

## **Civic Engagement 195: Corporate or Community Internship** **4 units Graded**

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Course website: <https://classes.sscnet.ucla.edu/course/view/13W-CIVIC195CE-1>

### **What is Civic Engagement?**

Civic engagement includes an awareness of public issues as well as active participation with community organizations. Students who are civically engaged apply what they have learned and generate new knowledge across disciplines through research and scholarship. Through these partnerships, UCLA develops tomorrow's leaders for a new, diverse democracy.

### **Course Description**

This internship course is designed to provide an academic context for off-campus work in a corporate, governmental or non-profit setting, using the knowledge base of civic engagement. Students will be assigned readings related to the Civic Engagement subject area. Students will also work independently with the instructor to create a reading list for the final paper that examines the civic issues related to their meaningful work at the internship site. These may include (but are not limited to) an analysis of issues such as the public policymaking process; legislation that impacts the work of the organization; or organizational decision making. Students are expected to learn the ways in which individuals and groups can organize to solve problems, analyze issues, or bring about change in a democratic society.

### **Course Requirements**

- Submit internship contact information to your coordinator via email
- A signed timesheet indicating 80-100 hours at an off-campus internship
- Five one-on-one meetings with your coordinator
- Weekly written assignments
- Final research paper

***Internship contact information.*** Contact information is due by 7 pm on the Friday of Week 2. Submit the information via the link on the course website. Failure to submit contact information to your coordinator by the due date will result in a 5 point deduction from your final point total for the course (note that this is equivalent to 5 percentage points).

***Signed timesheet.*** A copy of the timesheet is available on the course website. You can submit your signed timesheet at the front desk by 4:30 pm on the Friday of Week 10 or upload to the link on the website by 7 pm on the Friday of Week 10. You should plan to work at your internship 8-10 hours per week. Failure to submit a signed timesheet indicating at least 80 hours of work throughout the quarter is grounds for automatic failure.

***One-on-one meetings.*** You will meet with your coordinator for 30 minutes every other week to discuss the readings, weekly assignments, and your work at your internship site. To set up an appointment, please call, email, or drop by the Center for Community Learning (see contact information above).

Each meeting is worth 4 points, for a total of 20 grade points. You must complete your second meeting by the end of Week 4 to receive credit for it. If you are more than 10 minutes late for any meeting, your appointment will be cancelled. Make-up appointments for missed appointments will only be worth half credit, resulting in a maximum of 2 points for that make-up meeting. You will only be allowed one make-up appointment during the quarter, and you must attend all five meetings to pass the course.

***Weekly written assignments.*** You will write a 2-3 page written assignment each week. Each will be graded on the quality of the content, the quality of the writing, and the promptness of the submission. The content of these assignments varies each week. You will respond to your internship, course readings, current events, and/or will be making connections between the three. You will also turn in a short proposal for your final paper. Check the website for the readings and prompt for the week.

Written assignments are due on Fridays at 7 pm of the week they are assigned. Each written assignment is worth 5 points, for a total of 40 grade points. Turning in a late assignment will result in a .5 point deduction for each day late. So, for example, assignments received between Friday at 7:01 pm and Saturday at 6:59 pm will receive a maximum of 4.5 points. No credit will be given to written responses received after Sunday at 7 pm, however all assignments must be turned in to pass the course.

***Final research paper.*** Your final paper should be 8-10 pages long, include at least three scholarly sources, and follow the following formatting: double-spaced, page numbers, Times New Roman 12 point font, 1 inch margins, and a list of references (or works cited). You must utilize a standard citation format for your research papers (such as APA, MLA, Chicago Manual of Style, etc.). You will receive points for

following page and formatting guidelines, addressing the prompt appropriately and thoroughly, and crafting a well-written and organized paper.

The final paper is due on Friday by 7 pm of Week 10. This final paper is worth 40 points. Turning in a late paper will result in a 2 point deduction for every day late. So, for example, assignments received between Friday at 7:01 pm and Saturday at 6:59 pm will receive a maximum of 38 points. No credit will be given to written responses received after Sunday at 7 pm.

### **Points summary**

#### **+ *Final grade breakdown***

Meetings with instructor:	5 at 4 pts each	=	20 pts
Weekly assignments:	8 at 5 pts each	=	40 pts
Final research paper:	1 at 40 pts	=	40 pts
	<u>Total</u>	=	<u>100 pts</u>

#### **- *Possible point deductions***

Failure to submit timesheet with 80 hours	=	Automatic failure
Failure to attend all five one-on-one meetings	=	Automatic failure
Failure to complete all weekly assignments	=	Automatic failure
Failure to submit internship contact information	=	-5 pts
Make-up one-on-one meeting	=	-2 pts
Late weekly assignment	=	-.5 pts/day
Late final paper	=	-2 pts/day

### **Academic dishonesty**

All policies in the UCLA Catalog regarding academic dishonesty apply to this course, including policies regarding plagiarism. When warranted, infractions will be reported to the Dean of Students and may result in disciplinary action and/or expulsion from the university. UCLA's complete policy regarding academic dishonesty can be found at the following website: <http://www.registrar.ucla.edu/catalog/catalog11-12-835a.htm>

### **Students with disabilities**

The Center for Community Learning makes every effort to accommodate students with disabilities. If you wish to request an accommodation, please contact the Office for Students with Disabilities as soon as possible at A255 Murphy Hall, 310.825.1501 or 310.206.6083 (telephone device for the deaf). Website: [www.osd.ucla.edu](http://www.osd.ucla.edu)

Learning outcomes for the undergraduate minor in Civic Engagement

**1) Students completing the minor will graduate with the following knowledge base:**

- a. Theoretical and practical knowledge of community-building, governance, and the use of civic resources
- b. Knowledge of the issues raised by theories and empirical studies of links between individual motivation and success, access to resources and distribution of wealth
- c. Understanding of how civic engagement and participation in public life contribute to the overall quality of life in the community
- d. Knowledge of the diverse traditions of service and the history of service movements
- e. Familiarity with empirical research addressing cognitive and affective outcomes of service learning and community involvement

**2) Students completing the minor will graduate with the following skill-set:**

- a. Ability to apply discipline-specific knowledge to contemporary or anticipated community needs
- b. Ability to reflect critically about diversity, commonality, and democracy
- c. Ability to work harmoniously with community partners and community members

**3) Students completing the minor will graduate with the following goals and commitments:**

- a. A commitment to a set of personal values
- b. Respect for cultural pluralism and multiple viewpoints
- c. A sense of responsibility both to themselves and to the community
- d. A desire to promote their visions of social justice locally and globally
- e. A willingness to participate actively in public life, address public problems, and serve their communities
- f. A vision that can empower and inspire others