

**Urban Studies 360 and 460
28579 and 28137
Internships
Semester II 2007-08
8:00 MWF Buckman 216
Version of January 9, 2008**

The internship is a four credit course in which students use a field experience to understand work in the classroom. The catalogue states “Internship credit is given for involvement in programs in which off-campus work and significant academic work are combined.”

The fieldwork component of the internship will be 9 hour per week for 13 full weeks. Total fieldwork at/for the agency or in observation must equal at least 117 hours. One point will be deducted from the final grade for every hour short of this total. The target number of hours is as follows: The target number of hours is as follows: January—16; February—37; March—29; and April—35.

Students will keep a log of their hours by monthly total, and report them to Professor Kirby via email by the third day of the following month. Late reports will be **penalized** one point per each late day on the final grade. In addition, students with cumulative monthly hours that are less than ten percent from the target will be **penalized** one point per hour on the field portion of the grade. All internship field hours must be completed by the last day of classes.

Grading

Field evaluation (42 percent), urban studies seminar (12 percent), descriptive presentation/discussion (12 percent), analytical paper (17 percent), and urban context study (17 percent). Note: Professor Kirby assigns the field evaluation grade after consulting with the field supervisor. There is a 3 percent penalty for each missed class after the second missed class.

Assignment 1 (January 8, 2008)

Review agency placement, call agency after class, and start quickly
Discuss other course requirements
Review paper, presentations, College statement, and materials in agency orientation

Students doing an internship will meet to email Professor Kirby about progress in setting up their internships on every MWF until they have the first work session.

College Statement
Off Campus Involvement of Students

Students are to be careful when going into the field. A few simple, common sense safety measures greatly enhance the likelihood of a safe and successful student project. Do not take a “passive” approach in considering your safety. A few common sense measures might include:

1. Evaluate specific locations prior to the off-campus site visit.
2. Be properly informed of the environment of an off campus-site.
3. Be aware of the time of day that you would be at a particular location.
4. Use group travel to a problematic site.
5. Make a habit of informing others where you are going and when you are expected back on campus.
6. Carry a cell phone and use 911 when appropriate.

Other Course Requirements

Students are required to attend all scheduled class sessions and to be on time for their fieldwork.

Interns having difficulty finding meaningful work are expected to contact Professor Kirby promptly. Students have a responsibility for improving the environment of the internship.

Students should maintain contact with Professor Kirby; use Email to provide feedback about the internship or any questions about the requirements.

Missed internship meetings should be reported to Professor Kirby and to the internship supervisor. Missing internships at scheduled time can be the basis of significantly reducing the student’s grade.

Personal Factors

- Display enthusiasm and personality to the agency staff
- Develop interpersonal relationships with staff members
- Ask for additional work if you are not busy
- Observe agency and external meetings, especially during quiet times
- Dress properly
- Communicate concerns to supervisor
- Communicate to Professor Kirby if supervisor is not available to provide direction
- Attend internship sessions at the scheduled times

Learn through the following procedures:

- Immerse yourself in the work of the agency
- Read material at the agency
- Ask questions
- Observe the activities of all participants
- Relate the activities of the agency to your academic studies

Potential Problems

- ✓ All students must attend the first class for the orientation.
- ✓ Internships are a valuable and important learning experience, but Rhodes cannot guarantee your safety and eliminate all risk. Therefore, make an informed decision on your internship.
 - ✓ Discuss the potential problems with supervisor and in the first class meeting.
 - ✓ Keep the lines of communication open with the agency supervisor and Professor Kirby.
 - ✓ Use common sense in working at the internship site.
 - ✓ Take care in traveling to sites.
- ✓ Let Professor Kirby know about any physical or mental health information, which might affect your full participation or safety.
- ✓ Let Professor Kirby know if there is an expectation that the student will have problems attending the internship at the scheduled days and hours.
- ✓ Feel free to meet with Professor Kirby and Email him to let him know if there are problems.

Assignment 2: Urban Studies Seminar (February 20, 22, and 25)

There will be student presentations of where the agency fits in the field of urban studies. Students will also discuss the relationship between the internship and academics. This will be an opportunity to explore the meaning of urban studies as a field of study in the context of the internship (See the new Urban Studies website either on the fileserver or online—if available). Students will prepare a one page spreadsheet that shows the specific links from readings, classes, or the website and the internship site.

Students should be aware of the priority that is placed on specific observations and the linking of academic study the field study.

Assignment 3: Descriptive Presentation (March 14, 17, and 19)

Students will prepare a PowerPoint presentation that describes their agency and will present the results in class.

Students should use visuals and photographs—if these cannot be obtained, contact Professor Kirby. Some agencies do not allow photographs or limit their use. There are other options is providing visual information.

The descriptive presentation presents the formal and informal organization in the context of the student's work activity from a "urban" or "organizational" context. It is an opportunity for the students to reflect on the nature of the work site. It can be site specific (Division 1 of Criminal

Court) or it can be agency specific (the community development corporation as an agency). It is also an opportunity to describe the nature of the work products generated by the agency.

The descriptive presentation should have observations about the agency and personnel. Students are encouraged to use interviews for additional information. The observations can be both positive and negative, but they must be substantive.

Students should be aware of the priority that is placed on specific observations and the linking of academic study the field study.

Assignment 4: Urban Context Study (March 26, 28, and 31)

These classes will be based around a study focusing on urban, social, and public policies. Each student will select a governing body that is relevant to the internship—nonprofit board, City Council, or other agency. The student will attend at least one session of the governing body and will analyze their tasks and membership. The purpose of this study is to give the student a better understanding of the context in which the internship is occurring. The presentation should describe that relationship. Students will use two journal articles (see definition below) related to governing bodies.

Students should be aware of the priority that is placed on specific observations and the linking of academic study the field study.

Assignment 5: Analytical Paper (April 16, 18, and 21)

Students will present an academic paper that describes the relationship between their internship experience and academic concepts in the discipline. The paper should be divided equally in space given to these two topics and the discussion should be integrated.

The analytical paper is to analyze the agency, content, activities, personnel or external actors in an urban context and to relate it to the literature in the field of urban studies. Students will identify a minimum of four journal articles that deal with a specific theme from the discipline. If asked, Professor Kirby will help student to identify articles.

Journals are academic sources and NOT the types of sources found in the Reader's Guide to Periodical Literature. Articles must be at least 10 pages long and students are to be included in a bibliography to document the length of the articles. Papers without academic sources will not receive a passing grade on the analytical paper. Ask Professor Kirby if there is any confusion.

Students should extract the findings from the literature and not discuss the articles seriatim.

The presentations will take place in a seminar context--a student presentations and questions from other students. Student participation is required. Papers are to be 5 pages in length.

Information Sheet

Name

Rhodes Box Number

Cell Phone Number

Describe any physical or mental health problems that could affect your performance, health or safety at the internship.

Is there any reason to believe that you will be absent for scheduled internship times?

Do you have any specific safety concerns related to your internship that should be discussed privately with Professor Kirby?