UF Political Science Junior Fellowship[1]

Director: Dr. Angela F. McCarthy
Zoom Personal Meeting ID: 227 595 9385
Office Hours: Monday, Wednesday, Friday 12:30-2:30, (or) by appointment
Email: angelamccarthy@ufl.edu
Website: angelafmccarthy.com

Basic Course Communication Information

Communication: The best way for us to communicate is through Canvas messages or by email. For questions regarding graded work or course assignments, the safest way for us to communicate is through Canvas messages.

Office Hours: I am (almost) always available for students to inquire about their grades, discuss weekly assignments, or chat about research. I am available Monday, Wednesday, and Friday from 12:30 - 2:30, or by appointment. If the scheduled office hours do not fit your schedule, then let us make an appointment. I am happy to accommodate your scheduling needs.

Email Response: If I do not respond to your email inquiry within 24 hours, then you should email me again. You are not "bugging" me with a follow up email. I should respond to ALL emails within 24 hours. If you email me during schedule office hours, then I will email you within the hour.

Program Overview

"The undergraduate Junior Fellows Program provides meaningful research experience, insight into the profession of Political Science, and the opportunity to work closely with a faculty member or an advanced (ABD) graduate student on his or her current research project. The program is designed for advanced students wishing to gain the experience that will prepare them to succeed in their senior thesis work and/or stand out as they apply for research opportunities and advanced degrees. Junior Fellows will have a hands-on experience with the innovative research performed at the Department of Political Science and will gain valuable professional insight by working closely with their supervisor on a weekly-basis, attending a seminar series exploring the diversity of methods and approaches, and participating in a capstone research presentation workshop."[2]

---

[1] The majority of the course components (syllabus) were passed down to me by the previous program director, SD.
[2] The program overview is taken directly from The Department of Political Science: Junior Fellows website.

Requirements with Advisor

1. Meet weekly to discuss research objectives, assign tasks, and maintain progress. If you are registered for 3 credits, you are expected to spend 9 hours per week working on the research project (this does not mean you spend all those hours at school with your supervisor). The initial meeting should serve as an introduction of the research question, the methodological approaches used and the rationale behind them, and the project expectations. It is the expectation of the Junior Fellows program that supervisors will teach and mentor their Junior Fellows in the conduct of research and professional development to prepare them for future research opportunities and advanced degrees.

Grading

Grading in this class is consistent with UF policies available at: Grades and Grading Policies

Graded Work Values:
(Virtual) Presentation Reports: 25%
Progress Reports: 25%
Mentor Evaluation including Final Presentation: 50%

Policy on Late and Make-up Work: If you find yourself unable to complete your assignments on time, email me *before* the assignment is due. Of course, students are able to make up assignments due to a university obligation, illness, death of a family member, or civic duty.

Grade Return Timing: Grading is done on Saturdays. Thus, you will have your graded work back to you over the weekend (barring natural disaster, illness, or internet communication issues).

Point Range for this Class:

Letter Grade	Range:	
A	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
D+	< 70.0 %	to 67.0%
D	< 67.0 %	to 64.0%
D-	< 64.0 %	to 61.0%
F	< 61.0 %	to 0.0%

List of Graded Work

1. <u>Presentation Reports:</u> You will attend 4 (virtual) research presentations.
   - Two presentations are scheduled (and hosted) by me.
   - I will post via Canvas opportunities for the other two presentations as they become available.
   - For each presentation, you will write a presentation summary.
   - Presentation summaries are due within 7 days of attending the event.
2. <u>Progress Reports:</u> There are seven progress reports.
   - Submit a list of progress points.
   - Provide a simple summary of your work in progress
     - I.e. What have you been doing?
   - Does not have to be in complete sentences (but can be)
     - 5 sentences (or so)
   - Include workload
     - hours dedicated to Junior Fellows
   - Note: this should be a very "relaxed" assignment.
3. <u>Mentor Evaluation:</u> This is to be done by your faculty mentor.

Enrichment: Class and group discussions: There are two class meetings. Attendance is required (but not graded). Group discussions are used to connect you to other Junior Fellows. As a group, we will discuss our research and research projects. I will hold two group discussion meetings. These are not required but encouraged.

UF Policies Shaping This Course

<u>Contact Hours:</u> "Contact Hours" refers to the hours per week in which students are in contact with the instructor, excluding office hours or other voluntary contact. The number of contact hours in this course equals the number of credits the course offers.

<u>Workload:</u> As a Carnegie I, research-intensive university, UF is required by federal law to assign at least 2 hours of work outside of class for every contact hour. Work done in these hours may include reading/viewing assigned material and doing explicitly assigned individual or group work, as well as reviewing notes from class, synthesizing information in advance of exams or papers, and other self-determined study tasks.

<u>Accommodation for Student with Disabilities:</u> Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. 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.

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](#) 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 contact me.

University Police
[UF Police](#) (392-111 or 9-1-1 for emergencies)

Career Connections Center
[Career Connections Center](#) (352-392-1601 | [CareerCenterMarketing@ufsa.ufl.edu](#)) connects job seekers with employers and offers guidance to enrich your collegiate experience and prepare you for life after graduation.

Counseling and Wellness Center
[Counseling and Wellness Center](#) (352-392-1575) provides counseling and support as well as crisis and wellness services including a [variety of workshops](#) throughout the semester (e.g., Yappy Hour, Relaxation and Resilience).

Dean of Students Office
[Dean of Students Office](#) (352-392-1261) provides a variety of services to students and families, including [Field and Fork](#) (UF's food pantry) and [New Student and Family programs](#)

Disability Resource Center
[Disability Resource Center](#) ([DRCaccessUF@ufsa.ufl.edu](#) | 352-392-8565) helps to provide an accessible learning environment for all by providing support services and facilitating accommodations, which may vary from course to course. Once registered with DRC, students will receive an accommodation letter that must be presented to the instructor when requesting accommodations. Students should follow this procedure as early as possible in the semester.

Multicultural and Diversity Affairs
[Multicultural and Diversity Affairs](#) (352-294-7850) celebrates and empowers diverse communities and advocates for an inclusive campus.

Office of Student Veteran Services
[Office of Student Veteran Services](#) (352-294-2948 | [vacounselor@ufl.edu](#)) assists student military veterans with access to benefits.

ONE.UF

ONE.UF is the home of all the student self-service applications, including access to:

- Advising
- Bursar (352-392-0181)
- Financial Aid (352-392-1275)
- Registrar (352-392-1374)

Official Sources of Rules and Regulations

The official source of rules and regulations for UF students is the Undergraduate Catalog and Graduate Catalog. Quick links to other information have also been provided below.

- Student Handbook
- Student Responsibilities, including academic honesty and student conduct code
- e-Learning Supported Services Policies includes links to relevant policies including Acceptable Use, Privacy, and many more
- Accessibility, including the Electronic Information Technology Accessibility Policy and ADA Compliance
- Student Computing Requirements, including minimum and recommended technology requirements and competencies

Course Schedule

You should meet with your advisors throughout the semester. Your advisor will work with you to arrange a meeting schedule.

DATE	ACTIVITY
September 3	Class Meeting: Orientation @ 5pm
September 10	Progress Report 1
September 17	Discussion group @ 5pm (optional)
September 24	Progress Report 2
October 1	(Virtual) Research Presentation @5pm
October 8	Progress Report 3
October 15	Class Meeting @ 5pm
October 22	Progress Report 4
October 29	Progress Report 5
November 5	Discussion group @ 5pm (optional)
November 12	(Virtual) Research Presentation @5pm
November 19	Progress Report 6
December 3	Progress Report 7
TO BE DETERMINED	Final Projects