SSCI 397, Spatial Sciences Internship

Units: 2-4

Term — Day — Time: Spring, 2022

Location: On- or Off-campus (but not within the Spatial Sciences Institute)

Instructor: John P. Wilson, Ph.D.

Office: AHF B55F

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

Contact Info: jpwilson@usc.edu, 213-740-1908

Library Help: Andy Rutkowski

Office: VKC 36B

Office Hours: By appointment

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IT Help: Myron Medalla

Office: AHF B56A

Office Hours: By appointment

Contact Info: spatial_support@usc.edu; 213-740-4415

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 may be located at an on- or off-campus facility, but not within the Spatial Sciences Institute. 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 described in this syllabus. 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 public agency, private company, or non-profit or community organization for the opportunity to intern.

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

COVID-19 policy—Students are expected to comply with all aspects of USC's COVID-19 policy including, but not limited to, vaccination, indoor mask mandate, and daily TrojanCheck. Failure to do so may result in removal from the class and referral to Student Judicial Affairs and Community Standards. Students are recommended to keep safe physical distancing, whenever possible, to prevent any possible transmission. Please contact your instructor if you have any safety concerns.

Diversity and Inclusion—It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that student's learning needs be addressed both in- and out-of-class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful to everyone, and you are also expected to respect others, regardless of their race, ethnicity, gender, identity and expressions, cultural beliefs, religion, sexual orientation, national origin, age, abilities, ideas and perspectives, or socio-economic status. Your suggestions are encouraged and appreciated. Feel free to let me know ways to improve the efficacy of this course for you personally and for other students.

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 private company, public agency, or non-profit or community organization.

At the conclusion of the internship, the student is expected to write a letter of thanks to the relevant appropriate company, agency, or organization 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, 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
Bi-monthly status reports via email, virtual meeting, or personal meeting with faculty supervisor (a minimum of 5 over course of the semester)	40	40
Final report	40	40
Thank you letter	10	10
TOTAL	**100**	**100**

Tentative Course Schedule: A Weekly Breakdown

	Topics/Daily Activities	Deliverables/Due Dates
Week 1	Defined by internship form	Completed copy of internship contract
Week 2	Defined by internship form	No deliverables
Week 3	Defined by internship form	Bi-monthly report 1
Week 4	Defined by internship form	No deliverables
Week 5	Defined by internship form	Bi-monthly report 2
Week 6	Defined by internship form	No deliverables

Week 7	Defined by internship form	Bi-monthly report 3
Week 8	Defined by internship form	No deliverables
Week 9	Defined by internship form	Bi-monthly report 4
Week 10	Defined by internship form	No deliverables
Week 11	Defined by internship form	Bi-monthly report 5
Week 12	Defined by internship form	No deliverables
Week 13	Defined by internship form	Final report and letter of appreciation

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. 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

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

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

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

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

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

The Office of Disability Services and Programs
Provides certification for students with disabilities and helps arrange relevant accommodations. 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

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

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

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

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).