

Archer Center Washington Internship



Course Information

PSCI 4V76

Archer Center Washington Internship

Fall 2024

Class meets in person at the Archer Center

Professor Sue Ramanathan & Professor Malcolm Warbrick

Professor Contact Information

Professor **Sue Ramanathan, JD, LLM**
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Phone 202-257-3121
Office Hours **text to set up an appointment**

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Class Materials

The instructor may provide class materials that will be made available to all students registered for this class. These materials are intended to supplement the classroom experience through coaching conversations that encourage reflection. These materials may be downloaded during the course; however, they are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

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

Admission to the Archer Fellowship Program.

Course Overview

Work is love made visible (Kahlil Gibran)

The subtitle of this course is “**On Work: Values in Practice at Work.**” Student reflection on work and its meaning in life is the goal of this course. During the Internship 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.

Academic credit for the course is based on completion of coursework that complements the student’s work in a full-time (32-40 hours a week) internship in a governmental or non-governmental organization based in Washington, D.C., or whose work includes federal policy. This internship work may be paid or unpaid.

Please note that the process of internship selection, support and professional development is managed by **Sally Lawrence, the Archer Center’s Associate Director of Professional Development and Employer Relations**. Outside of the Internship course, Sally will meet with students to provide training in professional development and support the internship agreement, assessment/review and other information requirements related to your internship. If you have any questions about your specific internship requirements and/or the working relationship with your internship supervisor, please reach out directly to Sally (slawrence@utsystem.edu).

Student Learning Objectives/Outcomes

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

- Identify their professional skillset across the six Archer Principles and articulate how these values emerge at work (Appreciation, Responsibility, Character, Humility, Empathy, and Respect)
- Articulate the values surrounding 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.
- Define their philosophy of work including:
 - What work means at this point in life
 - What values support that definition of work
 - Values that support approaches to dealing with moral or ethical problems in the workplace
 - Values supporting management and leadership principles

Required Textbooks and Materials

Required Texts

All course materials are provided or available for free over the Internet. Links to the materials are provided, or copies will be posted to the class eLearning site.

Required Materials

Access to a computer and reliable internet service.

eLearning

All course materials available on eLearning. All assignments, except where noted, should be submitted to eLearning. Login to your eLearning account [here](#).

Assignments & Academic Calendar

Debrief & Discuss

Over the course of the semester, you will meet with Professors Ramanathan and Warbrick in four joint sessions and two individual coaching sessions.

These meetings will take place in person at the Archer Center on **September 3** (8-930 am), **September 19** (630-830 pm), **October 30** (630-830 pm) and **November 19** (630-830 pm). A schedule of the assigned meetings will be posted in eLearning. Given the group coaching, **there are no make-up sessions**. Please plan accordingly.

In addition to the group meetings, this course provides 2 individual coaching sessions for students. These sessions are for the student to set the agenda to discuss issues of interest, their reflection on values and practice, and work-related issues. The first session meets on September 4 and 5. The second session meets on October 8 or at some other mutually-acceptable time/date during that week. Both individual coaching sessions are required.

Class schedule

All meetings are at the Archer Center unless otherwise noted. All classes & individual meetings are mandatory.

1. 9/3 (Tuesday) 8-9:30am: FULL CLASS -Class introduction; Panel discussion about leadership + Values at Work
2. 9/4 (Wednesday), 9/5 (Thursday) *Time varies between 8a-6p*: INDIVIDUAL Coaching Session/Check Ins (It's optional to submit your notes from this meeting in eLearning by 11:59 pm Sept 8). Note: Prof. Warbrick will meet students at his office (750 1st St. NE Suite 1110) on 9/4. Prof. Ramanathan will meet students at the Archer Center on 9/5. See schedule posted in eLearning for your specific meeting time.
3. 9/19 (Thursday) 6:30-8:30pm: FULL CLASS meets at NYU-DC Brademas Center (1307 L St NW, Washington, DC 20005) with guest speaker Dr. Kwame Appiah as part of a Young Leaders Network event with NYU students. Discussion will also include the Values and Work-Life Balance exercises.
4. 10/8 (Tuesday) 6:30-9:30 pm: INDIVIDUAL Coaching Session/Check In (meetings may also take place at other times during this week). (It's optional to submit your notes from this meeting in eLearning by 11:59 pm Oct. 12)
5. 10/30 (Wednesday) 6:30-8:30pm: FULL CLASS - Panel Focused on the 6 Archer Values/Networking
6. 11/19 (Tuesday) 6:30-8:30 pm: FULL CLASS - Presentation of Philosophy of Work

Writing Assignments

Required (applies to all students). Your Philosophy of Work should be posted to eLearning by 11:59 p.m. (EDT) on the date specified.

NOTE: SUBMIT DOCUMENT IN WORD ONLY. No pdf files.

Philosophy of Work

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. 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.

- **Due Nov. 17:** 1-2 page Philosophy of Work encompassing all **six** of the Archer principles, building on your internship experience, panels and course materials. Please use 1.15 line spacing, calibri 12-point font.

Course 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 Professors Ramanathan and Warbrick, and with Sally Lawrence (Archer Center Associate Director, Professional Development and Employer Relations).

Grading Policy

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 should inform their internship supervisor at the beginning of the semester about Archer Center classes/events that conflict with regular internship working hours to ensure they can attend MANDATORY Archer classes/events.*

Grading Policy

Midterm grades will be posted by **Oct. 12, 2024**. Final grades will be reported to your home UT System institution by **December 18** 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 Professors.

Academic Calendar

Week 1 (9/1)

Personal reflection

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

9/3 (8-930AM): FULL CLASS MEETING – Review of Class Requirements; Panel discussion about Values & On Work: Values in Practice at Work seminar expectations. Be prepared to read aloud and discuss your reflection on *On Work*. *Mandatory*

9/4 (8-10 am; 3-8 pm) *Individual coaching session/check-in with students assigned to Prof. Warbrick. Schedule will be posted in eLearning. Mandatory*

9/5 (8 am – 12:30; 1-4 pm) *Individual coaching session/check-in with students assigned to Prof. Ramanathan. Schedule will be posted in eLearning. Mandatory*

Week 2 (9/8) **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”](#)

Week 3 (9/15) **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](#)

9/19 (6:30-8:30 PM): FULL CLASS MEETING at the [John Brademas Center at NYU's DC campus](#) with guest speaker [Dr. Kwame Appiah, winner of the 2024 Kluge Prize for the Study of Humanities](#). This event will be a Young Leaders Networking event with NYU students. The class will also include a discussion of the Values and Work-Life Balance exercises. *Mandatory*

Week 4 (9/22) **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 5 (9/29)

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. How do you avoid falling 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 (10/6)

Empathy

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 empathy 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](#)

10/8 (6:30-9:30 pm): *Second coaching session/check-in.* Schedule a 15-min meeting with your lecturer at the Archer Center during this time block. You may arrange with your lecturer to meet at another mutually acceptable time/location (may be virtual) if there are no available time slots on 10/8.

Mandatory

Week 7 (10/13)

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. Yet, 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 respectful 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](#)

Week 8 (10/20)

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](#)

Assignment due: Nov. 17 - Post Philosophy of Work statement in eLearning by 11:59 pm ET.

Week 9 (10/27)
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?

Reading: [Personal SWOT Analysis](#)

10/30 (6:30-8:30pm): FULL CLASS MEETING: Meet at the Archer Center for panel & small group discussion focused on the 6 Archer Values/Networking *Mandatory*

Week 10 (11/3) & Week 11 (11/10)

*No internship assignments

Week 12 (11/17)
Conclusion

11/19 (6:30-8:30 pm): FULL CLASS MEETING: Meet at the Archer Center to make your presentation on your Philosophy of Work. *Mandatory*

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