Expected Learning Outcomes

Upon completion of this course the student will be able to:

1. Express a first-hand perspective of how federal and/or state policy is formulated in our nation’s capital;
2. Describe the challenges and rewards of public service; and
3. Exhibit leadership skills tailored to a career in public service.

Methods for Assessing the Expected Learning Outcomes

The expected learning outcomes for this course will be assessed through:

1. Weekly journal entries emailed to mgritter@angelo.edu for the duration of the internship.
2. Two posts published on a social media platform.
3. Networking Assignment.
4. Two essay assignments: student must complete and submit two papers.
5. Feedback from the office where the student has worked during the internship period.

Course Assignments/Grade Determination

Preparation:

Orientation seminars will be conducted in preparation of the student’s internship. Homework (i.e., reading and completion of paperwork) may be assigned prior to each orientation session. Former interns will be in attendance to share first-hand information about the internship. Attendance is mandatory at all preparation events. Any absence must be approved in advance by the internship coordinator.
Journal:

The intern will keep a journal over the course of his/her time in the District of Columbia, nation’s capital. The journal should be emailed to mgritter@angelo.edu weekly for the duration of the internship. The journal should consist of a summary of activities at work, experiences in the Tech House & around Washington, D.C., and/or travel opportunities. Journal entries can vary from week to week as far as content; however, a reasonable attempt should be made to provide more than a superficial description of weekly activities.

Social Media Initiative:

You will be provided with a biographical information sheet to fill out at the beginning of September. The information provided will be shared through social media and the website to promote your brand and experiences during the internship. There will also be opportunities to post about the internship through your own social media platforms including Facebook, Instagram, blog pages, etc. The student will be required to make two internship-related posts on two different social media outlets. The posts may include pictures with congressional members, staff, monuments, or other relevant material promoting your brand and experiences as an intern.

Office/Performance Evaluation:

Interns will be placed in an office where they are required to work a minimum of 40 hours per week for the duration of the internship. Regardless of the particular duties assigned, interns are an integral part of their respective office. It is imperative that interns report to work on time, exhibit a strong work ethic and complete their assigned duties each day. Interns will be assigned an intern coordinator within the office to whom they will report during their internship. The intern coordinator will be requested to communicate regularly with Angelo State University and provide feedback on the intern’s performance. An intern’s conduct both in and out of the office is reflective not only on the student, but Angelo State University and his or her office. Improper conduct may result in a failing grade in this course.
Final Assignments:

There are two final assignments, though this may vary.

- **Assignment 1 – Reflection Paper**
  5-6 page paper discussing the student’s overall DC internship experience.

- **Assignment 2 – Legislation Analysis Paper**
  5-6 page paper that discusses what you learned about the legislative process. For example, who filed the bill, why it was filed, what is its purpose, and how did it become a law. You should also discuss, in your opinion, some of the pros and cons of the bill, who supported its passage, and those that did not support the bill. Why did individual(s) or groups support the bill or not? What do you think the significance of the bill is or will be?

- All written assignments in hard copy must be typed, paginated, and double-spaced with one-inch margins (unjustified) and Times New Roman font with a 12 pt. size.

**Due Dates:** All assignments are due on or before May 10, 2021

The last day to drop is April 30, 2021.

**Grading:**

Journaling-15%
Social Media Assignment-15%
Office/Performance Evaluation-30%
Final Assignments-30%

**COURSE POLICIES:**

**GRADING SCALE**
A - 90% B - 80% C - 70% D - 60% F - Less than 60%

**General Policies related to this course:**

All students are required to follow the policies and procedures presented in these documents:

Angelo State University Student Handbook

Angelo State University Catalog

**Student Disability Services:**

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by
the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at [www.angelo.edu/ADA](http://www.angelo.edu/ADA). The employee charged with the responsibility of reviewing and authorizing accommodation requests is: **Ms. Dallas Swafford**

Director of Student Disability Services 325-942-2047 dallas.swafford@angelo.edu  
Houston Harte University Center 112

**Title IX**

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Miller, J.D. You may submit reports in the following manner:

Online: [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form)

Face to Face: Mayer Administration Building, Room 210

Phone: 325-942-2022

Email: michelle.miller@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).
For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.

**Religious Holidays:**

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information. It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

**Student Conduct Policies:**

**Academic Integrity**

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Science and Engineering adheres to the Statement of Academic Integrity

**Plagiarism**

Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

**Copyright Policy**
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Course Syllabus Statement on Required Use of Masks/Facial Coverings by Students in Class At Angelo State University
As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.