

POL 192A/192B: Sacramento Internship

UC Center Sacramento

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Course Description

In this course students earn credit for participating in an internship with a government, non-profit, governance/policy-focused, or advocacy organization in Sacramento. Students will work at their internship site (or remote, or hybrid as agreed upon with the internship supervisor) for 20 hours a week. Quarter students will intern for 10 weeks, while semester students will intern for 15 weeks. All students will complete a minimum of 5 credits, and semester students may complete up to 8 credits since they are interning for about 50% longer.

Course Assignments and Grading

The course is pass/fail. You must complete your internship hours and the student exit survey in order to be assigned a passing grade.

Internship hours: it is important to ensure that your work is effective such that your internship host does not want to dismiss you before you complete the required hours. It is also important to follow UCCS procedures and turn in all time sheets in a timely manner, especially your final timesheet since you cannot be assigned a grade until that is turned in.

Exit survey: in addition to completing your internship credit hours you must also complete the student exit survey, which we use to understand and improve our program. This survey will be distributed in the last couple weeks of the session. This will not be graded and will only take 5-10 minutes, but it must be completed before we will assign a grade for this course.

Policies and Expectations

Internship Issues or Problems

If you are experiencing issues or problems in your internship contact UCCS Associate Director Cindy Simmons.

Office Hours

I have set aside 2 hours each week to be available for student consultations. That time is your time; you do not need an appointment to drop in. I will occasionally need to travel on that day so it is worth sending an email to make sure I am in town before coming by.

Artificial Intelligence/LLMs

Defer to your internship supervisor on the appropriate use of AI.

Attendance and Participation

Students will document the hours they worked by completing a weekly time sheet. More details will be provided by UCCS staff at orientation.

Late Policy

Late assignments are not relevant in this class.

Grade Appeals or Grievances

Because this course is pass/fail grade appeals or grievances are extremely unusual. However, any appeals should follow UC Davis procedures:
<https://registrar.ucdavis.edu/records/grades>

Academic Integrity

Cheating and other violations of the [UC Davis Code of Academic Conduct](#) are serious offenses. Students must work independently on all assignments unless otherwise specified. Students caught cheating will be automatically awarded a letter grade of “F” and will be reported to the [Office of Student Support and Judicial Affairs](#).

Disability Accommodations & Campus Resources

Students with a disability requiring accommodation or those requesting additional information about the resources available for students with disabilities should visit the [UC Davis Student Disability Center](#). Students should contact the instructor to discuss necessary accommodations well in advance of assignment due dates. It is also highly recommended that students take advantage of the campus resources offered by the [Academic Assistance and Tutoring Centers](#). These resources include tools to improve study skills, academic writing, as well as topic-specific assistance.

A Safe UC Davis

As members of the University community, your instructors are mandatory reporters and have a responsibility to report any instances of sexual harassment, sexual violence, or other forms of prohibited discrimination. If a student would rather share information about sexual harassment, sexual violence, or prohibited discrimination with a confidential employee, who does not have this reporting responsibility, please visit [Harassment & Discrimination Assistance and Prevention Program \(HDAPP\)](#) or [Sexual Violence Prevention and Response](#).