

## POL 192A: Political Science Internship Program, UC Center Sacramento

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**Office:** UC Center Sacramento Room 223

**Office Hours:** Wednesdays 1:00pm-2:00pm, Fridays 12:00pm-1:00pm, and by appointment

### Course Objectives

POL 192A is a course designed to complement your internship experience through the UC Center Sacramento. This course allows you to receive academic credit for your work you do at your internship. In order to receive course credit you must work at least the minimum number of hours, complete internship journals, and receive a satisfactory evaluation of your internship performance.

All internship requirements are integral and students will not receive credit unless all coursework is satisfactorily completed.

### Grading

The course grade for POL 192A is pass/fail and is based on the following components [a passing grade is equivalent to a C- on a graded scale]:

Working a minimum number of hours

Complete internship journal

Satisfactory evaluation of internship performance

*Working a minimum number of hours:* In order to satisfy the requirements for your internship you must work a minimum number of hours. These hours will depend on your enrollment status. For quarter students the minimum number of hours is 200. For semester students the minimum number of hours is 320. It is the responsibility of the student to keep track of hours worked

*Complete internship journal:* Students will be required to complete four internship journals over the course of the quarter. These journals are designed to get your feedback on different aspects of your internship experience. Survey links to these journals will be sent to you during Weeks 3, 4, 5, and 7. Follow the survey link and answer all of the questions asked to the best of your ability.

*Satisfactory evaluation of internship performance:* To satisfy the requirements of your internship you must receive a satisfactory internship performance evaluation. It is the students responsibility to remind their supervisor to complete this evaluation at the end of the quarter.

## **Course Policies**

*Late Policy:* Extensions will be allowed only in the event of a medical or family emergency. The emergency must be documented [doctor's note] in order to be able to have an extension. If documentation is provided, then a decision will be made regarding whether you will be granted an extension. Any requests for an incomplete must be accompanied by a written medical report.

*Grade Appeals:* Students will have one week from when grades are posted to appeal their grade. All appeals must include a typed, double spaced statement explaining why you are requesting a grade appeal, and you must justify with evidence from your exam, paper, or summaries. If you choose to appeal your grade, the instructor reserves the right to increase or decrease the existing grade.

*Internship Termination:* In the rare event that your internship is terminated for cause during the session, we reserve the right, following appropriate investigation, to assign a failing grade for the course. If any issues arise during your internship, you should communicate your concerns immediately to your UCCS student advisor or the Associate Director Cindy Simmons.

## **Academic Honesty**

As a University of California student, you have agreed to abide by the University's academic honesty policy. Cheating and other violations of academic honesty are serious offenses. Students are expected to work independently on all graded assignments. Please refer to the UC Davis policy on integrity of scholarship for further details. Students who engage in cheating will earn an F grade.

## **Students with Disabilities**

Any student who, because of a disability, may require some special arrangements in order to meet any of the course requirements should contact the instructor as soon as possible to make necessary accommodations. It is the responsibility of the student to request accommodation for individual learning needs. UC Davis and the UC Center will make every attempt to accommodate all qualified students with disabilities.