

Course Change Request

New Course Proposal

Date Submitted: 07/08/21 2:20 pm

Viewing: **COS 515 : Science Policy Internship Preparation**

Last edit: 07/19/21 2:47 pm

Changes proposed by: jrosenb4

In Workflow

- 1. SC Curriculum Committee
- 2. SC Associate Dean
- 3. Assoc Provost- Graduate
- 4. Registrar-Courses
- 5. Banner

Programs referencing this course
: [Science Policy Graduate Certificate](#)

Are you completing this form on someone else's behalf?

No

Effective Term: Spring 2022

Subject Code: COS - College of Science Course Number: 515

Bundled Courses:

Is this course replacing another course? No

Equivalent Courses:

Catalog Title: Science Policy Internship Preparation

Banner Title: Sci Pol Internship Prep

Will section titles vary by semester? No

Credits: 1

Schedule Type: Seminar

Hours of Lecture or Seminar per week: 1

Repeatable: May be only taken once for credit, limited to 3 attempts (N3) Max Allowable Credits:

1

Default Grade Mode: Graduate Regular

Recommended Prerequisite(s):

Recommended Corequisite(s):

Required Prerequisite(s) / Corequisite(s) (Updates only):
COS 510

Registrar's Office Use Only - Required Prerequisite(s)/Corequisite(s):

And/Or	(Course/Test Code	Min Grade/Score	Academic Level)	Concurrency?

Registration Restrictions (Updates only):

Registrar's Office Use Only - Registration Restrictions:

- Field(s) of Study:
- Class(es):
- Level(s):
- Degree(s):
- School(s):

Catalog Description:

Science policy internships along with their application and interview processes are likely to be quite different from most of the experiences that students have had in their core science classes. This course is designed to help students identify internship experiences that are of interest, prepare the materials that they will need to apply, and practice the skills that they will need to interview effectively for these positions.

Justification:

Graduate students have rigorous training in their subject area but training is not given in office-conduct or how to get a job outside of academia. In this course we will help them develop their soft skills and show how their training transcends the bench and can be applied to a myriad of problems. They will be given

help developing a resume (as opposed to an academic CV), working in a professional office setting, networking, and other crucial skills needed for them to thrive when they begin their internships with federal agencies. Furthermore, they will be given structured time to look for an internship under the guidance of the team administering this science policy program, all former AAAS Science and Technology Policy Fellows who have worked in either the executive or legislative branches. They will provide contacts and give access to a network that will help them find internships in the agency best suited to their goals and training. Lastly they will be tasked with developing a proposal to bring to their host agency. This will force them to apply their skills in a new way, developing a policy that their host office can implement. This will force them to think through the whole process from review to administration, something that no current Mason offering provides.

Does this course cover material which crosses into another department? No

Learning Outcomes:

Students will be expected to use their knowledge of science and higher-level expertise to attain an internship opportunity where they can apply their skills to policy and government. Students will be expected to evaluate which agency is a better fit based on their knowledge base and be expected to form useful contacts through shared interests. From there, students will be expected to come up with a policy proposal for their office demonstrating their analysis and synthesis of skills.

Students will also be taught how to interact with a non-science audience and be expected to communicate their research to a lay-audience. Lastly, they will also be given the knowledge about how to act and interact with people in a professional setting.

Attach Syllabus

[Science Policy Internship Preparation Draft Syllabus Graduate.pdf](#)

Additional Attachments

Staffing:

Jessica Rosenberg; jrosenb4@gmu.edu

Jennifer Salerno; jsalerno@gmu.edu

Lee Solomon; lsolomo@gmu.edu

Karen Akerlof; kakerlof@gmu.edu

Jim Olds; jolds@gmu.edu

Relationship to

Existing Programs:

This course is designed for graduate STEM students. It is a required course for the graduate certificate in science policy that is being submitted alongside this course application.

Relationship to

Existing Courses:

This course will be a pre-cursor to POGO 794.

**Additional
Comments:**

**Reviewer
Comments**

Key: 17255

COS 515: Science Policy Internship Preparation

Potential Course Instructors:

Jessica Rosenberg; jrosenb4@gmu.edu

Jennifer Salerno; jsalerno@gmu.edu

Lee Solomon; lsolomo@gmu.edu

Karen Akerlof; kakerlof@gmu.edu

Jim Olds; jolds@gmu.edu

Office Hours: Online, by appointment

Course information, readings, and assignments will be posted on Blackboard

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Accommodations for Disabilities:

If you are a student with a disability and you need academic accommodations, please see one of the professors and contact the [Office for Disability Services](http://ods.gmu.edu) (ODS) at 993-2474, <http://ods.gmu.edu>. All academic accommodations must be arranged through the [ODS](http://ods.gmu.edu).

Academic Integrity:

GMU is an Honor Code university; please see the [Office for Academic Integrity](#) for a full description of the code and the honor committee process. The principle of academic integrity is taken very seriously and violations are treated gravely. There will be collaborative projects in this class, for those projects all contributors should be credited. For individual projects on which only your name appears, you are welcome to discuss your ideas but the end result must be yours alone. If you are ever unclear as to the expectations for a part of this class please ask for guidance and clarification.

Sexual Harassment, Sexual Misconduct, and Interpersonal Violence

As a faculty member and designated “Responsible Employee,” I am required to report all disclosures of sexual assault, interpersonal violence, and stalking to Mason’s [Title IX Coordinator](#) per [university policy 1412](#). If you wish to speak with someone confidentially, please contact the [Student Support and Advocacy Center](#) (703-380-1434), [Counseling and Psychological Services](#) (703-993-2380), [Student Health Services](#), or [Mason’s Title IX Coordinator](#) (703-993-8730; cde@gmu.edu).

Privacy

Students must use their MasonLive email account to receive important University information, including communications related to this class. I will not respond to messages sent from or send messages to a non-Mason email address.

Grading: Graduate regular grading scale (A+ → F)

List of perspective internships	15%
Contact with perspective internships	10%
Policy proposal for prospective office	10%
Draft Resume and CV	20%
Mock Interview	20%
Participation	25%

Late Assignments:

Late assignments will not be accepted without prior approval.

Participation and Attendance:

This class is going to depend heavily on your involvement. Only you can get yourself an internship.

Policy Proposal for Prospective Office:

Graduate students will be expected to draft a one-page policy proposal that they can take with them to their host office. This will ask them to choose a problem in their area of study that their host office has purview over, develop a solution, and discuss how that solution

will be administered. It is not required, though highly encouraged, that this proposal forms a basis for a part of the work these students will be doing in their internship.

Course Calendar

Week	Assignments	Topic
1		Introduction to policy internships
2	Bring to class a list of internships you might be interested in pursuing	Identifying your relevant experience for a science policy internship
3	List of relevant experience for a science policy internship	Writing a CV: Content and format
4	Write a draft CV	Peer evaluation of draft CVs
5	Revise draft CV Write a draft resume	Writing a cover letter
6	Revise resume Write a draft cover letter	Peer evaluation of draft cover letter

7	Revise cover letter	Oral communication of your science experience
8	Write a 1 minute elevator talk about why you want to do a science policy internship	Elevator talk presentations and discussion
9		How to prepare for an interview
10	Interview preparation assignment	Mock interviews group 1
11		Mock interviews group 2
12	Improving interviews assignment	Revisiting mock interviews group 2
13	Policy Proposals due for graduate students	Revisiting internship application plans
14		Work expectations and professional demeanor
15		Closing Day, wrap up