

Archer Center Washington Internship Syllabus

Updated 08.21.23

Course Information

Archer Center Washington Internship

Fall 2023

August 28-December 8, 2023

(Internship start/end dates: Sept. 11-Dec. 1, 2023)

Professors Contact Information

Professor (Brookland & Dupont) **Sue Ramanathan, JD**

Email Address SRamanathan@UTDallas.edu

Other Information Meetings by appointment

Phone 202-257-3121

Professor (Anacostia & Capital) **Dr. Mary Nugent, PhD**

Email Address Mary.Nugent@UTDallas.edu

Other Information Meetings by appointment

Phone 802-777-0654

Office Hours: We are available to meet with you at a time and in a way that does not conflict with your internship. Simply call, text or write to make an appointment.

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

Admission to the Archer Fellowship Program.

Course Description

Work is love made visible (Kahlil Gibran)

During this course, students will develop their personal work philosophy and enhance their professional skillset through practical training and reflection on the philosophy and organizational psychology literature on work.

This course consists primarily of an internship in a governmental or non-governmental organization based in Washington, D.C., or whose work includes federal policy. The student is expected to work full-time (40 hours a week) at the internship, which may be paid or unpaid.

Students are responsible for seeking and selecting their internships. The Archer Center does not guarantee internship placements, but Archer Center faculty and staff will provide students with information about internship opportunities and advice about placements. The Archer Center faculty meet regularly with students to debrief and to integrate this practical training with other lessons in professional development.

Student Learning Objectives/Outcomes

Upon completion of the course, students will be able to:

- Assess their professional skillset across the six Archer Principles (Appreciation, Responsibility, Character, Humility, Enthusiasm, and Respect)
- Articulate the issues shaping work today including emerging technologies, generational workplace

dynamics, and cross-cultural communication, as well as challenges working for or with the federal government and/or federal policy-making process.

- Express their philosophy of work including:
 - Approaches to dealing with moral or ethical problems in the workplace
 - Management and leadership principles

TASKS

Debrief & Discuss –

You should meet with the professor overseeing your sections, either **Dr. Nugent (Anacostia & Capital)** or **Prof. Ramanathan (Brookland & Dupont)**. The section assignments will be shared with you prior to your arrival in DC and will also **be posted on your course Teams channel**.

Over the course of the semester, you should meet **individually** with your Section Professor (either Dr. Nugent or Prof. Ramanathan) at least **2 times** to discuss your internship experience and professional experience in DC. **You must also meet separately in groups (of 5-6 students) with your Section Professor at least 1 other time to discuss the reflection questions.** A final mandatory group meeting with everyone from your section is scheduled for **6:30-8:30 pm, Monday, Nov. 20 at the Archer Center**. You should select your group and schedule your meeting with your section professor at a mutually acceptable time. The group meeting can take place at the Archer Center or at another mutually acceptable location, but must be *in-person* unless there are extenuating circumstances that require virtual meeting.

In general, individual and group meetings with your Section Professor will take place in person at the Archer Center or another mutually acceptable location in DC; any virtual meetings must be scheduled at a mutually acceptable time. You must set up your individual and group meetings by **September 5**.

Schedule for Individual & Group Debrief & Discuss Meetings

Prof. Sue Ramanathan Brookland & Dupont		Dr. Mary Nugent Anacostia & Capital	
<i>Monday, August 28, 9-11 am at Archer Center</i>	<i>First class meeting</i>	<i>Monday, August 28, 9-11 am at Archer Center</i>	<i>First class meeting</i>
<i>Mandatory</i>		<i>Mandatory</i>	
1.	Individual	1.	Individual
2.	Individual	2.	Individual
3.	Group	3.	Group
<i>Monday, November 20, 6:30- 8:30 pm at Archer Center</i>	<i>Last class meeting</i>	<i>Monday, November 20, 6:30- 8:30 pm at Archer Center</i>	<i>Last class meeting</i>
<i>Mandatory</i>		<i>Mandatory</i>	

Writing Assignments

Required (applies to all students). All assignments are due at 11:59 p.m. (EDT) on the date specified. Email all assignments to your Section Professor (Dr. Nugent or Prof. Ramanathan) unless otherwise indicated.

NOTE: SUBMIT ALL DOCUMENTS IN WORD ONLY. No pdf files.

1. Philosophy of Work, multiple due dates (listed below) (10%)

During this course, you will develop your **Philosophy of Work**. A philosophy of work is a 1-2 page statement of beliefs and values that guides your approach to your job, career, and work experience. It encompasses your attitudes towards work, the purpose of work, the meaning of success, and the role that work plays in your life.

A philosophy of work can include beliefs about the importance of hard work, the value of taking pride in one's work, the need for a work-life balance, and the role of work in personal fulfillment and satisfaction. It can also include beliefs about the relationship between work and society, such as the importance of contributing to the greater good and the responsibility of businesses to operate ethically.

Having a philosophy of work can help you make decisions about your career, find meaning and purpose in your work, and achieve a sense of satisfaction and fulfillment in your professional life.

Email the draft and final copy of your Philosophy of Work to your lecturer, either **Dr. Nugent or Prof. Ramanathan**, by the due dates listed below.

Due Oct. 4: Draft of your Philosophy of Work covering your thoughts on a) the reflection questions below on Appreciation, Responsibility, and Character, b) your internship experiences, and/or c) the assigned readings/videos. Draft should be ½-1 page (1.15 line spacing, calibri 12 point font).

Due December 1: Your completed 1-2 page Philosophy of Work encompassing all **six** of the Archer principles, building on your internship experience, and course materials. Please use 1.15 line spacing, calibri 12-point font.

2. Blog Post, due Nov. 3 (5%)

Write a blog post (for example for LinkedIn) or social media post (for example, a twitter thread) on one of the reflections below (in italics). Students are encouraged (but not required) to post these to social media sites to begin to develop a professional profile. You will be provided with additional guidance separately. **Email your blog post to your lecturer, either Dr. Nugent or Prof. Ramanathan.**

Note: Blog posts will be graded less rigorously than other assignments; they are intended to be low-stakes writing and reflection exercises. Grading focus will be on accuracy (is the information provided factually correct), sincerity (authentic engagement that shows evidence of reflection), and professionalism (on time, typos, etc).

3. Internship Evaluation/Final Assessment, due December 1 (5%)

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. **Submit your assessment to Qualtrics** (https://utdallas.qualtrics.com/jfe/form/SV_cFlm7txiN9CzkTY).

Other Tasks

Reflection (10%)

Please post a selfie from your personal reflection space on **Sept. 17 and Nov. 17** in our Teams channel with a brief (no more than 5 sentences) summary of your thoughts, expectations, and hopes at the beginning of your internship and your reflections at the end.

Internship

Required Paperwork

- 1) **Internship Agreement and Goals (due Sept. 17) (10%)**
 - a. **Internship Agreement and Goals** - fill this out with your supervisor and submit the document by 11:59 p.m. on Sept. 17. to Qualtrics (https://utdallas.qualtrics.com/jfe/form/SV_9yQ3t06xNDuuvNs)
- 2) **Performance Evaluations** -- Your supervisor should complete these forms using the Qualtrics links provided. You should work 40 hrs/week, except in weeks where a Friday class is scheduled.
 - a. **Midterm (due October 4) (20%)**: (https://utdallas.qualtrics.com/jfe/form/SV_1LdjIXHbrCa3Ti6)
 - b. **Final Evaluation (due December 1) (20%)**: (https://utdallas.qualtrics.com/jfe/form/SV_4YO4k1Ck96qxhsy)
- 3) **Surveys** - Each student must complete and return the two internship surveys listed below. Complete these surveys by using these Qualtrics links:
 - a. **Survey 1 due September 17 (10%)**: (https://utdallas.qualtrics.com/jfe/form/SV_1TzDq5gZPxyOGNg)
 - b. **Survey 2 due October 4 (10%)**: (https://utdallas.qualtrics.com/jfe/form/SV_ebQEVr1CQizZvUO)

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. Students must obtain permission from their internship supervisors to attend Archer Center events that conflict with regular internship working hours.

Workplace concerns/conflicts – Students are encouraged to discuss any workplace concerns or conflicts with Prof. Ramanathan & Dr. Nugent.

Grading Policy

Midterm grades will be posted by **October 14, 2023**. Final grades will be reported to your home UT System institution by **December 12, 2023** and posted in accordance with their respective grade submission deadlines.

Grading Scale

A+ (98-100)	A (94-97)	A- (90-93)	B+ (88-89)	B (84-87)	B- (80-83)
C+ (78-79)	C (77-70)	D (60-69)	F (59 or lower)		

Note: UT System campuses vary in their use of the +/- grading scale. Grades for students enrolled at campuses that do not follow this system will be reported as follows: A (90-100), B (80-89), C (70-79), D (60-69), F (59 or lower).

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same: "As a Comet, I pledge honesty, integrity, and service in all that I do."

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.

Academic Calendar

Week 1 (August 28, 2023): Personal reflection

Find a location in DC to use as a reflection space. In your reflection space, spend time reflecting on your internship experience (or work on your various class assignments; ponder life: or make decisions about your academic/professional future). Some examples: Library of Congress reading room, Washington Monument, Capitol steps, Botanical Gardens, Union Station, National Zoo, Gandhi statue, Lafayette Park, etc.

Reading: [On Work](#) by Kahlil Gibran

August 28, 9-11 am ET – First meeting at Archer Center with Prof. Ramanathan & Dr. Nugent to discuss internship expectations & philosophy of work. *Mandatory*

Assignment due: *Sept. 17* - Take a selfie at the spot and share it by Sept. 17 with your classmates in Teams with a brief (no more than 5 sentences) summary of your hopes, expectations, and thoughts as you begin your internship.

Week 2 (Sept. 25-29): Appreciation

Recent research indicates that as many as 2/3rds of American workers feel their contributions are not appreciated at work leading to elevated levels of employee apathy and disengagement. During this week, *reflect on how you feel appreciated at work, when and how do you want to show appreciation to others at work, and how your workplace promotes (or does not) a culture of appreciation and gratitude.*

Readings: [“How Gratitude Can Transform Your Workplace”](#)
 [“The Five Languages of Appreciation at Work”](#)

Assignment due: Schedule your first individual check-in meeting with your lecturer the week of Sept. 25-29.

Week 3 (Oct. 2-6): Responsibility

Working in or with the Federal government exemplifies the adage, “With great power comes great responsibility.” During this week, *reflect on the following questions:*

- *What is power? Is power something that is given, earned, or inherited? How do individuals or groups acquire power, and how do they maintain it?*
- *What are the limits of responsibility, and what happens when someone fails to live up to their responsibilities? What are the consequences, and who determines them?*
- *How do we ensure that those who hold power are held accountable, while also allowing them to exercise their power in productive and beneficial ways? What are the trade-offs involved in balancing power and responsibility?*

View: [Oppenheimer on the Atomic Bomb](#)
 Barbara Jordan, [Watergate Articles of Impeachment](#)

ASSIGNMENTS DUE: Internship Survey 2 and Supervisor Midterm Evaluation due Oct. 4.

Week 4 (Oct. 10-13): Character

“...Always do the right thing for the right reason at the right time with the right people. [And] you will have no regrets for the rest of your life.” - Allan McDonald

Character is a set of qualities that make up your moral and ethical values, including honesty, integrity, responsibility, respect, and empathy. Character is important in the workplace because it affects how employees interact with one another, how they approach their work, and how they make decisions. During this week *reflect on your values, your authentic self, and how you rely on your core values at work. Are your core values compatible with your workplace? What sacrifices are you willing to make for your values?*

Readings:

- [Remembering Allan McDonald: He Refused To Approve Challenger Launch, Exposed Cover-Up](#)
- [Hiram Bingham IV](#)

Week (Oct 16-20): Humility

In our contemporary political environment, we see no shortage of people with strong, unshakeable opinions. But, the [Dunning-Kruger effect](#) tells us that the more confident we are, the more likely we are wrong. At the same time, other research indicates we prefer to hire overly confident people. During this week, *reflect on how to balance intellectual humility with confidence. And, how to ensure you do not fall into the confidence trap when evaluating yourself and others at work.*

Reading: [What does Intellectual Humility Look Like](#)

View: [Why do so many Incompetent Men Become Leaders?](#)

Week 6 (Oct. 23-27): Enthusiasm

The Great Resignation and Quiet Quitting are signs of dramatic discontent in the post-pandemic workforce. Underlying both phenomena is a discussion about the limits of enthusiasm at work. During this week, *reflect on where you are on the work-to-live versus live-to-work debate. How do you balance your passion for your work with the need to take care of yourself, your family, and your friends? How do you communicate your boundaries to your colleagues while still showing you care about your work?*

Readings: [What to Know when Five Generations Share an Office](#)
[The Economics behind Quiet Quitting](#)

Week 7 (Oct. 30-Nov 3): Respect

Respect in the workplace is essential for creating a healthy and productive work environment. It involves valuing diversity, listening actively, communicating effectively, being professional, upholding boundaries, and resolving conflicts constructively. But, some employees face additional hurdles at work, and some workplaces are structurally disrespectful. During this week, *reflect on how you show respect in the workplace. Is your workplace respectfully towards all? What have you done, or will you do, when you encounter disrespect in the workplace?*

Readings: [Who Pays Tolls at Work and Who Cruises on an Open Highway](#)
[Bystander Intervention](#)

Assignment due: Nov. 3 – email blog post to Prof. Ramanathan or Dr. Nugent by 11:59 pm ET.

Week 8 (Nov 6-9): Working in or with the Federal Government

During this week, reflect on your experiences working in or with the Federal Government. What have you learned? What surprised you? What changes would you make to how the government works if you could (based on your experiences)?

Reading: [Man in the Arena](#)

Week 9 (Nov 13-17): Self-assessment

Based on this experience, where are your professional strengths and weaknesses? Moving forward would you like to work to master your strengths or address your weaknesses? What is your plan to do so?

Assignment due: Nov. 17 - Return to your reflection space and reflect on your experience this semester, particularly as they relate to your professional development, career choice, and areas of focus. Please post a selfie on our Teams channel by Nov. 17 with a brief summary (no more than 5 sentences) on your reflections.

Reading: [Personal SWOT Analysis](#)

Week 10 (Nov 20-25): Last Group Discussion

November 20, 6:30-8:30 pm, Meet at the Archer Center for your last group discussions with Dr. Nugent and Prof. Ramanathan. *Mandatory*

Week 11 (Nov 27-Dec 1): Conclusion

Assignment due: Dec. 1 - Email Philosophy of Work statement to Prof. Ramanathan or Dr. Nugent by 11:59 pm ET. Final Internship Supervisor Evaluation and Internship Site Evaluation are due via Qualtrics.



Archer Fellow

Internship Agreement – Fall 2023

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.
- 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. 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 participate in the Archer Center's scheduled classes on Mondays (6:30-9:30 pm ET), Tuesdays (6:30-9:30

- pm ET), and one Friday class per month (9 am – 4 pm ET) from August 28 to December 8, 2023.
- 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 (and supervisor name): _____ Date _____

Employer contact (Phone#/email): _____

This agreement is valid from _____ through _____

Please return this signed agreement by **Sept. 17, 2023** to https://utdallas.qualtrics.com/jfe/form/SV_9yQ3t06xNDuuvNs



Archer Fellow
Internship Goals – Fall 2023
(Due Sept. 17, 2023)

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: _____

Please return this signed agreement by **Sept. 17, 2023** to
https://utdallas.qualtrics.com/jfe/form/SV_9yQ3t06xNDuuvNs

Archer Fellow
INTERNSHIP SURVEY 1
DUE Sept. 17, 2023

Submit your answers to https://utdallas.qualtrics.com/jfe/form/SV_1TzDq5gZPxyOGNg

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?



Bill Archer Fellowship

Mid-Semester Intern Review – Fall 2023

Due Oct. 4, 2023

https://utdallas.qualtrics.com/jfe/form/SV_1LdjIXHbrCa3Ti6

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)

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

Demonstrates creativity	1	2	3	4	5	N/A	
Exhibits professional behavior	1	2	3	4	5	N/A	
Overall quality of work	1	2	3	4	5	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:

**Archer Fellow
INTERNSHIP SURVEY 2
DUE Oct. 4, 2023**

https://utdallas.qualtrics.com/jfe/form/SV_ebQEVr1CQizZvUO

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?

**Archer Fellow
FINAL Evaluation/Assessment
DUE Dec. 1, 2023**

https://utdallas.qualtrics.com/jfe/form/SV_cFlm7txiN9CzkTY

INTERNSHIP SITE: (fill in name of office/organization)

Name of intern supervisor:

Your name:

Archer Fellow Fall 2023

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_F23_Last Name_First Name.doc

Examples:

- UTSYSTEM_F23_Chin-Miller_Michelle.doc
- AKINGUMP_F23_Nugent_Mary.doc

Submit this document by 11:59 pm local time on **Dec. 1, 2023** to

https://utdallas.qualtrics.com/jfe/form/SV_cFlm7txiN9CzkTY.



Bill Archer Fellowship
Student Intern Final Review – Fall 2023
Submit by Dec. 1

https://utdallas.qualtrics.com/jfe/form/SV_4YO4k1Ck96qxhsy

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: _____

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

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

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.

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

Would you be interested in having another Archer Fellow intern in your office? Yes _____ No _____
If no, please explain why on reverse side