

## **SSCI 397, Spatial Sciences Internship**

**Units:** 2- 4

**Term — Day — Time:** Summer, 2021, Online

**Location:** Off-campus

**Instructor:** John P. Wilson, Ph.D.

**Office:** AHF B55F

**Office Hours:** Mondays 3-4 p.m., Fridays 4-5 p.m., or by appointment

**Contact Info:** [jpwilson@usc.edu](mailto:jpwilson@usc.edu), 213-740-1908 (office), Zoom (using details posted on Blackboard)

**Library Help:** Andy Rutkowski

**Office:** VKC 36B

**Office Hours:** By appointment

**Contact Info:** [arutkows@usc.edu](mailto:arutkows@usc.edu), 213-740-5398

**IT Help:** Richard Tsung

**Office:** AHF B56

**Office Hours:** By appointment

**Contact Info:** [ctsung@usc.edu](mailto:ctsung@usc.edu), 213-821-4415

## **Course Description**

The purpose of a Spatial Sciences Internship is for a student to gain part- or full-time practical work experience to apply and further his or her understanding of the principles presented in his or her degree program. The internship must be located at an off-campus facility. Each student is individually supervised by a faculty member.

No more than 4 units of SSCI 397 are allowed for credit towards a single degree.

During the semester, the student will remain in contact with the professor who has agreed to supervise him or her and will report regularly as agreed upon between the student and the professor.

By the end of the semester, the student will produce a report of his or her work activity, problems

Investigated or work product undertaken, significant results, and any follow-up projects in which the student may have engaged. If a different format is used other than a report, that format must meet the same intellectual standard as that described here. In this case, the faculty supervisor will document the definition of an alternative deliverable of intellectual merit equivalent to a report.

The student will write a letter of appreciation to the non-profit organization, private company, or public agency for the opportunity to intern.

In the course of the internship, the student must not violate the company's policies on intellectual property and/or confidentiality and must abide by all other relevant company policies.

## **Learning Objectives**

Upon completion of this course, the student should be able to:

- Articulate an awareness of the company's or agency's role in the relevant industry.
- Describe a scope of work and how the student delivered work product(s) in fulfillment of that scope of work.
- Demonstrate application of principles and concepts learned in the academic program to real-world contexts.
- Produce documentation as to the benefits of the internship experience.

## **Requirements for Enrollment**

To enroll, students must be in good academic standing (cumulative and degree GPA of at least 3.00). On a case-by-case basis, students with a cumulative or major GPA below 3.00 may be permitted to take this course. The student must provide the faculty supervisor with a verifiable internship offer letter from a non-profit organization, private company, or public agency.

**Prerequisite(s):** None

**Co-Requisite (s):** None

**Concurrent Enrollment:** None

**Recommended Preparation:** None

## **Class Conduct**

Harassment, sexual misconduct, interpersonal violence, and stalking are not tolerated by the university. All faculty and most staff are considered Responsible Employees by the university and must forward all information they receive about these types of situations to the Title IX Coordinator. The Title IX Coordinator is responsible for assisting students with supportive accommodations, including academic accommodations, as well as investigating these incidents if the reporting student wants an investigation. The Title IX office is also responsible for coordinating supportive measures for transgender and nonbinary students such as faculty notifications, and more. If you need supportive accommodations you may contact the Title IX Coordinator directly ([titleix@usc.edu](mailto:titleix@usc.edu) or 213-821-8298) without sharing any personal information with me. If you would like to speak with a confidential counselor, Relationship and Sexual Violence Prevention Services (RSVP) provides 24/7 confidential support for students (213-740-9355 (WELL); press 0 after hours).

## **Required Readings and Supplementary Materials**

None required. Readings and materials may be recommended by the faculty supervisor.

## **Description and Assessment of Assignments**

The student and supervising professor must agree upon the format, schedule, and content for the bi-weekly reports and the final paper/report, as outlined in the internship form.

By the Add/Drop deadline of the relevant semester, the student must obtain the signature of the supervising professor and internship company representative on the internship form indicating approval of the proposed internship.

The student is expected to fulfill the terms of the internship at the location of the non-profit organization, private company, or public agency.

At the conclusion of the internship, the student is expected to write a letter of thanks to the relevant appropriate company representative(s) to express appreciation for the opportunity to intern. The student must provide a copy of this thank-you letter to the supervising professor to complete one of the designated assignments.

## **Final Report**

The format and requirements of the final report will be determined by the supervising professor, as agreed to by the student.

The recommended minimum length of the report is 6 pages single-spaced or 12 pages double-spaced, exclusive of a cover sheet, table of contents, charts, figures, or tables.

The final report is due by the date listed on the Blackboard course site, or unless otherwise noted by the supervising professor.

The report must be the student's authorship, without merely replicating the organization's materials. If materials from the organization are relevant, those materials must be properly cited and can be included as appendices.

Avoid agency, company, non-profit, and/or industry jargon; the report should be comprehensible to someone not familiar with the non-profit organization, private company, or public agency at which you are interning. Define any acronyms.

The final report should follow the outline specified below:

Introduction to the project:

- Describe the organization of the internship, e.g., its mission, constituencies, and role in its industry or sector
- Identify the division or part of the organization with which the internship was conducted

Description of the project:

- What were the internship project goals? What were the specific activities that the intern undertook and specifically accomplished?
- What problems or challenges were encountered in this internship and how did the intern address or resolve them? Issues or challenges could include technical problems or relationships with co-workers.
- Describe the internship project results.
- Describe the importance of the internship work to the non-profit organization, private company, or public agency – how did the internship work help the organization conduct its business?

Value of internship:

- What was learned in this internship, focusing especially on what was new or provided exposure beyond what has been covered in a USC course?
- How did this internship add value to your degree experience?
- How do you anticipate translating the experiences from this internship into your career trajectory?

### Grading Breakdown

This course is graded credit/no credit (CR/NC). Students must earn a minimum of 71 points in order to receive a grade of credit (CR). Failure to meet the criteria in this syllabus is grounds for receiving a grade of no credit (NC).

Assignments	Points	% of Grade
Internship contract	10	10
Weekly or bi-weekly status reports via email, virtual meeting, or personal meeting with faculty supervisor (a minimum of 6 over course of the semester)	30	30
Final report	50	50
Thank you letter	10	10
<b>TOTAL</b>	<b>100</b>	<b>100</b>

## Tentative Course Schedule: A Weekly Breakdown

	Topics/Daily Activities	Deliverables/Due Dates
<b>Week 1</b>	Defined by internship form	Copy of completed internship contract
<b>Week 2</b>	Defined by internship form	Bi-weekly report 1
<b>Week 3</b>	Defined by internship form	No deliverables
<b>Week 4</b>	Defined by internship form	Bi-weekly report 2
<b>Week 5</b>	Defined by internship form	No deliverables
<b>Week 6</b>	Defined by internship form	Bi-weekly report 3
<b>Week 7</b>	Defined by internship form	No deliverables
<b>Week 8</b>	Defined by internship form	Bi-weekly report 4
<b>Week 9</b>	Defined by internship form	No deliverables
<b>Week 10</b>	Defined by internship form	Bi-weekly report 5
<b>Week 11</b>	Defined by internship form	No deliverables
<b>Week 12</b>	Defined by internship form	Bi-weekly report 6
<b>Week 13</b>	Defined by internship form	Final report and thank you letter

## Statement on Academic Conduct and Support Systems

### Academic Conduct

*Plagiarism* – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Part B, Section 11, “Behavior Violating University Standards” [policy.usc.edu/scampus-part-b](http://policy.usc.edu/scampus-part-b). Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct>.

### Support Systems

*Student Counseling Services (SCS)* – (213) 740-7711 – 24/7 on call

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention. [engemannshc.usc.edu/counseling](http://engemannshc.usc.edu/counseling)

*National Suicide Prevention Lifeline* – 1 (800) 273-8255

Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

*Relationship and Sexual Violence Prevention Services (RSVP)* – (213) 740-4900 – 24/7 on call

Free and confidential therapy services, workshops, and training for situations related to gender-based harm. [engemannshc.usc.edu/rsvp](http://engemannshc.usc.edu/rsvp)

*Sexual Assault Resource Center*

For more information about how to get help or help a survivor, rights, reporting options, and additional resources, visit the website: [sarc.usc.edu](http://sarc.usc.edu)

*Office of Equity and Diversity (OED)/Title IX Compliance – (213) 740-5086*

Works with faculty, staff, visitors, applicants, and students around issues of protected class.  
[equity.usc.edu](http://equity.usc.edu)

*Bias Assessment Response and Support*

Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response. [studentaffairs.usc.edu/bias-assessment-response-support](http://studentaffairs.usc.edu/bias-assessment-response-support)

*The Office of Disability Services and Programs*

Provides certification for students with disabilities and helps arrange relevant accommodations.  
[dsp.usc.edu](http://dsp.usc.edu)

*Student Support and Advocacy – (213) 821-4710*

Assists students and families in resolving complex issues adversely affecting their success as a student  
EX: personal, financial, and academic. [studentaffairs.usc.edu/ssa](http://studentaffairs.usc.edu/ssa)

*Diversity at USC* Information on events, programs and training, the Diversity Task Force (including representatives for each school), chronology, participation, and various resources for students.

[diversity.usc.edu](http://diversity.usc.edu)

*USC Emergency Information*

Provides safety and other updates, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible. [emergency.usc.edu](http://emergency.usc.edu)

*USC Department of Public Safety – UPC: (213) 740-4321 – HSC: (323) 442-1000 – 24-hour emergency or to report a crime. Provides overall safety to USC community. [dps.usc.edu](http://dps.usc.edu)*

**Academic Accommodations**

Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP and it should be delivered to me early in the semester. DSP is located in STU 301 and is open from 8:30 a.m. to 5:00 p.m., Monday through Friday (213-740-0776; [study@usc.edu](mailto:study@usc.edu)).