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**Archer Program Internship Course Syllabus**

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(Updated 12.22.20)

**Course Information**

PSCI 4V76

Archer Center Washington Internship

SPRING 2021

**Professor Contact Information**

*Professor* Dr. Michelle L. Chin  
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*Office Hours* Noon-1 pm ET Thursdays or by appointment (on Teams *only*)

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*Office Location* 1750 Pennsylvania Ave NW Suite 900, Washington, DC 20006  
*Office Hours* Monday, 11 am-2 pm, 4-6 pm ET or by appointment (on Teams *only*)

**Teaching Support:** Andrea Torres, Archer Center Program Coordinator (atorres@utsystem.edu)  
Keenan Courtland, Asst. Director for Student Life (kcourtland@utsystem.edu)

We will always return your email or telephone call within 24 hours. If you do not hear from us, please assume that your message or email was electronically lost and call or write again.

**Office Hours:** We will always be able to meet with you at a time that does not conflict with your internship. Simply call or write to make an appointment.

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### Course Modality and Expectation

<b>Instructional Mode</b>	This class is an experiential learning course with some regularly-scheduled online meetings.
<b>Course Platform</b>	Meetings with instructors will be via Teams. Email or call the instructor to schedule any meetings. Written assignments should be e-mailed to the instructors as described below. Students registered for this course will access this Team by using this link: <a href="https://teams.microsoft.com/l/team/19%3a11e0af989b3641f1b1cfd8ba694c5df1%40thread.tacv2/conversations?groupId=39814907-1eb9-44e1-821d-50b0f15032ce&amp;tenantId=8d281d1d-9c4d-4bf7-b16e-032d15de9f6c">https://teams.microsoft.com/l/team/19%3a11e0af989b3641f1b1cfd8ba694c5df1%40thread.tacv2/conversations?groupId=39814907-1eb9-44e1-821d-50b0f15032ce&amp;tenantId=8d281d1d-9c4d-4bf7-b16e-032d15de9f6c</a>
<b>Expectations</b>	Students will work full time in internships and earn course credit for their work. There are no regularly-scheduled classes, but students must complete several written assignments and meet virtually or in person with the instructors to discuss their internship experiences.
<b>Asynchronous Learning Guidelines</b>	Asynchronous instruction ( <a href="https://www.utdallas.edu/fall-2020/asynchronous-access-for-fall-2020/">https://www.utdallas.edu/fall-2020/asynchronous-access-for-fall-2020/</a> ) is <b>not</b> an option for students participating in an internship, although some internships may offer options for the student to work remotely rather than in-person. Except for the mandatory training sessions provided by the Institute for Civility in Government, all class sessions will be available for asynchronous access.

### COVID-19 Guidelines and Resources

The information contained in the following link lists the University's COVID-19 resources for students and instructors of record: <http://go.utdallas.edu/syllabus-policies>.

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### Classroom & Workplace Conduct Requirements Related to COVID-19

UT Dallas requires that all students must wear a face covering that covers the nose and mouth in all university buildings and classrooms. To help protect the health and safety of students, instructors, and the University community, students who choose not to wear a face covering may not attend class in person but may attend a course remotely. Anyone attending class in person without a face covering will be asked to put one on or leave. Instructors may end the class if anyone present refuses to appropriately wear a face covering for the duration of class. Students should also be sure they are at least six feet away from their fellow students and faculty, and seated in a seat that is designated to ensure that distance. Students who either refuse to wear face coverings appropriately or to adhere to other social distancing protocols may face disciplinary action for Student Code of Conduct violations. Students who are unable to comply with the university policies including wearing a face covering should consult the Comets United webpage for further instructions.

Students who have tested positive for COVID-19 or may have been exposed should not attend class in person and should instead follow required disclosure notifications as posted on the university's website (see "What should I do if I become sick?" webpage)

NOTE: Students are expected to comply with their internship workplace health and safety requirements. Violations of these workplace requirements will be considered grounds for dismissal from the internship in addition to violations of the UTD Student Code of Conduct. As a result, such students may also face disciplinary action including dismissal from the Archer Fellowship Program.

### Course Pre-requisites, Co-requisites, and/or Other Restrictions

Acceptance into the Archer Fellowship Program.

## Course Description

This course consists of an approved internship in a governmental or non-governmental organization in Washington, D.C., a guest speaker series, professional development sessions, and readings and discussions related to your internship. Students must arrange for this internship themselves, but will receive continual advice and contacts from the Archer Program. Many internships will be at places where Archer students have completed internships during previous semesters, and Archer graduates will be available to provide additional contacts, advice and assistance. Students will gain a wide range of experiences from these internships. They will acquire and utilize the inter-personal skills necessary to function effectively in an office environment; they will become more conversant with the substantive issues on which their office focuses; and they will, by necessity, learn the time-management, priority-setting and other skills necessary to meeting the work and classroom demands of the Archer Program.

## Student Learning Objectives/Outcomes

Upon completion of the course, students will be able to

- List and describe five professional skills required in a nonacademic, work environment
- List and describe three major personal adjustments they have made in learning how to manage their time having a job and taking classes
- List and discuss three key substantive things they have learned about the subject matter of their internship; three things they had not previously known about the workings of the Federal government; and three specific ways the internship in Washington, D.C. has helped them to formulate plans and goals for work and advanced studies about graduation
- Cite and discuss three things they have learned in their Archer classes that have helped them to better understand, or better perform in, their internship
- Describe three memorable conversations about any of the above they have had with officials in Washington, DC and what concrete things they learned from each of these conversations.
- Demonstrate attention to detail by meeting deadlines and following instructions for submitting assignments.

## Required Reading

- ***Together*** by Vivek Murthy (book has been mailed to you)
- ***We're Better Than This: My Fight for the Future of Our Democracy*** by Elijah Cummings with James Dale (book has been mailed to you)
- ***Reclaiming Civility in the Public Square: 10 Rules That Work*** by Cassandra Dahnke, Tomas Spath and Donna Bowling (book provided in welcome box)
- **Volume I, Chapter XIII "Government of the Democracy in America," from Alexis de Tocqueville's *Democracy in America* (URL: [http://xroads.virginia.edu/~hyper/detoc/1\\_ch13.htm](http://xroads.virginia.edu/~hyper/detoc/1_ch13.htm))**—Be prepared to discuss how de Tocqueville's ideas and insights relate (or do not relate) to your internship.

## Tasks

### Regular Internship Reviews - Required

- 1) **Internship Paperwork** – Internship Agreement and Goals (due FEBRUARY 5), Midterm Evaluation (due MARCH 12), Final Evaluation (due APRIL 16).
  - a. **Internship Agreement and Goals** - fill this out with your supervisor. These forms must be submitted via Qualtrics and email to [archerforms@utsystem.edu](mailto:archerforms@utsystem.edu). Please include the internship supervisor's contact information or business card. **Due FEBRUARY 5.**
  - b. **Midterm and Final Evaluations** - Please provide your supervisor with these forms. Your supervisor should complete the forms using the Qualtrics links provided (or email them directly

to [archerforms@utsystem.edu](mailto:archerforms@utsystem.edu)). **DEADLINES:** Midterm evaluation due **MARCH 12**. Final evaluation due **APRIL 16**.

- c. These documents can be found in the Teams channel for the Internship Course, and on Canvas in the Internship course folder, along with the submission instructions. The dates correspond with the submission of the internship survey documents. Please see below for the submission deadlines.
- 2) **Surveys** - Each student must complete and return the two internship surveys listed below. First survey due **FEBRUARY 5**, second survey due **MARCH 12**. Complete the surveys using the Qualtrics links provided or **e-mail the surveys to archerforms@utsystem.edu by 11:59 p.m. on FEBRUARY 5, and MARCH 12).**
- 3) **Debrief & Discuss** – Each student must meet in a group of up to 6 students at least twice with either Dr. Swerdlow or Dr. Chin to discuss their internship experience during their regularly-scheduled office hours at the Archer Center, or *virtually on Teams* from 8-9 am ET on **FEBRUARY 11-12 and MARCH 18-19**. A schedule will be posted on Teams. Dr. Chin and Dr. Swerdlow are *always* available to meet with individual students to discuss internships as requested.

### **Writing Assignments - Required**

- 1) **Guest Speaker Evaluations** – You must attend all of the mandatory sessions and at least 3 of the regular sessions. For each session that you attend, please submit a brief written response to this question: What are 2-3 important lessons or takeaways that you learned from the guest speaker? **Submit your comments immediately after (or during) each speaker event.** Use the suggested template Word document to keep track of your notes over the course of the semester. This Word document will be posted to the Internship Course Teams channel. **Email this Word document to Dr. Chin and Dr. Swerdlow by 11:59 pm ET on Wed. April 21, 2021.**
- 2) **Placement Evaluation/Final Assessment** - Please use the template (below) to provide written feedback to the Archer Center about your internships. Write candidly about your workplace experience, sharing information that may be useful to future Fellows who may have an interest in working in the office. We will keep the information confidential, but would like to have a candid assessment in your own words. **E-mail your assessment to archerforms@utsystem.edu by 11:59 pm APRIL 16, 2021.**
- 3) **Personal reflection** – Find a location in DC, outside of WIHN, where you can think and reflect on your internship experience (or work on your various class assignments; ponder life: or make decisions about your academic/professional future). **This should be a place to which you can (safely) return regularly throughout the course of the semester.** Some examples: Library of Congress reading room, Washington Monument, Capitol steps, Botanical Gardens, Union Station, National Zoo, Gandhi statue, Lafayette Park, Ben’s Chili Bowl, etc. Take a photo of this spot/location; be sure to include yourself. You can include more than one photo. **E-mail the personal reflection to Dr. Chin and Dr. Swerdlow by 11:59 pm APRIL 16, 2021**

### **Guest Speaker Series**

#### **Mandatory Sessions**

- **Mon, Jan 11 (1:30-2:30 pm ET):** Dr. Alice Chen discusses *Together*
- **Tues, Jan 19 (1:30 -2:30 pm ET):** Dr. Maya Rokeymore Cummings discusses *We’re Better Than This*
- **Wed, Apr 21 (7-8 pm ET):** “Learning from Life’s Triumphs and Defeats” with Carol Schwartz, retired member-at-large, DC City Council.
- **Wed, Mar 3 (6:30-7:30 pm ET):** “The UT System Investment in Archer Fellows” with Dr. Archie Holmes, Jr., Executive Vice Chancellor for Academic Affairs, The University of Texas System.

### **Regular Sessions (must attend at least 3)**

- **Wed, Feb 3 (6:30-7:30 pm ET): “How to have a Difficult Dialogue”** with **Elizabeth Neumann**, former Assistant Secretary for Threat Prevention and Security Policy, US Department of Homeland Security
- **Fri, Feb 19 (noon-1 pm ET): “How to Challenge the Political Establishment”** with **Jessica Cisneros** (Spring 2014 Archer Fellow), immigration attorney with Texas Rio Grande Legal Aid, and former congressional candidate
- **Wed, Mar 17 (6:30-7:30 pm ET): “Building Your Political Muscles”** with **LaToia Jones**, Vice President for Policy, Advocacy and Labor at HUSTLE.
- **Wed, Mar 24 (6:30-7:30 pm ET): “The Art of Taking Judicious Risks”** with **Dr. Barry Black**, Chaplain, U.S. Senate.

### **Professional Development Series**

- **Mandatory**
  - **Tues, Jan 12 (10 am – 1 pm ET): Training – Institute for Civility in Government**
  - **Mon, Apr 19 (6:30-7:30 pm ET): Debriefing – Institute for Civility in Government**
- **Optional**
  - **Wed, Feb 10 (TBD) – AFAA Career Expo**
  - **Thu, Mar 25 (6:30-7:30 pm ET) – “Lawyers Talk: How to Get Into Law School and Succeed”** with **Prof. Shema Mbyirukira and Prof. Sue Ramanathan.**
  - **Thu, Apr 9 (6-7 pm ET) – *Grad School Info Session*:** UT Austin LBJ School of Public Affairs with **Prof. Bill Shute, Executive Director, LBJ Washington Center.**

### **Grading Policy**

Assignments, including internship evaluations, must be submitted by the posted deadlines. To obtain a grade in this course, students must:

- complete a minimum of 480 internship work hours,
- submit all internship evaluations and assessments on time,
- complete and submit all written assignments on time, and
- attend the required number of professional development and guest speaker sessions.

### **Grade Details**

- Students who successfully complete their internship and meet all these requirements will receive an **A**.
- Any student who fails to do so will receive an **F**.
- **A grade of C will be recorded for students whose documents have not been submitted to the Archer Center by April 23, 2021.**

Midterm grades will be discussed with each student 7-8 weeks into the semester. Final grades will be reported to UT Dallas and your home UT System institution by **APRIL 30, 2021**, and posted in accordance with their respective grade submission deadlines.

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### **Course and Instructor Policies**

Students are expected to meet the requirements of the office at which they have an internship, to meet all internship-related requirements of the Archer Program, and to conduct themselves according to University rules.

- **Absences** - Excuses for absence due to compelling personal or work-related reasons must be granted *beforehand*. Unexcused absences or failure to meet requirements could result in a failing grade for the course.
- **Workplace concerns/conflicts** – Students are encouraged to discuss any workplace concerns or conflicts with Dr. Chin and Dr. Swerdlow

YOUR NAME: \_\_\_\_\_

**SPRING 2021 INTERNSHIP SPEAKER SERIES COMMENTS**

In this document, keep your notes for each guest lecture or presentation. At the end of the semester, email the complete worksheet to Dr. Chin and Dr. Swerdlow by **11:59 PM ET April 21, 2021**. This Word document will be posted in the Internship course Teams Channel.

Date/Speaker	Lessons I learned	Follow up Questions I would like to ask	Other comments about the speaker
Mon, Jan 11 (1:30-2:30 pm ET): <b>Dr. Alice Chen</b> discusses <i>Together</i>			
Tues, Jan 12 (10 am – 1 pm ET): <b>Training – Institute for Civility in Government</b>			
Tues, Jan 19 (1:30 -2:30 pm ET): <b>Dr. Maya Rockeymore Cummings</b> discusses <i>We’re Better Than This</i>			
Wed, Feb 3 (6:30-7:30 pm ET): “How to have a Difficult Dialogue” with <b>Elizabeth Neumann</b> , former Assistant Secretary for Threat Prevention and Security Policy, US Department of Homeland Security			
Fri, Feb 19 (noon-1 pm ET): “How to Challenge the Political Establishment” with <b>Jessica Cisneros</b> (Spring 2014 Archer Fellow), immigration attorney with Texas Rio Grande Legal Aid, and former congressional candidate			
Wed, Mar 3 (6:30-7:30 pm ET): “The UT System Investment in Archer Fellows” with <b>Dr. Archie Holmes, Jr.</b> , Executive Vice Chancellor for Academic Affairs, The University of Texas System.			

Wed, Mar 17 (6:30-7:30 pm ET): “Building Your Political Muscles” with <b>LaToia Jones</b> , Vice President for Policy, Advocacy and Labor at HUSTLE.			
Wed, Mar 31 (6:30-7:30 pm ET): “The Art of Taking Judicious Risks” with <b>Dr. Barry Black</b> , Chaplain, U.S. Senate.			
Mon, Apr 19 (6:30-7:30 pm ET): <b>Debriefing - Institute for Civility in Government</b>			
Wed, Apr 21 (7-8 pm ET): “Learning from Life’s Triumphs and Defeats” with <b>Carol Schwartz</b> , retired member-at-large, DC City Council.			

**INTERNSHIP SURVEY 1**

**DUE FEBRUARY 5, 2021 –  
Email to [archerforms@utsystem.edu](mailto:archerforms@utsystem.edu)**

**Fill out through [https://utdallas.qualtrics.com/jfe/form/SV\\_6QMOmk5tdA9T0EJ](https://utdallas.qualtrics.com/jfe/form/SV_6QMOmk5tdA9T0EJ)**

NAME: \_\_\_\_\_

INTERNSHIP: \_\_\_\_\_

1. WHAT IS THE PRINCIPAL GOAL OF THE ORGANIZATION FOR WHICH YOU WORK?
2. WHAT ARE YOUR DUTIES AND RESPONSIBILITIES?
3. WHO IS YOUR IMMEDIATE SUPERVISOR (INCLUDE POSITION)?
4. WITH WHOM DO YOU MOST CLOSELY WORK ON A DAILY BASIS?





*(Due 2/5/2021)*

**Archer Fellow  
Internship Agreement**

This mutual agreement represents the understanding between the following three parties

- The Archer Center
- \_\_\_\_\_ (Employer)
- \_\_\_\_\_ (Student)

To cooperate in creating a successful internship for The University of Texas System students participating in The Archer Fellowship Program.

The Archer Center, the aforementioned employer, and the student intern recognize the need and benefits of providing educational and professional training to students. Therefore, in consideration of above-mentioned goals, the parties agree to the following.

**The intern agrees to:**

- Intern 40 hours per week (or a total of 480 hours) for the duration of this agreement. If the intern will not be working 40 scheduled hours, the intern agrees to take on extra projects and attend events when appropriate in order to meet this hour requirement. These work hours may be reduced in accordance with a valid letter of accommodation provided by the Office of Student AccessAbility at UT Dallas.
- Inquire about work hours and report to the employer at the agreed upon times.
- Learn and abide by all employer policies and procedures, including emergency preparedness, as set forth by the employer.
- Seek assistance in understanding employer policies and procedures from the employer when necessary.
- Inform in a timely and reasonable manner, the employer and The Archer Center of any problems that may occur, including concerns regarding substantive work issues, during the course of the internship.
- Ensure that the employer is timely informed of any Archer Center events or tours that may occur during the work week.

**The employer agrees to:**

- Comply with all applicable state and federal labor laws.
- Provide the student with substantive work projects for as much of the student's time as possible.
- Ensure that the student reports to work for a minimum of 40 hours per week, with the exception of a class day scheduled on Friday (occurs once a month). If the intern will not be working 40 scheduled hours, then ensure the intern takes on extra projects and attends events when appropriate in order to meet this hour requirement.
- Allow the student to leave work at a reasonable time on class days in order to get to the Archer Center by 6:30pm, as well as class scheduled on Friday during the day (occurs once a month).

- Provide the student with information regarding the employer’s policies and procedures, including emergency preparedness directions, and be available to respond to any questions the student may have.
- Provide the student with an orientation to the office and the student’s position in addition to training the student on the use of office equipment.
- Provide the student with ample instructions and feedback for completing projects.
- Coordinate with Archer Center staff in completing the student’s evaluations by the stated due date.
- Participate in an on-site review (or review over the phone, if meeting in person is not possible) of the intern’s performance as is necessary.
- Notify The Archer Center in a timely and reasonable manner if any problems arise.

**The Archer Center agrees to:**

- Ensure that as much of the intern’s time as possible is spent on substantive projects.
- Conduct an on-site review (or review over the phone, if meeting in person is not possible) of the intern’s performance as is necessary.
- Respond to and assist the student and the employer, in a timely manner, in answering questions and/or in resolving any problems that may arise during the course of the internship.
- Provide evaluation forms to the student and employer.
- Work with the student to address areas where room for improvement exists.
- Explain and enforce Archer Center policies and procedures as is necessary.

**Please check one:**

- This is an unpaid internship.
- This internship is paid. The pay rate per (circle one) **hour / day / week / month** is \$\_\_\_\_\_ -OR- The stipend for the semester is \$\_\_\_\_\_.

**Please sign: I understand and voluntarily consent to this agreement.**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Date: \_\_\_\_\_

This agreement is valid from \_\_\_\_\_ through \_\_\_\_\_.



(Due 2/5/2021)

**Archer Fellow**

Internship Goals

Please meet with your Archer Fellow to discuss a list of goals that you, the employer, and the Fellow would like to achieve throughout the duration of the internship. Examples may include: taking on a substantial long term office project, attending additional events, hearings and meetings as appropriate, or learning more about certain subject areas through research or hands-on experience. Please list the goals that you have agreed upon below.

**Goals:**

- 1.
- 2.
- 3.
- 4.
- 5.

I, the Archer Fellow, agree to work towards the completion of the above designated internships goals.

Archer Fellow: \_\_\_\_\_ Date: \_\_\_\_\_

I, the Employer, agree to support and assist the student in the completion of the above designated internship goals.

Employer: \_\_\_\_\_ Date: \_\_\_\_\_

**INTERNSHIP SURVEY 2**

**DUE MARCH 12, 2021 –**

**Email to [archerforms@utsystem.edu](mailto:archerforms@utsystem.edu)**

**Fill out through: [https://utdallas.qualtrics.com/jfe/form/SV\\_511v73BnCxSSY61](https://utdallas.qualtrics.com/jfe/form/SV_511v73BnCxSSY61)**

NAME: \_\_\_\_\_

INTERNSHIP: \_\_\_\_\_

1. TO-DATE, WHAT ARE YOUR MOST IMPORTANT ACCOMPLISHMENTS?
2. WHAT ARE YOU LEARNING?
3. WHAT, IF ANYTHING, HAS SURPRISED YOU? PLEASE EXPLAIN.
4. DOES ANYTHING FROM YOUR INTERNSHIP EITHER CONFIRM OR CHALLENGE WHAT YOU ARE LEARNING IN YOUR THREE ARCHER CLASSES?
5. WHAT MODIFICATIONS WOULD MAKE THIS INTERNSHIP A BETTER EXPERIENCE FOR YOU?



**Bill Archer Fellowship  
Mid-Semester Intern Review  
(Due 3/12/2021)**

**To submit use this link: [https://utdallas.qualtrics.com/jfe/form/SV\\_enfQdGB46CYAe9L](https://utdallas.qualtrics.com/jfe/form/SV_enfQdGB46CYAe9L)**

*In an effort to better the student experience and that of the supervisor, we are requesting your participation in this mid-semester review of your current Archer Fellow intern. This review will be used to help determine the student's progress towards completing the requirements for receiving academic credit for their internship experience. Please rate your intern's performance based on your judgment.*

**Archer Fellow:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

Please circle the number that best represents your intern's performance in each area to date.

**1=Not Acceptable, 2=Needs improvement, 3=Satisfactory, 4=Above Average, 5=Exceeds Expectations)**

	1	2	3	4	5	N/A	Comments
Preparation for position						N/A	
Ability to learn in a timely fashion						N/A	
Level of interest in work of employer						N/A	
Understanding of policies and procedures						N/A	
Motivation and attitude						N/A	
Ability to work with clients/constituents						N/A	
Ability to work under pressure						N/A	
Ability to adapt to changing circumstances						N/A	
Ability to complete assignments with minimum supervision						N/A	
Shows initiative						N/A	
Demonstrates good judgment						N/A	
Demonstrates creativity						N/A	
Exhibits professional behavior						N/A	
Overall quality of work						N/A	

Please indicate the number that best represents your fellow's effectiveness in each area to date.  
**1=Not Acceptable, 2=Needs improvement, 3=Satisfactory, 4=Above Average, 5=Exceeds Expectations)**

	(1-5 or N/A)	Comments
Information Management Skills <i>Arranging and retrieving of data and knowledge, including cataloging, accounting, social media, programming, etc.</i>		
Communication Skills <i>Exchanging, transmitting, and expression of knowledge and ideas, including telephoning, news writing, social media, illustrating, teaching, public speaking, etc.</i>		
Human Relations & Interpersonal Skills <i>Understanding the work performance needs of people and acting appropriately; Working well with office staff.</i>		
Critical Thinking Skills <i>Demonstrating ability to compare, contrast, organize, and/or synthesize information to make decisions, solve problems, or come to conclusions</i>		
Organization Management <i>Directing or guiding a group in the completion of tasks</i>		
Research and Investigation Skills <i>Involves the search for specific knowledge, including laboratory work, investigative journalism, scholarly endeavors, detective work, etc.</i>		

**Comments/Additional Observations:**


**FINAL Evaluation/Assessment  
DUE APRIL 16, 2021**

**INTERNSHIP PLACEMENT:** (fill in name of office/organization)  
**Name of intern supervisor:**

**Your name:**

**Archer Fellow SPRING 2021**

In this section, briefly summarize your internship duties in this office. Describe your workload and provide feedback on the supports that were offered to interns, opportunities for professional development/growth that you experienced, and lessons learned on the job.

The information contained in this assessment/evaluation of your internship experience will remain confidential and will only be available to Archer Fellows who are in the process of researching their internship opportunities.

Label the document using this format: INTERNSHIPNAME\_S21\_Last Name\_First Name.doc

*Examples:*

- UTSYSTEM\_S21\_Chin\_Michelle.doc
- AKINGUMP\_S21\_Swerdlow\_Joel.doc

**\*Documents that are not properly labeled may not be recorded.**

Email this document to [archerforms@utsystem.edu](mailto:archerforms@utsystem.edu) by APRIL 16, 2021.



(Due 4/16/21)

**Bill Archer Fellowship  
Student Intern Final Review**

To submit use this link: [https://utdallas.qualtrics.com/jfe/form/SV\\_3pC3auoEsgAXaqp](https://utdallas.qualtrics.com/jfe/form/SV_3pC3auoEsgAXaqp)

*In an effort to accurately determine a grade assignment for the student's internship performance, we are requesting your participation in this final review of your current Archer Fellow intern. Please rate your intern's performance based on your judgment.*

Archer Fellow: \_\_\_\_\_

Supervisor: \_\_\_\_\_

<b>Did your Archer Fellow meet the goals set forth in the beginning of the semester? Any comments?</b>

<b>Did your Archer Fellow show improvement in his/her overall performance over the course of the semester? Any comments?</b>

<b>Do you feel your Archer Fellow successfully completed his/her internship? Was he/she an asset to the team or a detriment to the resources of your office? Please explain.</b>

<b>Overall Experience with your Archer Fellow and Comments/Additional Observations:</b>

Would you be interested in having another Archer Fellow intern in your office?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain why below.



**Personal reflection**  
**DUE APRIL 16, 2021**

**YOUR NAME**

**Date**

**Location**

*Find a location in DC, outside of WISH, where you can think and reflect on your internship experience (or work on your various class assignments; ponder life: or make decisions about your academic/professional future). **This should be a place to which you can (safely) return regularly throughout the course of the semester.** Some examples: Library of Congress reading room, Washington Monument, Capitol steps, Botanical Gardens, Union Station, National Zoo, Gandhi statue, Lafayette Park, Ben's Chili Bowl, etc. Take a photo of this spot/location; be sure to include yourself. You can include more than one photo.*

Insert Photo(s) here:

[NOTE: The photo below depicts a student in a moment of reflection.]



**ESSAY**

Describe why you selected this spot, and discuss the reasons that it is linked to your internship (and Archer Fellowship) experience. Why is this place important to you?

Label the document using this format: REFLECT\_S21\_Last Name\_First Name.doc

**\*Documents that are not properly labeled will be marked down.**

**E-mail the personal reflection to Dr. Chin and Dr. Swerdlow by 11:59 pm APRIL 16, 2021.**