrasting those experiences with what political scientists have found in their research. What do political scientists have right and wrong? How can your internship experiences inform the scholarly literature?

- Grading in this class is consistent with UF policies available at:
<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>
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- Policy on Late and Make-up Work: If your internship extends beyond the last day of class, you may request an extension. Students will receive an "I" until the materials are turned in and graded.

× Area 4: UF Policies Shaping This Course

- Contact Hours: You need a total of 140 "Contact Hours" on the job at your internship over the semester. It is up to you to arrange those hours with your supervisor.
- Accommodation for Student with Disabilities: Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. This class supports the needs of different learners; it is important for students to share their accommodation letter with their instructor and discuss their access needs as early as possible in the semester.
- Statement Regarding Evaluations: Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available from [the Gatorevals website](https://gatorevals.aa.ufl.edu/students/) (<https://gatorevals.aa.ufl.edu/students/>). Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via [the evaluation system](https://ufl.bluera.com/ufl/so-eng.htm). (<https://ufl.bluera.com/ufl/so-eng.htm>) Summaries of course evaluation results are available to students at the [public results website](https://gatorevals.aa.ufl.edu/public-results/) (<https://gatorevals.aa.ufl.edu/public-results/>).
- Statement Regarding Course Recording: Our class sessions may be audio visually recorded for students in the class to refer back to and for use of enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate verbally are agreeing to have their voices recorded. If you are unwilling to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be

recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

× Area 5: Additional Course Policies and Information

- *UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (sccr.dso.ufl.edu/process/student-conduct-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.*

Additional UF Policies and Resources

+ University Police

+ Career Connections Center

+ Counseling and Wellness Center

+ Dean of Students Office

+ Disability Resource Center

+ Multicultural and Diversity Affairs

+ Office of Student Veteran Services

+ ONE.UF

+ Official Sources of Rules and Regulations