



Syllabus for LEAD 4950: Internship in Leadership

Course Information

College: Liberal Arts
Department: Leadership
Course title: Internship in Leadership
Semester: Spring 2022
Course number: LEAD 4950
CRN: varies
Building and Classroom: n/a
Meeting Day/Time: arranged

Instructor Information

Instructor name: Dr. Alyssa L. Provencio (you can call me Dr. P)
Instructor title: Assistant Professor
Office location: Liberal Arts Building – North 100B, Political Science suite, Box 165
Student hours: By appointment anytime during regular business hours (M-F, 9 AM-5 PM) via Zoom by request.
Email (*the BEST way to get ahold of me!*): aprovencio@uco.edu
I will respond as soon as possible, within 48 hours, as long as it's during regular business hours (M-F, 9 AM-5 PM); I cannot guarantee any responses outside of those hours.
Campus telephone: (405) 974-5537 – This number will forward to my cell phone when I am not on campus.
Personal Google Voice phone number: (405) 896-0906 – This number forwards to my cell phone; I cannot receive text messages at this number.
Teaching Philosophy: I aim to be inclusive and participatory in the pursuit of equity and justice in the public sphere.

If your question concerns coordination with your legislative site partner, please contact: Mr. Robert Dorrell, Jr., Public Affairs Specialist, 405-974-2528, rdorrell1@uco.edu

Catalog Description, Course Overview, and Objectives

Catalog Description

Internship in Leadership subject matter will vary within the department's field of study. Supervised practical experience will be gained in a professional setting. Credit will vary from 1 to 8 hours.

Prerequisites

LEAD 2213 and three hours of upper division LEAD course(s) with a minimum grade of "C".

Course Overview

This course explores policymaking at the municipal, state and federal level. It gives students an opportunity to pursue an internship during the 2022 legislative session while also critically evaluating connections between their internship and previous studies. The goal is to help students expand their skills in leadership and civic engagement, as well as preparing them for a career in public policy or some other related field.

Course Objectives

Students will...

- Explore new experiences and realize professional preferences and interests.
- Build upon prior learning experiences to respond to new and challenging contexts.
- Develop an understanding of civic engagement, leadership and public service.
- Create an applied project pertaining to the internship experience.

Textbook Information

There is not a required textbook for this course but students may be asked to research articles and current policy news. Students have free access to The New York Times.

The New York Times: Free paper copies of The New York Times are available to the campus community Monday-Friday in key locations throughout campus. Additionally, UCO students can obtain daily academic passes for www.nytimes.com. You can activate an Academic Pass from the [NYTimes.com Academic Pass page](#).

To activate an Academic Pass:

- You need to have a valid email address provided by the school supplying the passes [Learn more »](#)
- You must log in to or create an NYTimes.com account with that email address. [Learn more »](#)
- You cannot be an existing digital subscriber. [Learn more »](#)
- If you have trouble activating an NYTimes.com Academic Pass, you can read the [Troubleshooting Guide](#).

Optional Readings:

- *Policy Paradox*, Deborah Stone
- *Climbing the Hill: How to Build a Career in Politics and Make a Difference*, by James Harrison and Amons Snead

Course Outline, Requirements & Assignment Weights, and Grading

Course Outline

See Appendix A.

Course Requirements & Assignment Weights

Attendance & Participation (5 meetings @ 20 pts per meeting)	100 points
Orientation Requirements	10 points
Project Proposal – More information will be provided separately.	10 points
Internship Portfolio	
Description of Internship – More information will be provided separately.	10 points
Description of Goals and Expectations for the Course – More information will be provided separately.	10 points
Weekly Reflections (14 weeks @ 10 pts) <ul style="list-style-type: none"> • Each week students are required to write a 500-word reflection discussing activities from the previous week. These reflections will serve as a discussion point and will identify internship tasks, projects and assignments. These will be submitted to D2L. 	140 points
Selection of Work Samples or Other Artifacts <ul style="list-style-type: none"> • Choose artifacts that will reflect completed activities as well as what was learned. Interns may include brochures, reports, company evaluations, agendas from attended meetings, materials from company trainings, etc. For the artifacts included in the portfolio, students should 1) describe the artifact; 2) tell why it is being included in the portfolio; and 3) indicate what was learned in creating the artifact or in the process of participating in the artifact process. 	20 points
Weekly Log (14 weeks @ 10 pts) <ul style="list-style-type: none"> • Fill out the Weekly Log form, found in Appendix B, each week and upload it to D2L with your site partner's signature. 	140 points
Supervisor's Evaluation <ul style="list-style-type: none"> • Your supervisor will be asked to complete the form found in Appendix C. 	25 points
Final Project – More information will be provided separately.	50 points
2-page reflection on Internship Experience – More information will be provided separately.	25 points
TOTAL	540 total available points

Grade Scale

A 90-100%

B 80-89.9%

C 70-79.9%

D 60-69.9%

F 0-59.9%

Class Policies

Assignments and Extensions

Assignments are expected to be turned in on time. An automatic 5% per day will be deducted for any late assignment. Deadline extensions will only be granted under special, confirmable (documented) circumstances. Meetings cannot be made up, all other assignment are at the discretion of the instructor. Requests made prior to the deadline are most appreciated. For example, if you are observing a religious holiday that is in conflict with an assignment or exam deadline, it is your responsibility to notify the instructor

prior to the assignment or exam deadline of any difficulty completing the assignment or exam on time due to your religious observance.

Contesting Grades

If you have received a grade on an assignment that you see as unfair, you have the right to contest the grade with a written explanation sent to me by email. I will consider it, but I reserve the right to give the grade initially given with an explanation of why your request was denied.

Final grades will NOT be changed. You will have had ample opportunity to contest your grades on assignments and/or exams. For example, while figuring final grades, if I find you are one point away from the next highest grade, you will receive the lower grade. If you are .1 point from the next highest grade, you will receive the lower grade. I will NOT raise your grade at the end of the semester if you are one or two points away from the next higher grade. What you earned is what you get. If I do it for one person, I will have to do it for all.

“Classroom” Expectations

Participation

The success of a student’s performance is directly related to the quantity and quality of preparation for and participation the course. I fully expect participation and active engagement throughout the semester. I also expect that every student will be respectful of other students’ ideas and experiences; this is not to say that constructive critique can’t be used, only that it be done with tact and regard.

This is a discussion based course. This means meetings will be driven by students’ willingness to participate and engage with their classmates. The instructor’s goal is to help students process through these discussions and connect conversations to the learning outcomes established at the beginning of the course. Ultimately, the instructor’s job is to help students be successful and achieve their goals as aspiring professionals. By the end of the semester, students should grasp how their internship fits within the larger framework of public policy and government.

Attendance Policy

Course instructor(s) and students will not meet every week. Instead, meetings will be organized on a monthly basis reflecting on the internship. There will be a minimum of five scheduled meetings throughout the semester. Instructor(s) and students are able to meet more often on request, but regular meeting times need to be discussed before the semester begins.

D2L

You all will have access to the online-based instruction program Desire2Learn (D2L). I will use D2L a number of ways, including e-mailing the whole class on updates and information, posting course documents (including any updates to the course outline), using it as an assignment submission tool, to post grades, and other activities. It is vital that you understand how to use D2L as it is essential to your success in class. If you have questions, please see me for help.

E-mail

All course e-mails will be sent to your UCO e-mail address; check your e-mails regularly! In addition, when e-mailing me, I ask that you please include LEAD 4950 and a short descriptor of what your email is about; for example, LEAD 4950: Issue with Site.

Fine Print

Illness

If you are not feeling well, please refer to “Missing Class & Make-Up Assignments” for further details on how sick days will be handled. Because this is an arranged class, it is assumed you will be able to complete the assignments. This does not apply to more extreme diagnoses, such as COVID-19. Please email me if you have a condition requiring accommodations.

Incompletes

All students are expected to complete course requirements by the end of the semester. In those rare circumstances in which completion by semester’s end is not possible, I may decide either to submit a final grade based on the work completed or submit a grade of “I” along with a default grade based on work completed. In no case will an “I” grade be submitted unless at least 50% of the required work has been completed by the end of the semester. If an “I” grade is submitted, the student will be allowed no more than one year from the end of the semester to complete course requirements; else, the “I” grade will convert to the default grade.

Academic Integrity

I seek to uphold equity and fairness in my classroom. Cheating of any kind will not be tolerated in consideration of your fellow students. I abide by UCO’s Academic Dishonesty Policy, which is available in the syllabus attachment.

ADA Statement Regarding Special Accommodations

The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services, at (405) 974-2516. The DSS Office is located in the Nigh University Center, Room 305. Students should also notify the instructor of special accommodation needs as soon as possible. Per Title IX of the Education Amendments of 1972 (“Title IX”), pregnant and parenting students may request adjustments by contacting the Title IX Coordinator, at (405) 974-3377 or TitleIX@uco.edu. The Title IX Office is located in the Lillard Administration Building, Room 114D.

COVID-19 Considerations

Other Resources

If you need any further information about UCO's COVID-19 plan, policies, or resources, please visit the [UCO Coronavirus website](#).

UCO Policies

Other University Policies

University policies cover any topic not included here. Additionally, the [UCO Information Sheet](#) covers many important topics and applies to all courses at UCO.

Leadership Minor Policies – Spring 2022
College of Liberal Arts
University of Central Oklahoma

NOTE: If you have tested positive for COVID-19 or have had direct exposure to someone with COVID-19, file a report with the COVID-19 Response Team at <https://go.uco.edu/contact-tracing>.

Leadership Minor Website

Leadership Minor Email

The minor, the college, and the university utilize the UCO email address assigned to each UCO student. *Official information will be emailed through the UCO system. Students have the option of forwarding their UCO email to a personal email account if preferred. If students do not check their UCO email, they risk missing vital information. If you do not use your UCO email account, please forward your UCO email to an email account you check frequently.*

Note: Please keep all notes and assignments from LEAD courses for use in LEAD 4893 Civic Leadership Capstone assignments.

Leadership Minor & Course Information

- Students interested in earning a minor in Leadership take 18 credit hours.
- Four courses are required: LEAD 2213 Theories of Leadership; LEAD 3313 Civic Engagement; one of three Ethics courses (LEAD 4213 Ethics and Leadership or POL 4253 Ethics in Public Service or MGMT 3103 Business Ethics); and LEAD 4893 Civic Leadership Capstone.
- An additional 6 credit hours of electives are required. Any LEAD course counts as an elective. Additional elective courses across campus are listed in the catalog. Elective courses are offered in a variety of formats: traditional face-to-face courses during the day or evening; weekend courses; and online courses.

Course Rotation Schedule for Required Courses

COURSE	SEMESTER	MODALITY
LEAD 2213 Theories of Leadership	Fall, Spring, Summer	WWW (online)
	Fall & Spring	Face-to-Face
LEAD 3313 Civic Engagement <i>Prerequisites: ENG 1113, ENG 1213, and (LEAD 2213 with a minimum grade of "C") and junior or senior standing.</i>	Fall Only	WWW (online)
<i>[A three-credit hour LEAD 4970 Study Tour <u>might</u> be eligible as a course substitution for Civic Engagement <u>IF</u> a service learning component is embedded in the study tour. Permission from Dr. Provencio must be received prior to going on the study tour.]</i>		
Ethics and Leadership (take one of three options)		
LEAD 4213 Ethics and Leadership <i>Prerequisites: ENG 1113, ENG 1213, and (LEAD 2213 with a minimum grade of "C") and junior or senior standing.</i>	Fall Only	WWW (online)
POL 4253 Ethics in Public Service	Offerings Vary	Face-to-Face
MGMT 3133 Business Ethics	Offerings Vary	Offerings Vary
LEAD 4893 Civic Leadership Capstone <i>Prerequisites: ENG 1113, ENG 1213, MCOM 1113, and (LEAD 2213, 3313, and 4213 with a minimum grade of "C") and junior or senior standing.</i>	Spring Only	WWW (online)
If you will be unable to complete the course in the Spring semester, please contact Dr. Provencio at aprovencio@uco.edu . Each situation will be addressed on a case by case basis.		

If you have questions about the Leadership Minor, please contact Dr. Alyssa L. Provencio at aprovencio@uco.edu.

UCO Spring 2022 Dates and Deadlines

Student Resources

- [UCO Office of Diversity and Inclusion](#)
- [UCO Center for Counseling and Well-Being](#)
- [Broncho Education and Learning Lab \(The BELL\)](#)

- [Student Technology Support](#)
- [UCO Chambers Library Resources](#)
There are multiple electronic databases available through the Max Chambers library.
- [UCO Coronavirus Information](#)

Expectation of Work

Full-time college students are expected to spend approximately 40 hours each week in class attendance and study outside of class. According to Regents' policy, for each hour in class a student is expected to spend two (2) to three (3) hours studying for the class (OSRHE II-2-34). For each three-credit hour course, the Regents expect students to study/prepare 6-9 hours per week.

Office of Academic Affairs COVID-19 Syllabus Statement – Spring 2022

Consistent with Centers for Disease Control (CDC) guidance for areas of substantial or high COVID-19 transmission as of August 1, 2021, the University of Central Oklahoma recommends that all individuals wear a mask covering the mouth and nose when in public indoor spaces such as classrooms, laboratories, studio spaces, the library, the Nigh University Center, enclosed athletic facilities, and other shared indoor spaces on campus. While mask wearing is not required, the university encourages all members of the university community to follow the guidelines issued by the CDC based on conditions in Oklahoma County. This guidance may be revised at any point during the semester.

As detailed in the Student Code of Conduct, students are expected to be familiar with the UCO Coronavirus webpage, www.uco.edu/coronavirus and are expected to follow the recommendations and guidance published on that page. Because the recommendations and guidance are subject to change, students should check back often for updated information and requirements.

Students who follow these guidelines will not be penalized for class absences provided they follow their instructor's directions for making up missed assignments in a timely fashion, in conformity with the requirements and expectations outline in the class's syllabus. Instructors shall provide reasonable opportunities, consistent with the structure and objectives of the class, for students who are following these guidelines to participate in and to keep up with the work of the class.

As the conditions on campus and in the community evolve, events may occur that necessitate a change in the procedures, course schedule or modes of delivery. The information provided on www.uco.edu/coronavirus will be updated throughout the academic year. Procedure changes on this webpage and communicated via official correspondence from the university will supersede any prior guidance.

Recording Policy

Due to limitations on the disclosure of personally identifiable information under certain federal privacy laws, students are not permitted to record class sessions or allow non-students to view online class sessions. Students registered with the UCO office of Disability Support Services may request accommodation of the prohibition and must present a copy of the DSS letter to the instructor.

UCO Student Code of Conduct

Students are responsible for all information in the Student Code of Conduct 2020-2021. This can be accessed on the Student Affairs Publications website at <https://www.uco.edu/offices/student-conduct/forms-and-publications>

Academic Dishonesty and Plagiarism

The UCO Student Code of Conduct describes Academic Dishonesty and outlines the steps for disciplinary action in the Guidelines for Alleged Academic Dishonesty. This information can be found in **Section III, C, 3 & 4.**

Academic Dishonesty: Includes but is not limited to the "giving" and "taking" of improper assistance in examinations and assignments; not adhering to correct procedures for identification of sources in reports and essays and all creative endeavors; intentional misrepresentation; cheating; plagiarism; and unauthorized possession of examinations. *The UCO Student Code of Conduct* provides further details. Additionally, any work submitted as an assignment for one class may not be submitted for credit in another class, without prior permission of the professor. Any work so submitted will receive an automatic "0."

Plagiarism: When a student submits any assignment for a course (written, oral, videotape, audiotape, photograph or Web Site), the student will submit entirely original work or will properly cite all sources utilized in the preparation of the assignment. Without proper citation, the student is guilty of plagiarism, which is not tolerated at UCO. As a student, you are responsible for understanding what constitutes plagiarism. You should talk to your professor to ensure that you can recognize and avoid all types of plagiarism. Plagiarism occurs in two primary ways:

1. Word-for-word copying, without acknowledgement, of the language or creative work of another person. Having another person complete all or part of your assignment is plagiarism and is clearly forbidden. But, in addition, the student should include NO written, video, audio, or photographic material from an existing source, no matter how brief, without acknowledging the

source. When using the written words of an existing source in your assignment, either place the borrowed words in quotation marks or set the quotation aside as a block quotation. Additionally, you must include the citation for the material in your assignment. This applies to even the briefest of phrases if they are truly distinctive.

2. The unacknowledged paraphrasing of an author's ideas. The student should no more take credit for another person's thoughts than for another person's words. Any distinctive, original idea taken from another writer should be credited to its author. If you are not sure whether or not an author's idea is distinctive, you should assume that it is: no fault attaches to over-acknowledgement, but under-acknowledgement is plagiarism. Most style manuals (e.g., *Publication Manual of the American Psychological Association*) provide information concerning how to paraphrase and cite the ideas and writings of existing sources.

Students may be dismissed from the University for plagiarism. University guidelines provide a range of disciplinary action dependent upon the **severity** of the offense including but not limited to: requiring a substitute assignment, awarding a reduced grade, awarding a failing grade for the assignment, awarding a failing grade for the course, or expelling the student from the university. Acknowledging that instances of plagiarism may range from minor to severe, the Department of Mass Communication allows *the course professor* to determine the severity and the disciplinary action for the *first* instance of plagiarism committed by a student in the professor's course. However, if that student commits plagiarism a second time in the course, departmental policy requires that the student receive both a failing grade ("F") for the course and a referral to the UCO Student Conduct Officer. Students should make sure they understand professor expectations for sources and content to be cited.

Turnitin.com Plagiarism Syllabus Statement: UCO subscribes to the Turnitin.com plagiarism prevention service. Students agree that by taking this course, all required assignments may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted assignments will be included as source documents in the Turnitin.com restricted access reference database for the purpose of detecting plagiarism of such assignments. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com website. Turnitin.com is just one of various plagiarism prevention tools and methods which may be utilized by your faculty instructor during the terms of the semesters. In the UCO Student Handbook, there is a process for contesting any plagiarism allegations against you.

Transformative Learning

"At the University of Central Oklahoma, we help students learn by providing transformative experiences so that they may become productive, creative, ethical and engaged citizens and leaders contributing to the intellectual, cultural, economic and social advancement of the communities they serve. Transformative learning is a holistic process that places students at the center of their own active and reflective learning experiences. All students at UCO will have transformative learning experiences in five core areas: leadership; research, creative and scholarly activities; service learning and civic engagement; global and cultural competencies; and health and wellness."

Class Attendance (taken from the Faculty Handbook)

The university expects students to regularly attend classes in which they are enrolled. Faculty members are expected to establish specific attendance policies governing their classes. Attendance policies must appear in the course syllabi. Faculty members may require appropriate documentation to verify absences. Students are responsible for work missed due to absences. It is the student's responsibility to initiate a request to make up class work or examinations missed.

Individual policies must allow for a reasonable but not unlimited, number of excused absences, for legitimate reasons. Excused absences approved by faculty members should be consistently applied to all students. An excused absence means that an instructor may not penalize the student and must provide a reasonable and timely accommodation or opportunity to make up exams or other course requirements that have an impact on course grade. Excused students should be allowed the same opportunities as students who were present in class.

Faculty members are obligated to honor the following circumstances as excused absences:

- a. travel considered part of the instructional program of the university and requiring absence from class (e.g. field trips, research presentations, etc.);
- b. invited participation in activities directly and officially sponsored by and in the interest of the university (e.g. athletic teams, debate teams, dance company, etc.); in cases of student athletes, refer to UCO Compliance Policy Manual for Athletics or contact the Faculty Athletic Representative;
- c. jury duty;
- d. military obligation (See Appendix K in Faculty Handbook.)
- e. serious illness, medical condition, pregnant and parenting students' rights (as outlined in Title IX), accident, or injury; and
- f. death or serious illness in immediate family
- g. religious observances. (e.g. Yom Kippur, Good Friday, Passover, Rosh Hashanah, etc.) Note: a list of religious observances must be submitted to the instructor the first two weeks of the semester of which the observance will be held).

NOTE: If a student must miss class during a limited timeframe weekend course, the student is advised to drop the course.

Guests of Students (Faculty Handbook: 3.1.2)

Guests of students, including children, are not permitted to attend regularly scheduled classes without prior permission of the instructor.

Additional policies for this course are included in the [2021-2022 UCO Student Information Sheet and Syllabus Attachment](#).



Appendix A – Course Outline

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	10-Jan	11-Jan	12-Jan	13-Jan	14-Jan	15-Jan	16-Jan
Week 1					Orientation Meeting		
	17-Jan MLK Jr. Day	18-Jan	19-Jan	20-Jan	21-Jan	22-Jan	23-Jan
Week 2							Site Partner Agreement Form, Description of Goals & Expectations for the Course, Weekly Log, & Weekly Reflection Due
	24-Jan	25-Jan	26-Jan	27-Jan	28-Jan	29-Jan	30-Jan
Week 3							Weekly Log, & Weekly Reflection Due
	31-Jan	1-Feb	2-Feb	3-Feb	4-Feb	5-Feb	6-Feb
Week 4							Weekly Log, & Weekly Reflection Due
	7-Feb	8-Feb	9-Feb	10-Feb	11-Feb	12-Feb	13-Feb
Week 5					Meeting 2		Project Proposal, Weekly Log, & Weekly Reflection Due
	14-Feb	15-Feb	16-Feb	17-Feb	18-Feb	19-Feb	20-Feb
Week 6							Weekly Log, & Weekly Reflection Due
	21-Feb	22-Feb	23-Feb	24-Feb	25-Feb	26-Feb	27-Feb
Week 7							Weekly Log, & Weekly Reflection Due
	28-Feb	1-Mar	2-Mar	3-Mar	4-Mar	5-Mar	6-Mar
Week 8							Weekly Log, & Weekly Reflection Due
	7-Mar	8-Mar	9-Mar	10-Mar	11-Mar	12-Mar	13-Mar
Week 9					Meeting 3		Weekly Log, & Weekly Reflection Due
	14-Mar	15-Mar	16-Mar	17-Mar	18-Mar	19-Mar	20-Mar
SPRING BREAK							
	21-Mar	22-Mar	23-Mar	24-Mar	25-Mar	26-Mar	27-Mar
Week 10							Weekly Log, & Weekly Reflection Due

Appendix A – Course Outline

	28-Mar	29-Mar	30-Mar	31-Mar	1-Apr	2-Apr	3-Apr
Week 11							Weekly Log, & Weekly Reflection Due
	4-Apr	5-Apr	6-Apr	7-Apr	8-Apr	9-Apr	10-Apr
Week 12					Meeting 4		Weekly Log, & Weekly Reflection Due
	11-Apr	12-Apr	13-Apr	14-Apr	15-Apr	16-Apr	17-Apr
Week 13							Weekly Log, & Weekly Reflection Due
	18-Apr	19-Apr	20-Apr	21-Apr	22-Apr	23-Apr	24-Apr
Week 14							Weekly Log, & Weekly Reflection Due
	25-Apr	26-Apr	27-Apr	28-Apr	29-Apr	30-Apr	1-May
Week 15							Weekly Log, & Weekly Reflection Due
	2-May	3-May	4-May	5-May	6-May	7-May	8-May
Week 16				Final Portfolio Due	Wrap-up Meeting		



Professional Evaluation of Student Intern

Please return by 4/30/2022 to Dr. Alyssa L. Provencio at aprovencio@uco.edu and Laura Butler at publicaffairs@uco.edu.

Evaluate intern according to your observations and supervision of their work as an intern. Assess those items you feel are applicable. Your evaluation will be used to provide feedback and help determine internship assessment. Thank you for your time and cooperation.

RATE ON A SCALE OF 1 - 4*

- ABILITY TO MEET DEADLINES 1 2 3 4
- ABILITY TO WORK WITH COLLEAGUES AND SUPERVISORS 1 2 3 4
- ABILITY TO COMMUNICATE WITH OTHERS 1 2 3 4
- ABILITY TO ANALYZE AND SYNTHESIZE 1 2 3 4
- ABILITY TO FOLLOW INSTRUCTIONS 1 2 3 4
- PROFESSIONAL ATTITUDE 1 2 3 4
- OVERALL QUALITY OF WORK 1 2 3 4

TOTAL SCORE: _____

ADDITIONAL FEEDBACK: