



**POSC 4615 INTERNSHIP IN POLITICAL SCIENCE  
Spring 2024**

**Instructor:** Dr. Michael J. Nojeim  
**Section # and CRN:** 25133 - POSC 4615 - P06 (6 credits)  
**Office Location:** Woolfolk 303  
**Office Phone:** 936-261-3213  
**Email Address:** [mjnojeim@pvamu.edu](mailto:mjnojeim@pvamu.edu)  
**Student Hours:** Please visit me in person on MW from 12:00 am – 3:00 pm in Woolfolk 303 or schedule a zoom session by going to [www.calendly.com/mjnojeim](http://www.calendly.com/mjnojeim).  
**Mode of Instruction:** Face to Face/Practicum  
**Course Location:** Onsite  
**Class Days & Times:** M 5:00 7:50 pm  
**Catalog Description:** The student will participate in the ongoing work of a government agency, at the local, state, national or international level or a related nongovernment organization that engages in domestic or international political affairs. Administered by the Political Science Program Coordinator in conjunction with onsite intern supervisor.  
**Prerequisites:** None.  
**Co-requisites:** None.  
**Texts:** None.

**Student Learning Outcomes:**

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Acquire work experience directly connected to the Political Science major.	SLO #1/#2	
2	Develop networking skills, connections and contacts in the professional world of government and politics.	SLO #1/#2	Team Work
3	Obtain professional work-related references for future full-time employment.	SLO #1	Team Work
4	Explain the organization and function of a government or government-related political institution.	SLO #1	Civic Responsibility
5	Properly research and write a lengthy term paper.	SLO #3	Communication
5	Evaluate his or her future academic or employment goals and career objectives.		Civic Responsibility

**Grading Matrix**

Instrument	Value (points or percentages)	Total
Weekly Journal Reports/Entries	100 pts	25%
Research Paper	100 pts	25%
Intern Evaluation	100 pts	50%
Bi-Weekly Timesheets		
<b>Total:</b>		<b>100%</b>

### Grade Determination

A ≥ 89.5% B ≥ 79.5% C ≥ 69.5% D ≥ 59.5% F < 59.5%

Detailed Description of Major Assignments: **(Consult the 16 Week Calendar below for all due dates!)**

Assignment Title	Description
<b>Weekly Journal (25% of final course grade)</b>	The intern shall make weekly entries into a journal about the internship experience in which the entries are critically reflective about the intern's experience as it pertains to the operations of the institution as well as the intern's own career objectives.
<b>Research Paper (25% of final course grade)</b>	<p>The intern shall write a 10-15 page research paper on a subject directly connected to the work at the internship. The intern must submit a paper proposal to the instructor that contains a one-sentence thesis statement, a one-page outline and a work-in-progress bibliography that contains at least 8 scholarly sources.</p> <p>The paper is due in four stages:</p> <ul style="list-style-type: none"><li>• <b>Stage One:</b> a one-sentence thesis or statement of purpose. One sentence only.</li><li>• <b>Stage Two:</b> an outline, no more than one page, highlighting the major sections and points of the paper.</li><li>• <b>Stage Three:</b> a reference list of sources you plan to cite in your paper, formatted in Chicago of Manual Style.</li><li>• <b>Stage Four:</b> the actual paper itself, that conforms to feedback the instructor provides in Stages One – Three.</li></ul>
<b>Intern Evaluation (50% of final course grade)</b>	The intern's work supervisor will fill out a performance evaluation instrument at the end of the internship period. The intern shall provide the instructor with the name and email address of the intern's supervisor, at which point the instructor will forward the performance evaluation form to the intern supervisor.
<b>Bi-Weekly Timesheets</b>	I will send you a form that you and your intern supervisor must fill out every two weeks, documenting your hours. To get full credit for the internship, you must target 300 hours of work. Fewer hours could result in a grade penalty.

### Additional Instructor Policies

**Political Science Program Policy on Plagiarism:** Plagiarism is a serious academic crime and the Political Science Program has a strict, rigorous enforcement policy for students who commit plagiarism. In general, plagiarism is using another person's words, statistics, and/or ideas as if they were your own. Plagiarism, which is formally defined in the University Rules and Procedures section of this syllabus, can come in many forms, such as directly quoting a source without quotation marks, directly quoting a source without giving a reference citation, paraphrasing a source without giving a reference citation and so forth. It is incumbent on students to seek help from the instructor or other University resources to avoid even the appearance of plagiarism in their work. Any student caught committing ANY type of plagiarism in a Political Science course will receive one OR MORE of the following punishments, depending on the severity of the offense and in accordance with the Student Code of Conduct:

1. Grade Penalty (an F for the assignment and/or an F for the course);
2. Letter of Reprimand
3. Probation
4. Suspension
5. Dismissal from Academic Program
6. Expulsion from the university.

You must consult the University's Code of Conduct for other forms of academic dishonesty and the punishments.

**Electronic Communication Policy:** Notes and other course materials are posted on eCourses, which is available at <http://ecourses.pvamu.edu>. You are expected to use this website as a resource for the class. The University also maintains an email account for you. For security purposes, **I will not respond to emails sent to me from addresses that do not come from your official PVAMU email address. I expect you to check your Prairie View A&M email account at least once a day.** If you have problems accessing your account, call (936) 261-2525. Not having access to your Panther Email is not an excuse for missing important information.

**Make-up Policy:** You will only be allowed to make up an exam or assignment if you have a valid excuse. Valid excuses include *documented* illness, school or business trips, or family crises. Without proper documentation, there will be no make-up assignments. **If granted a make-up, you have a period of three (3) class days to**

**schedule your make-up assignment or exam. After that point, the grade becomes a zero.** Please provide written documentation for why you need to make up an assignment from a university official, doctor, police officer, or coach. Student athletes must notify me **BEFORE** they attend an event to represent the school and **MUST** be proactive in getting their assignments completed. Make up exams may be an essay/short answer test or a modified version of the original exam. Any assigned extra credit cannot be made up.

**Grade Groveling Policy:** Students concerned about their grades should endeavor to attend all class sessions and complete all work to the best of their ability. Students **earn** high grades, based on demonstrating mastery of the subject matter and not based on what they want or need for their overall GPA. Therefore, no grade groveling will be entertained and no "do-overs" allowed.

**Attendance Policy:** Interns are required to show up for work on time each day they are required to work.

**Late/Tardy Policy:** Being on time is a sign of professionalism. Interns are required and expected to arrive on time, or early, for each day's work.

**Taskstream Policy**

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments is may be required to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

**16-Week Calendar: Note: Timesheets must be signed by your Intern Supervisor**

**Week One: 1/16 – 1/19**

Topic Description      [Work at Internship Onsite](#)  
Readings:                N/A  
Assignment (s):        **Weekly Journal Entry due by 11:59 pm on Friday of this week.**

**Week Two: 1/22 – 1/26**

Topic Description      [Work at Internship Onsite](#)  
Readings:                N/A  
Assignment (s):        **Weekly Journal Entry due by 11:59 pm on Friday of this week.**  
  
**Bi-weekly timesheet, signed by your upervisor, due by 11:59 pm on Friday of this week.**

**Week Three: 1/29 – 2/2**

Topic Description      [Work at Internship Onsite](#)  
Readings:                N/A  
Assignment (s):        **Weekly Journal Entry due by 11:59 pm on Friday of this week.**  
  
**Stage One of Research Paper, due by 11:59 pm on Friday of this week.**

**Week Four: 2/5 – 2/9**

Topic Description      [Work at Internship Onsite](#)  
Readings:                N/A  
Assignment (s):        **Weekly Journal Entry due due by 11:59 pm on Friday of this week.**  
  
**Bi-weekly timesheet due by 11:59 pm on Friday of this week.**

**Week Five: 2/12 – 2/16**

Topic Description      [Work at Internship Onsite](#)  
Readings:                N/A  
Assignment (s):        **Weekly Journal Entry due by 11:59 pm on Friday of this week.**

**Week Six: 2/19 – 2/23**

Topic Description

Work at Internship Onsite

Readings:

N/A

Assignment (s):

**Weekly Journal Entry due by 11:59 pm on Friday of this week.**

**Bi-weekly timesheet due by 11:59 pm on Friday of this week.**

**Week Seven: 2/26 – 3/31**

Topic Description

Work at Internship Onsite

Readings:

N/A

Assignment (s):

**Weekly Journal Entry due by 11:59 pm on Friday of this week.**

**Stage Two of Research Paper, due by 11:59 pm on Friday of this week**

**Week Eight: 3/4 – 3/8**

Topic Description

Work at Internship Onsite

Readings:

N/A

Assignment (s):

**Weekly Journal Entry due by 11:59 pm on Friday of this week.**

**Bi-weekly timesheet due by 11:59 pm on Friday of this week.**

**Week Nine: 3/11 – 3/15**

Topic Description

Work at Internship Onsite

Readings:

Assignment (s):

Spring Break: no assignments due

**Week Ten: 3/18 – 3/22**

Topic Description

Work at Internship Onsite

Readings:

N/A

Assignment (s):

**Weekly Journal Entry due by 11:59 pm on Friday of this week.**

**Bi-weekly timesheet due by 11:59 pm on Friday of this week..**

**Week Eleven: 3/25 – 3/29**

Topic Description

Work at Internship Onsite

Readings:

N/A

Assignment (s):

**Weekly Journal Entry due by 11:59 pm on Friday of this week.**

**Stage Three of Research Paper, due by 11:59 pm on Friday of this week.**

**Week Twelve: 4/1 – 4/5**

Topic Description

Work at Internship Onsite

Readings:

N/A

Assignment (s):

**Weekly Journal Entry due by 11:59 pm on Friday (of this and every week)**

**Bi-weekly timesheet, due by 11:59 pm on Friday of this week.**

**Week Thirteen: 4/8 – 4/12**

Topic Description

Work at Internship Onsite

Readings:

N/A

Assignment (s):

**Weekly Journal Entry due by 11:59 pm on Friday of this week.**

**Week Fourteen: 4/15-4/19**

Topic Description Work at Internship Onsite  
 Readings: N/A  
 Assignment (s): **Stage Four: final paper, due by 11:59 pm on Friday of this week.**  
**Bi-weekly timesheet, due by 11:59 pm on Friday of this week.**

**Week Fifteen: 4/22 – 4/26**

Topic Description Work at Internship Onsite  
 Readings(s): N/A  
 Assignment(s): **Weekly Journal Entry due by 11:59 pm due by 11:59 pm on Friday of this week.**

**Weeks 16 & 17: 4/29-5/10**

Topic Description Work at Internship Onsite  
 Readings: N/A  
 Assignment (s): **Final timesheet, signed by your supervisor, due by 11:59 pm on Friday of this week.**  
**Intern Evaluation, submitted by your supervisor, sent to [mjnojeim@pvamu.edu](mailto:mjnojeim@pvamu.edu), due by Friday May 10.**

**Student Support and Success****John B. Coleman Library**

The John B. Coleman Library’s mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University’s global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: <https://www.pvamu.edu/library/>; Phone: 936-261-1500.

**Academic Advising Services**

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor’s location by academic major at [www.pvamu.edu/advising](http://www.pvamu.edu/advising). Phone: 936-261-5911.

**The University Tutoring Center**

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (<https://www.pvamu.edu/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/pvplace/>). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: [pvtutoring@pvamu.edu](mailto:pvtutoring@pvamu.edu); Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>.

**Writing Center**

The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website:

<https://www.pvamu.edu/student-success/writing-center/>; Grammarly Registration:  
<https://www.grammarly.com/enterprise/signup>.

#### **Academic Early Alert**

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <https://www.pvamu.edu/student-success/early-alert/>.

#### **Student Counseling Services**

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2<sup>nd</sup> floor; Phone: 936-261-3564; Website: <https://www.pvamu.edu/healthservices/student-counseling-services/>.

#### **Office of Testing Services**

Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); Website: [www.pvamu.edu/testing](http://www.pvamu.edu/testing).

#### **Office of Diagnostic Testing and Disability Services**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: <https://www.pvamu.edu/disabilityservices/>.

#### **Center for Instructional Innovation and Technology Services (CIITS)**

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: <https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283.

#### **Veteran Affairs**

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: <https://www.pvamu.edu/sa/departments/veteranaffairs/>.

#### **Office for Student Engagement**

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: <https://www.pvamu.edu/studentengagement/>.

### **Career Services**

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2<sup>nd</sup> floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>.

### **University Rules and Procedures**

#### **Academic Misconduct**

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

#### **Forms of Academic Dishonesty:**

1. **Cheating:** Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. **Plagiarism:** Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. **Collusion:** When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. **Conspiracy:** Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. **Multiple Submission:** Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

#### **Nonacademic Misconduct**

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

#### **Sexual Misconduct**

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance ([titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu)) any instance of sexual misconduct involving a student, which includes sexual assault,

stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). More information can be found at [www.pvamu.edu/titleix](http://www.pvamu.edu/titleix), including confidential resources available on campus.

#### **Pregnancy, Pregnancy-related, and Parenting Accommodations**

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations.

#### **Non-Discrimination Statement**

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

#### **Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)**

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

#### **Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

#### **Technical Considerations**

##### **Minimum Recommended Hardware and Software:**

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra\*
- Smartphone or iPad/Tablet with Wi-Fi\*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

**Note:** Be sure to enable Java & pop-ups in the Web browser preferences

\* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.



**Participants should have a basic proficiency of the following computer skills:**

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

**Netiquette (online etiquette)**

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

**Video Conferencing Etiquette**

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

**Technical Support**

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email [ciits@pvamu.edu](mailto:ciits@pvamu.edu).

**Communication Expectations and Standards**

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

**Discussion Requirement**

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

**It is strongly suggested** that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

**COVID-19 Campus Safety Measures**

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.
- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, [studentconduct@pvamu.edu](mailto:studentconduct@pvamu.edu).

## STAGE ONE: HOW TO WRITE A GOOD STATEMENT OF PURPOSE

**A statement of purpose is usually a one-sentence statement or question declaring exactly what your research paper is about and what you intend to cover in your paper.** It is designed to set the stage for the entire paper. It must be contained in the first or second paragraph of the paper.

Let's assume you are interested in writing a paper on terrorism. To begin, you will need to give a thorough definition and explanation of what terrorism is. But terrorism is a complicated subject and surely you cannot write a term paper on everything to do with terrorism, so, after giving a thorough definition on its meaning, you will have to narrow your focus. By narrowing your focus to something specific about terrorism, you will find it easier to conduct the research, form an outline, and write your paper. So, let's narrow your focus.

Perhaps you want to explain the causes for why terrorism occurs. Or you might want to explain who joins terrorist groups. Maybe you want to write about the different types terrorism, like state-sponsored terrorism (done by a government) or domestic terrorism (Timothy McVeigh) or international terrorism (al Qaeda). Or, maybe you are interested in examining the historical origins of terrorism and how terrorism is different today.

Let us assume you are interested in narrowing your focus to understanding the different types of terrorism. At this point, you are ready to write your statement, which can take one of two forms:

1. A stated question; or
2. A stated position.

Let's take the first one, a stated question. Here is an example:

**"This paper answers the following questions: What does terrorism mean, what are the major types of terrorist acts committed in the world today and how are they different and similar to each other?"**

That's a nice, statement. It is succinct, to the point, and tells the reader exactly what your paper seeks to investigate. From this stated question, the remainder of your research paper should flow. You are now able to conduct research, make an outline and write a paper with the idea that you will be developing an answer to this important question. Note also that the question above can be reworded as a simple statement of intent, like this:

**"This paper seeks to investigate the meaning of terrorism, the major types of terrorist acts committed in the world and also to determine how they are different and similar to each other."**

Now, let's take the second type of statement, a stated position, and let's assume this time that you're interested in narrowing your focus on terrorism to understanding the main causes of terrorist acts. This time your statement, **in the form of a stated position**, could look like this:

**"This paper will investigate the meaning of terrorism and the argument that terrorist acts are committed for a variety of reasons, the most important of which are because of nationalistic and religious conflicts between different groups of people."**

Again, it's a nice, elegant statement. Clear, concise, and right to the point. It also tells your reader immediately what your paper is about (the meaning of terrorism and its main causes) and the position you seek to develop throughout the paper. Now, when you research and write your paper, you will try to develop this statement, either confirming it as correct or discovering that it was not correct (whether it is correct or incorrect is o.k., since you don't want to be biased in your research: you want to discover the truth regardless of misconceptions).

## STAGE TWO: HOW TO WRITE THE OUTLINE

Your outline must conform flow directly from your statement of purpose!

Since your paper must be about an important **concept** in International Relations, such as realism, idealism, terrorism, globalism, fascism, communism, Nazism, Marxism, socialism, religious fundamentalism, etc., your paper's outline will be focused on demonstrating your knowledge of the concept as you present in your statement of purpose.

The outline below uses the important IR concept of realism as an example.

Title (every paper needs a title!)

### I. Introduction

- A. Introduce your concept and **present the** statement here.  
Example: This paper will explore the meaning of realism and give a critique of its main principles.
- B. Explore the concept's **definitional meaning(s)**.  
Example: there are different types of realism, such as Classical Realism, Structural Realism and Neo-Realism.
- C. Discuss the **origins** of your concept.  
Example: Realism's origins date all the way back to Ancient Greece, but its modern expression dates from the Middle Ages.
- D. Discuss the most **important writers** on the concept.  
Example: Important writers/thinkers on Realism include Thomas Hobbes, Hans Morgenthau and Kenneth Waltz (note: there are LOTS more).

### II. Main Principles

- A. Summarize the concept's **main assumptions**.  
Example: Realism assumes that people and states are inherently evil, rapacious.
- B. Summarize the concept's **main principles**.  
Example: A main principle of realism asserts that state power is critical and that military force is an acceptable use of power in order to obtain the state's goals, such as national security.
- C. Discuss why your concept is so **relevant to IR**.  
Example: Realism is important because it helps explain why countries go to war so frequently.
  1. Discuss some real-world issues and examples, which can be explained using your concept.  
Example: Japan went to war against the U.S. in 1941 because it feared growing U.S. power--a realist perspective.

### III. Critique

- A. Analyze why this concept is **helpful in explaining various aspects of IR**. Analyze the concept's strengths.  
Example: Realism is a strong and useful tool because it helps us understand the nature of state behavior and why states go to war.
- B. Analyze the **concept's weaknesses**.  
Example: Realism is good for explaining why wars occur, but it is weak on predicting who will actually win a war and sometimes poor at explaining why some wars occur while others may NOT.

### IV. Conclusion

- A. Summarize your paper's main points.
  1. Do not repeat yourself verbatim.
  2. Be creative, original, and innovative as you integrate the main points of your paper.

### STAGE THREE: REQUIRED REFERENCE CITATION FORMAT

Your paper MUST contain parenthetical reference citations of the books, journal articles and other sources you use and you MUST use the Chicago Manual of Style. To learn complete details about the Chicago Manual of Style go to: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) and then click on the Author-Date Tab. **If you do not have PARENTHETICAL-STYLE citations in the body of the paper, it will not be accepted for grading.** Whenever you use someone else's information, such as direct quotes, a paraphrase, statistics, a novel idea, or factual accounts, you must give that source credit for the information, BOTH in the works-cited section AND in the body of the paper, using the parenthetical style, like you see in these sentences (Blindsworth 1987, 125). You must document that source in the text of your paper by placing in parentheses the author's last name, the year the source was published, and the page number from which you took the information (Foley 1995, 23).

**Commented [N1]:** This is an example of the parenthetical reference citation format that is required. Notice where the period is: AFTER the close parenthesis ).

**Commented [N2]:** This is another example of the required format: notice the comma after the year of publication.

You must give the original author credit for his/her ideas or facts (Walker 1980, 291). It is called RE-search for a reason: so you can build on previous information and give credit to those who have written before you (Axtman 1977, 34, 45). If you fail to do this, you will be guilty of plagiarism, which is an academic crime that could lead to your expulsion from university (Stevens and Brice 1999, 125). I don't want this to happen, and neither do you since it could mean the end of your academic career and a lifetime of regret (Writing Institute of Albany 1988, 23).

**Commented [N3]:** All sources must have an author! In this case, since no person could be found as the author, the author then becomes the Institute.

Your paper must also contain a works cited page, which contains only the sources you actually cited in the body of your paper. Following is the reference citation format you must use to give **complete** reference information at the end of your paper (Google 2011). Note that sources are listed alphabetically by the author's last name, followed by the date and title of the book in *italics* or the journal article in quotes. Then the citation lists the place of publication and the publishing company for a book **or** the journal title (in *italics*), volume number, date and page numbers for a journal article.

**Commented [N4]:** This is how you cite a website that has no person as author. The author then becomes the organization that created the website.

#### Sample Works Cited Page

Blindsworth, Katherine Paula. 1987. *Giving Credit Where Credit is Due: How to Avoid Plagiarism*. Boston: Grass Roots Press of America.

**Commented [N5]:** The works cited page is alphabetized by author's last name! Each entry is single-spaced while there is double spacing BETWEEN entries.

Choi, Mihwa. 2008. "Contesting *Imaginares* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago. ProQuest (AAT 3300426).

**Commented [N6]:** Notice where periods are used and where year of publication goes.

Foley, Axle. 1995. "The Proper Way to Write a Reference Citation for College Term Papers." *Journal Of Higher Education* 11 (August): 411-36.

**Commented [MS7]:** This is for an item published in a commercial journal, like ProQuest or J-Stor.

**Commented [N8]:** Article TITLES are capitalized and in quotation marks.

Google. "Citation formats." Accessed August 15, 2011. [www.google.com/privacy](http://www.google.com/privacy).

**Commented [N9]:** Use 'date accessed' ONLY if the website does not provide a "last modified" date.

Stevens, John Paul and Berry Brice, eds. 1999. *The Lawful Requirements of a Plagiarizing Case*. Washington, DC: American University Press.

**Commented [N10]:** Notice how the second (and subsequent) line of each entry is indented

Walker, Diane. 1980. "The Dos and Don'ts of Proper Paper Writing and Citation Formatting." *Chronicle of Higher Education* (March 23): 291 – 319.

**Commented [N11]:** Journal titles are capitalized and in quotation marks.

*How College Students Make Themselves Suffer Needlessly*. 1988. Albany, NY: State University of New York Press.

**Commented [N12]:** Do you see a mistake with this entry?

Writing Institute of Albany. 1988. *How to Publish a Paper*. Last modified January 31, 2009. [www.writinginstituteofalbany.com/citations/html](http://www.writinginstituteofalbany.com/citations/html).

**Commented [MS13]:** Every reputable document has an author, even if it is not a person.

For more details: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).