

University of Nevada, Reno
IAFF 350: INTERNATIONAL AFFAIRS INTERNSHIP
Fall 2006

Instructor of Record: Dr. Guevara-Mann
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PURPOSE

IAFF 350 offers interested and qualified students at the undergraduate level the opportunity to earn one to six credits while serving as interns in various public, non-profit or other approved organizations. The program is intended to encourage students to find and hold positions of responsibility that give them insight into the structure and goals of organizations involved in international affairs.

REQUIREMENTS

- Good academic standing
- Senior, junior, or advanced sophomore level
- Fluency in a foreign language is not necessary, but convenient
- Possibility of devoting nine to ten hours a week (for three credits) or more to internship work

GRADING

Grading is Pass/Fail. In order to pass this course, students interning at any organization other than the International Affairs Program need to:

1. Perform responsibly and successfully in your respective organizations. By the end of the semester you must submit to the IA Program Director a written certification from your organization, confirming that you have done satisfactory work. Note that without this certification, you will not receive a Pass grade.
2. Submit to the IA Program Director ten one-page reports (for three credits) or ten two-page reports (for six credits) on given dates. These reports must briefly describe what your work consists of and relate it to your international affairs education. Note that the latter is the most important aspect I want you to focus on. I am not interested in receiving a list of sundry tasks, but in ensuring that your internship contributes to a better understanding of international affairs. When writing your reports, please use the format guidelines at the end of this document. Note that you will lose points for not following format rules.

The papers are due in my office (MSS 223) by 5 pm on the following dates:

- 1) Friday, 29 September
- 2) Friday, 6 October
- 3) Friday, 13 October
- 4) Friday, 27 October
- 5) Friday, 3 November
- 6) Friday, 10 November
- 7) Friday, 17 November
- 8) Friday, 24 November
- 9) Friday, 1 December
- 10) Friday, 8 December

Each of these papers will be worth ten points. I will grade the papers on a 1-10 scale and return them to you promptly. Late submittals are not allowed. If you miss a paper deadline, you will receive zero points for the assignment. Note that you need to accumulate at least 70 points in these paper assignments order to pass the course.

Email submittals are not allowed, either, unless you are not interning in Reno. You must turn in a printed version of your essay in my office in order to receive credit.

Students interning at the International Affairs Program will receive task assignments and will meet with me every Wednesday. In these meetings, I will evaluate students' progress. Your grade will depend on your performance and your ability to demonstrate, at these meetings, how the assignments I give you contribute to enhance your international relations education. I expect you to undertake your internship tasks conscientiously, punctually, efficiently, and responsibly. I will assess your performance based on high professional standards.

ACADEMIC HONESTY

Interns will meet the highest standards of academic honesty, as required by the University. According to the University Code of Conduct and Policies:

Academic dishonesty is against university as well as the system community standards. Academic dishonesty is defined as: cheating, plagiarism or otherwise obtaining grades under false pretenses. Plagiarism is defined as submitting the language, ideas, thoughts or work of another as one's own; or assisting in the act of plagiarism by allowing one's work to be used in this fashion. Cheating is defined as (1) obtaining or providing unauthorized information during an examination through verbal, visual or unauthorized use of books, notes, text and other materials; (2) obtaining or providing information concerning all or part of an examination prior to that examination; (3) taking an examination for another student, or arranging for another person to take an exam in one's place; (4) altering or changing test answers after submittal for grading, grades after grades have been awarded, or other academic records once these are official.

Students will avoid these and other inappropriate behaviors. In particular, you will not plagiarize or cheat when writing your essays. You will submit original work; note that repeating work previously submitted, without the instructor's permission or knowledge, is also a form of academic dishonesty.

PAPER FORMAT

- Name, date, and course number must appear single-spaced on the top right-hand side corner of the first page (do not include a cover page)
- In the following line, type the title: Internship Paper No. 1 (or 2, 3, etc.)
- Texts must be typed and double-spaced, well written and free of spelling, punctuation or grammatical errors. Make sure you spell-check your essay before submitting it. Note that you will lose points for grammatical and format errors. **You will get zero points for the assignment if your text is not double-spaced.**
- Margins must be 1"; font must be Times New Roman; size must be 12

- You should organize each one-page essay in at least two paragraphs. Two-page papers should have at least four paragraphs (two on each page). Each paragraph should have at least three sentences. The first sentence in each paragraph should be indented.
- Make sure your essays draw from the course readings and that you give proper credit to the authors we read. **Plagiarism is not permitted and will invariably result in an “F” in the course as well as in disciplinary referral.** Make sure you put direct quotes in quotation marks and you cite sources both when paraphrasing and quoting directly. Footnote all your references (do not list them at the end of your paper or in an additional page). Use the format at the bottom of the page for footnotes.¹
- Do not exceed the page limit (one page for three credits, two pages for six credits). **You will get zero points for the assignment if you do.**
- Make sure you turn in your essay in my office on the assigned date. Late or e-mail submittals are not acceptable. There is no make up, so plan ahead to avoid losing points.

¹ Robert Dahl, *Democracy and Its Critics* (New Haven: Yale University Press, 1989), p. 58.

Ian Fisher, “In a Rare Step, Pope Expresses Personal Regret,” *The New York Times*, 18 September 2006, downloaded on 18 September 2006 from www.nytimes.com/2006/09/18/world/europe/18popo.html?_r=2&th&emc=th&oref=slogin&oref=slogin