

 <b>FLORIDA ATLANTIC UNIVERSITY</b>	<b>COURSE CHANGE REQUEST</b> <b>Undergraduate Programs</b>		UUPC Approval <u>10-12-20</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	<b>Department</b> School of Public Administration <b>College</b> Dorothy F. Schmidt College of Arts and Letters		
<b>Current Course Prefix and Number</b> PAD 4940		<b>Current Course Title</b> Public Safety Admin Internship	
<i>Syllabus must be attached for ANY changes to current course details. See <a href="#">Checklist</a>. Please consult and list departments that may be affected by the changes; attach documentation.</i>			
<b>Change title to:</b>  <b>Change prefix</b> From: _____ To: _____ <b>Change course number</b> From: _____ To: _____ <b>Change credits*</b> From: _____ To: _____ <b>Change grading</b> From: _____ To: _____ <b>Change WAC/Gordon Rule status**</b> Add <input type="checkbox"/> Remove <input type="checkbox"/> <b>Change General Education Requirements***</b> Add <input type="checkbox"/> Remove <input type="checkbox"/> <small>*Review <a href="#">Provost Memorandum</a></small> <small>**WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See <a href="#">WAC Guidelines</a>.</small> <small>***General Education criteria must be indicated in syllabus and approval attached to this form. See <a href="#">GE Guidelines</a>.</small>		<b>Change description to:</b> Include Academic Service-Learning designation (AS-L)  <b>Change prerequisites/minimum grades to:</b>  <b>Change corequisites to:</b>  <b>Change registration controls to:</b> Include Academic Service-Learning designation (AS-L)  Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).	
<b>Effective Term/Year for Changes:</b> Spring 2021		<b>Terminate course? Effective Term/Year for Termination:</b>	
<b>Faculty Contact/Email/Phone</b> Robin Larson rlarsen2@fau.edu 561-297-4569			
<b>Approved by</b> Department Chair <u>Alka Sapat</u> College Curriculum Chair _____ College Dean _____ UUPC Chair <u>Jerry Hakey</u> Undergraduate Studies Dean <u>Edward Pratt</u> UFS President _____ Provost _____		<b>Date</b> 09/18/2020 10.5.20 10-6-2020 10-12-20 10-12-20 _____ _____	

Email this form and syllabus to [mjenning@fau.edu](mailto:mjenning@fau.edu) seven business days before the UUPC meeting.

**Florida Atlantic University**  
**Dorothy F. Schmidt College of Arts and Letters**  
**School of Public Administration**  
**PAD 4940-001**  
**Public Safety Admin Internship**

**Course:**

Term: Spring 2021  
Format: In person  
Time commitment: 10 – 15 hours per week  
On-line platform: Canvas  
Credits: 3 credits

**Instructor:**

Name:  
Email:  
Phone:  
Office Hrs:

**Course Description (University Catalog):**

*Prerequisites: Juniors/seniors in B.P.S.A. program, minimum 2.0 GPA, and permission of instructor*

An elective course offering experiential learning in the public safety working-world that allows the acquisition of career-relevant expertise and networks.

**Course Description (Expanded to include Academic Service-Learning):**

In the BPSA program, the internship experience provides a mutually beneficial relationship between you and the internship provider/organization. We will ensure that you begin your internship with a solid academic foundation for your public-safety work, and in turn, the provider will offer a worthwhile and meaningful internship experience.

The internship is an academic service-learning (AS-L) based course, which means the work you do for the organization during your AS-L internship is a service to the public sector and it will allow you to apply knowledge from your program to local, state, and national issues. Throughout your internship, you will be participating in AS-L activities while demonstrating civic engagement. You will also reflect on your AS-L experience and the impact your work had on the public-sector organization and your professional and personal development.

It is important to note that by enrolling in this AS-L internship, you accept the risk associated with working in a public-sector organization and agree to the following statement:

I understand that there are certain physical risks inherent in every form of service-learning. I understand the risks associated with this Academic Service-Learning internship. I nonetheless agree to assume those risks so as to gain the benefits from participation in this valuable learning experience. I hereby release the State of Florida, the Board of Trustees, Florida Atlantic University and its agents and employees from any and all liability associated with my participation in this assignment at Florida Atlantic University.

**Course objectives:**

At the completion of this course, students should be able to:

1. Observe public safety administration in action and apply knowledge learned in the BPSA program.
2. Improve competencies in the administration of public safety organizations.
3. Synthesize, integrate and apply theories, ideas and concepts learned in the BPSA program.
4. Develop creative strategies to address challenging situations.
5. Apply knowledge about ethical decision making.
6. Reflect on the service experience.
7. Make positive contributions to the provider/organization via high quality work and educationally enriching skills.

**Course evaluation method:**

Assignment/Activity	Points per assignment/activity	Total possible points
Weekly Journal of Activities (12)	2.5	30
Research Paper prospectus	5	5
Research Paper	35	35
Internship Reflection	20	20
Provider's evaluation (of student's performance)	10	10
<b>TOTAL</b>		<b>100</b>

**Grading Scale (based on a total of 100 possible points):**

A	93-100	C	73-76.9
A-	90-92.9	C-	70-72.9
B+	87-89.9	D+	67-69.9
B	83-86.9	D	63-66.9
B-	80-82.9	D-	60-62.9
C+	77-79.9	F	00-59.9

**Course policies:**

- Late work/assignments
  - Late written assignments will only be accepted when bona fide reasons are presented **in advance** (including documentation where appropriate).
  - Late assignments must be completed **within two calendar days** of the original deadline, unless alternative arrangements have been made with the instructor.
- Grades of Incomplete ("I") are reserved for students who are passing the course but have not completed all the required work because of **exceptional circumstances**.
- Attendance: Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University

reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

### **University policies and services**

**Assistance and Accommodations:** In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses - Boca Raton, SU 133 (561-297-3880); Davie, LA 131 (954-236-1222); and Jupiter, SR 111F (561799-8585), however disability services are available for students on all campuses. For more information, please visit the SAS website for more information: <http://fau.edu/sas/>

**Code of Academic Integrity:** Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards because it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001.

**Counseling and Psychological Services (CAPS) Center:** Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAOS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>.

### **Course materials (required):**

- No textbook is required.

### **Course requirements:**

1. The internship must be arranged in time for the start of the semester.
  - Students should identify potential internship providers.
  - If a student has difficulty identifying potential providers, the student should consult with the faculty internship coordinator, the Career Center, or the Career Center liaison for the College of Arts and Letters: Mitchell Roshel, [mroshel@fau.edu](mailto:mroshel@fau.edu) **561-297-4926**.
  - Students should contact the potential provider and discuss interest in the internship, schedule an interview, mail a resume or complete an application (whatever is requested).
2. Internship paperwork must be completed.
  - At the beginning of the internship, the Provider Agreement (Appendix A) must be completed and returned to the faculty internship coordinator no later than the end of Week 2. The agreement must detail the specifics of your agreed upon assignment, including a statement of expectations from the provider. Upload the completed form to Canvas.
  - At the end of the internship, your evaluation of the internship must be completed. This form requires you to assess your internship experience (Appendix B). Upload the completed form to Canvas.
  - Near the end of the internship, the internship provider needs to assess your work performance during the internship (Appendix C). Supervisors should scan and email the form or mail a paper copy to the faculty internship coordinator. This is a graded assignment and the student is required to give the form to the internship provider with sufficient time before the end of the semester for grading to be completed.
  - At the end of the internship you also need to complete an Academic Service-Learning Student Survey. Please go to the Weppner Center for LEAD & Service-Learning website, [www.fau.edu/leadandserve](http://www.fau.edu/leadandserve), for the survey link.
3. You must attend the scheduled internship work hours and abide by the expectations of the internship provider.
  - You are required to work 10-15 hours each week of the semester.
  - It is your responsibility to give the internship provider notice prior to any anticipated absences. You are responsible for arranging to make up internship work missed because of legitimate absence (see Attendance for acceptable absence reasons). The effect of absences upon grades is determined by the faculty internship coordinator and the internship provider, and the University reserves the right to deal at any time with individual cases of non-attendance.
  - Your dress, appearance and behavior must be consistent with the standards of the work place. If required, all necessary safety and security rules/procedures must be adhered to without exception.
  - Internships are often opportunities for students to establish professional networks and demonstrate to potential employers one's work ethic. Students are expected to display a high level of interest, initiative and professionalism. Your internship, and the relationships developed there,

can be beneficial to your future endeavors and may become a source for letters of reference, professional connections, and an important experience listed on your resume.

4. You must satisfy all academic objectives as outlined by the faculty internship coordinator. This includes the Weekly Journal of Activities, the Internship Reflection and the Research Paper (including the Prospectus) outlined below.
  - Journal of Activities (weekly posting): The journal constitutes a record of the student's time and internship activities and reflections on the experience. When keeping the journal, avoid violating any rules of confidentiality of your internship provider. Upload your journal entries to Canvas.
  - Internship Reflection (3 - 5 pages, double spaced): The purposes of your internship reflection are: 1) to provide an overview of the projects you worked on/completed and 2) to critically reflect on how your internship experience helped to shape your career goals; 3) to assess the impact of your internship work on the organization; and 4) to assess the impact of the internship on your professional and personal development. Attach appendices of any studies, reports, or projects that you have prepared or helped to prepare. It is due the last day of class of the semester. Upload the completed paper to Canvas.
  - Research Paper Prospectus (1 – 2 pages, double spaced): The student will submit a prospectus by the end of Week 4 describing the topic of study (Why is this issue important? How will the internship help in understanding the issue?); the methodology; data resources; and initial bibliographic resources that will help inform the research paper in the literature review. Upload the completed prospectus to Canvas.
  - Research Paper (5 – 10 pages, double spaced): The student will submit an analytical or argumentative research paper that includes elements based on the 7<sup>th</sup> edition of the APA Manual. More specific details of this assignment are on Canvas. Upload the completed research paper to Canvas.

These suggestions/questions can help you generate ideas for your weekly journal and your internship reflection:

- Provide an overview of your experiences as they relate to public safety administration.
- Are there specific events in which you participated or were there particular problems that you observed from which lessons can be learned? Expand on them.
- Which theories did you observe in practice? Which theoretical aspects were confirmed? Refuted?
- How was the experience valuable to you? How could it have been made more valuable?
- What impact did your work have on the organization? Community?
- From your observations of the organization, can you think of any changes that

would improve the organization's effectiveness? Integrate literature you may have read during the BPSA program when answering this question.

- As a result of your experience, was your perspective on public safety administration altered?
- What impact did your internship have on your professional development?
- How has this experience affected what you plan to do in your future work life?

**Course Structure and Schedule:**

Assignments are due by 11:59 pm on Sundays. Rare exceptions may be made, in advance, if you are going to submit an assignment late. Late assignments will not be recognized without some prior notice to me.

<b>Week</b>	<b>Dates</b>	<b>Assignments Due</b>
1		
2		<ul style="list-style-type: none"> <li>• Complete internship paperwork (<b>Appendix A</b>)</li> <li>• Journal of Activities</li> </ul>
3		<ul style="list-style-type: none"> <li>• Journal of Activities</li> </ul>
4		<ul style="list-style-type: none"> <li>• Journal of Activities</li> <li>• Research Paper Prospectus</li> </ul>
5		<ul style="list-style-type: none"> <li>• Journal of Activities</li> </ul>
6		<ul style="list-style-type: none"> <li>• Journal of Activities</li> </ul>
7		<ul style="list-style-type: none"> <li>• Journal of Activities</li> </ul>
8		<ul style="list-style-type: none"> <li>• Journal of Activities</li> </ul>
9		<ul style="list-style-type: none"> <li>• Journal of Activities</li> </ul>
10		<ul style="list-style-type: none"> <li>• Journal of Activities</li> </ul>
11		<ul style="list-style-type: none"> <li>• Journal of Activities</li> </ul>
12		<ul style="list-style-type: none"> <li>• Journal of Activities</li> </ul>
13		<ul style="list-style-type: none"> <li>• Journal of Activities</li> </ul>
14		<ul style="list-style-type: none"> <li>• Give Provider evaluation (of student intern) (<b>Appendix C</b>)</li> </ul>
15		<ul style="list-style-type: none"> <li>• Internship Reflection</li> <li>• Complete evaluation of internship (<b>Appendix B</b>)</li> </ul>
16		<ul style="list-style-type: none"> <li>• Research Paper</li> <li>• Complete AS-L Internship Survey and Submit total hours to Faculty Coordinator</li> </ul>

**Appendix A**  
**Florida Atlantic University Internship Agreement**

This agreement must be signed by the student, the internship provider, and the faculty internship coordinator. This form should be on file with the faculty internship coordinator by the beginning of the internship.

Student Name	Z #	
Student's Address	Phone	Email
City	State	ZIP
Internship Provider (Agency or Office)		
Provider's Address		
City	State	ZIP
Immediate Supervisor Name	Phone	Email

**AGREEMENT**

*THE STUDENT AGREES TO:*

1. Fulfill his/her agreement to report to work on the assigned days and hours.
2. Understand that the internship provider must profit from the student's assignment in order to justify working with him/her and providing him/her with internship training.
3. Perform all assigned tasks to the best of his/her ability.
4. Be available for consultation with the faculty coordinator.

*THE PROVIDER AGREES TO:*

1. Provide the intern with practical work experience of professional relevance.
2. Assign work to the intern in accordance with courses studied at Florida Atlantic University and to provide a variety of experiences to the student.
3. Discuss with the Faculty Coordinator any misunderstandings or termination of the internship before taking action.
4. Assist the Faculty Coordinator in evaluating the student intern's performance.

**PROJECT DESCRIPTION (please attach)**

**SIGNATURES:**

Student:	Date
Internship Provider:	Date
Faculty Coordinator:	Date

**Appendix B**  
**INTERN'S EVALUATION OF INTERNSHIP**

Student's Name	Date
Total Number of Internship Hours Worked	Student's Z Number
Name of Provider/Organization	
Supervisor/Contact Name	
Supervisor/Contact Email Address	
Supervisor/Contact Address	

**I. WORK ASSIGNMENT**

**A. Estimate the proportion of your time spent in work versus observation:**

- 100% work and 0% observation
- 75% work and 25% observation
- 50% work and 50% observation
- 25% work and 75% observation
- 0% work and 100% observation

**B. Did the tasks assigned to you primarily involve: (check all that apply)**

- Duties similar to those of regular personnel at the organization?
- Routine clerical tasks?
- Research?
- Frequent contact with personnel throughout the agency or office?
- Frequent contact outside the agency/office?
- Duties for which you possess adequate skills and knowledge?

**C. Did the person(s) who supervised your work: (check all that apply)**

- Adequately describe the tasks you were asked to perform?
- Provide adequate supervision?
- Expect you to assume independent responsibilities?
- Offer assistance and guidance when requested?
- Take an interest in your internship?
- Show a willingness to provide additional information even when not related to your tasks?

## II. ASSESSMENT

The questions below are intended to help us determine if you gained practical experience, knowledge, and/or skills from your recent internship experience and if you would recommend this internship experience to other students.

**A. Please rate the following questions about your internship using the following scale:**

**5=Strongly Agree 4=Agree 3=Neutral 2=Disagree 1=Strongly Disagree N/A=Not Applicable**

- |   |               |
|---|---------------|
| 1. This experience gave me a realistic preview of my field of interest.   | 5 4 3 2 1 N/A |
| 2. As a result of my internship, I have a better understanding of concepts, theories, and skills in my course of study.                   | 5 4 3 2 1 N/A |
| 3. I had regular meetings with my supervisor and received constructive feedback.  | 5 4 3 2 1 N/A |
| 4. I was provided levels of responsibility consistent with my ability and was given additional responsibility as my experience increased. | 5 4 3 2 1 N/A |
| 5. My supervisor was available and accessible when I had questions/concerns.  | 5 4 3 2 1 N/A |
| 6. The work I performed was challenging and stimulating.  | 5 4 3 2 1 N/A |
| 7. I was treated on the same level as other employees.  | 5 4 3 2 1 N/A |
| 8. I had a good working relationship with my coworkers.   | 5 4 3 2 1 N/A |
| 9. There were ample opportunities for learning.   | 5 4 3 2 1 N/A |
| 10. I feel that I am better prepared to enter the world of work after this experience.  | 5 4 3 2 1 N/A |

**B. Through this internship I had the opportunity to use and develop my:**

- |   |               |
|---|---------------|
| 1. Interpersonal/human relations skills   | 5 4 3 2 1 N/A |
| 2. Oral Communication/presentation skills | 5 4 3 2 1 N/A |
| 3. Creativity                             | 5 4 3 2 1 N/A |
| 4. Problem Solving abilities              | 5 4 3 2 1 N/A |
| 5. Critical thinking skills               | 5 4 3 2 1 N/A |
| 6. Writing skills                         | 5 4 3 2 1 N/A |

**C. Overall how would you rate this internship?**

- Excellent learning experience
- Good learning experience
- Average learning experience
- Below average learning experience
- Poor learning experience

**D. Would you recommend this internship to other students?**

- Highly recommend
- Recommend
- Recommend with reservations
- Would not recommend

**E. Opportunities for learning**

1. Were you given adequate opportunity to learn through observation? Please explain.
2. Were you given adequate opportunity to learn through doing? Please explain.
3. Were you given adequate opportunity to learn through discussions with supervisors and others? Please explain.

**F. Please explain how the internship assisted you with clarifying your career goals?**

**G. Describe any ways the internship could be improved.**

**Appendix C**  
**Florida Atlantic University, Internship Agency/Supervisor Evaluation**

Intern's Name
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Please provide candid responses to the following items. This assessment of the intern's performance will be a major factor in the determining the intern's grade for the internship. Please enter the four most important tasks or skills the student was called upon to perform or use in the internship. Please indicate (1) the frequency with which the task (or skill) was exercised, and (2) the level of proficiency achieved by the intern. In judging the level of proficiency, consider the amount of time the student expended on the task (or skill) and compare the intern's proficiency with that of others with similar training and experience. Please circle your choices.

Task/Skill A: \_\_\_\_\_

\_\_\_\_\_

1) **Frequency:** Seldom Weekly Daily 2) **Proficiency:** Poor Fair Good Excellent

Task/Skill B: \_\_\_\_\_

\_\_\_\_\_

1) **Frequency:** Seldom Weekly Daily 2) **Proficiency:** Poor Fair Good Excellent

Task/Skill C: \_\_\_\_\_

\_\_\_\_\_

1) **Frequency:** Seldom Weekly Daily 2) **Proficiency:** Poor Fair Good Excellent

Task/Skill D: \_\_\_\_\_

\_\_\_\_\_

1) **Frequency:** Seldom Weekly Daily 2) **Proficiency:** Poor Fair Good Excellent

**GENERAL WORK BEHAVIOR**

Please assess the intern's general work behavior in terms of the following characteristics. Please mark the appropriate column.

	Don't Know	Poor	Fair	Good	Excellent
Dependability					
Follows Instructions					
Accepts Responsibility					
Shows Initiative					
Interest in Work					
Works Well With Others					
Organizes Work					
Perseverance on Task					

**AREAS OF IMPROVEMENT**

If you were considering this individual for a job, what improvements in work habits, interpersonal skills, and job skills would you want to see him/her overcome before being hired?

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**OVERALL PERFORMANCE**

If you were to assign a letter grade for this intern's overall performance, what grade would you assign? Please circle one.

A(=excellent) B C D F(=failure)

Print Supervisor's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_