George Mason University Korea
Carter School for Peace and Conflict Resolution
CONF 370: Internship for Credit
Fall 2021

Instructor: Dr. Roland B. Wilson
Office: Room 616
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Office Hours:
Thursdays: from 1000-1200
and by appointment

Course Description:
Welcome to Mason Korea and CONF 370 internship for credit, an experiential learning practice course offered as a three-credit course (unless a different arrangement has been made with the professor and internship organization). This course is created for more senior and mature students, on an individual basis, who can strictly follow a semi-independent schedule in consultation with the internship for credit manager (internship site manager) and professor. Internship for credit provides an opportunity for students to gain practical and professional experiences in conjunction with their academic development, and then reflect on those experiences, while applying the trinity of theory, research and practice in an real-world environment. Most of all, it shows your maturity to be both a professional an ambassador for George Mason University and the Carter School!

Course Overview:
During the internship for credit, student(s) will learn about the functions of their assigned work site and programs. Additionally, students will work with a variety of people and successfully take on a variety of responsibilities, which could include working on conflicts or other social issues; conducting research and working on a potential funded projects. To be successful at the internship, student(s) will interact on a regular basis with the project manager. You will also fully document your work, experiences and interactions. You will also follow all work-related guidance and perform the other functions as may be assigned. Although some if not all of the internship may be fulfilled remotely/online, there will be meetings throughout the semester.

Note: Internship for Credit CONF 370 may be repeated within the degree for a maximum 9 credits.

Prerequisites/Requirements:

- For Undergraduate credit, unless otherwise approved, internships will be approved when the student has earned at least 30 credits and completed at least 9 credits of conflict coursework.
- Undergraduate students must be in good standing, have at least a 2.0 GPA and no outstanding incompletes in order to be approved for an internship.
- An internship may be completed at the student’s current workplace ONLY if a student is completing different work under a different supervisor and the work has been approved by the Carter School Korea Internship Director, Dr. Wilson.
- Credit will not be given for past internships.
- Late applications will not be accepted.
Course Goal:
The overall goal of this course is to prepare students for complex circumstances in the real world. Therefore, at the end of the course (experiential learning opportunity), you should be able to successfully use your conflict analysis and resolution (CAR) skills in a real-world environment, and provide future colleagues with knowledge and advise on how to successfully overcome difficult situations.

Student Learning Outcomes:

Upon completion of CONF 370, you should be able to:

- **(SLO 1)** Understand and be able to describe major divisions and functions within the host organization you are working. This will be evaluated through the daily work you perform and end of semester report you author.
- **(SLO 2)** Understand the proper methods to successfully search for and write grant/funding proposals for conflict resolution projects. This will be evaluated throughout the internship through your reports and documented funding opportunities including the lessons learned from past any past proposals.
- **(SLO 3)** Communicate effectively in both oral and written forms, applying appropriate rhetorical standards (e.g., audience adaption, language, argument, organization, evidence and analyses). This will be evaluated throughout the course in the weekly discussions with the professor and your professional interactions with external organizations as reflected in: Weekly meetings and monthly reports.

Required Books:
N/A

Recommended Books:

Course Policies and Information:

**GMU Diversity Statement:** George Mason University promotes a living and learning environment for outstanding growth and productivity among its students, faculty and staff. Through its curriculum, programs, policies, procedures, services and resources, Mason strives to maintain a quality environment for work, study and personal growth. An emphasis upon diversity and inclusion throughout the campus community is essential to achieve these goals. Diversity is broadly defined to include such characteristics as, but not limited to, race, ethnicity, gender, religion, age, disability, and sexual orientation. Diversity also entails different viewpoints, philosophies, and perspectives. Attention to these aspects of diversity will help promote a culture of inclusion and belonging, and an environment where diverse opinions, backgrounds and practices have the opportunity to be voiced, heard and respected. Please see http://ctfe.gmu.edu/professional-development/mason-diversity-statement/ for the full GMU diversity statement.
Carter School Diversity Statement: As a member of the George Mason University community, the Carter School seeks to create an educational environment that is committed to equality, fairness and inclusiveness. All conflict resolution courses operate with the fundamental understanding that work like this starts with each individual, but must also maybe institutional in nature. Moreover, students and faculty will work together to interrupt cycles of inequality, biases, racism and all forms of violence. It will also work to build knowledge and take actions that cultivate a more inclusive, and just learning environment for all participants, regardless of background. In all our efforts, we uphold a commitment to creating honest, respectful, supportive, and healing spaces where members of our community can meaningfully dialogue and learn together and from each other for the betterment of our entire community and the global society. Learn more about the Carter School’s commitment to fairness, equality and anti-racism: https://carterschool.gmu.edu/about/carter-school-anti-racism-statement.

Course Content and Structure:
Over the course of the semester the student(s) will:
1. Have bi-weekly meetings with the professors (or as needed) to report on progress and to receive further guidance (more if needed);
2. Provide three monthly (1-2 page) reports (15 Oct, 15 Nov and 10 Dec) on the progress and interaction with your site location, colleagues and work (on BB under assignments);
3. As appropriate, provide, in coordination with your site manager, sound funding proposals (in English and Korean);
4. Provide 1-2 page summary of how this internship applies to the CAR field, and how this may help them obtain a future job related to peace and unification studies;
5. Provide final PPT to GMUK CAR major and minor students on the internship;
6. Provide a spreadsheet of work performed and hours worked;
7. Additionally, there are other requirements under the following website: https://sites.google.com/ugradcarfieldexperience.com/conf370internshipsyllabus/course-description
   Specifically, for the CAR program, all internships will:
   • Revised and update the resume in English and Korean
   • Created a full LinkedIn profile
   • Discuss your Intern Site Supervisor mid-term feedback to be provided to the professor
   • Video reflection essay (short video) of your experiences as an intern
Note: Please disregard the dates on the website. Also, your monthly reports will replace your blogs listed on the website.

Meeting/Work Schedule:
The student(s) will arrange a meeting with the instructor bi-weekly (and more as needed) for 60 minutes to report current status quo, discuss the work that has been done and will be done, and help the student further develop the proposal. Each time the student(s) meet, they will bring a list of questions and concerns regarding the assigned work to for clarification. The student is required to maintain in constant contact with the professor.
Expected Outcome / Products:
As stated above, the student(s) will provide concise project proposals and budget both in English and Korean ready to submit to the US State Department and do any other functions the US Embassy asks of you. In addition, the student(s) will provide a 1-2 page summary of how the work applies to the CAR field, and how this may help them obtain a future job related to peace and unification studies. Finally, the student(s) will provide the PowerPoint presentation, which can be used for all future research projects involving North and South Korea.

Method of Evaluation:
The professor will provide continuous and detailed feedback on each of the written assignments, and during the weekly meetings. The student(s) must take full advantage of the frequent discussions to clarify the understanding of the major themes and objectives of the working places during the course. In addition, the student(s) are urged to organize and submit the weekly meeting minutes and monthly reports to the instructor, as for a record of and for the future development of unification projects.

All papers (except the project proposal and budget) will be submitted via Blackboard by the due dates given below in word format using Chicago style formatting with proper academic citations in paragraph and with a proper bibliography. Times New Romans Font with 12 font size and double spaced.

Due Dates and Grading:
- Bi-Weekly meetings: 10% (starting on 1 October)
- Monthly Reports: (5% each): 15% (5th of each month Oct-Dec)
- Midterm Assessment: 15% (By end of October)
- Final PPT Presentation: 20% (1 Dec)
- Final Funding Proposals: 20% (10 Dec)
- Resume, LinkedIn, and Video: 20% (15 Dec)

Grading Scale:

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Special Syllabus Supplement for COVID-19:
In the interest of everyone’s safety, students and faculty must follow these guidelines during the Fall 2020 semester.

1. Use the basement entrance to enter and exit Mason’s building. Your temperature will be screened each time you enter the building. Allow additional time before class to complete the entrance screening procedure. Carry your student ID card with you at all times and be ready to show it when you enter and exit the building. Do not prop doors or let others enter the building through doors on the ground floor.
2. Wear a face mask at all times. Remain 6 feet apart from others. Clean your seat and desk space with disinfectant wipes before you begin class. Use hand sanitizer regularly, and avoid shaking hands or other forms of physical contact. Do not share pens, pencils or other personal items. Limit your use of the elevators, and use stairs to travel between floors of the building. Students are expected to purchase their own masks for personal use. Disinfectant wipes and hand sanitizer will be available in each classroom.

3. Classrooms are marked to indicate appropriate seating to allow for social distancing. Only sit in allowable seats, and maintain current set-up of classroom furniture. If you are asked to re-arrange classroom furniture by your professor for in-class exercises, return furniture to its original position when you are finished.

4. Observe these rules at all times during the class period and while in Mason’s building or other public areas of the campus. This includes during class breaks, in small group work (in or out of class), meetings with your professors during office hours, tutoring sessions at the Academic Resource Center, socializing in common areas, or any other activities on campus.

5. Make sure windows and doors remain open during the class period to promote circulation of outside air. Classrooms without windows have mechanical systems that vent air, but doors should be kept open at all times.

6. The safest option for studying is to study alone in your dorm room or at home. If you must study in the building, alone or in groups, observe these rules at all times.

7. All faculty and students must abide by these rules in the classroom. If you see others who are not observing the rules outside the classroom, you may report this to your instructor, student affairs or academic affairs.

8. Do not enter the Mason building or come to class if you have symptoms such as fever, chills, sore throat, persistent cough, shortness of breath or other respiratory difficulties. If you must miss class for this reason, send an email immediately to the professor prior to the beginning of class. You will not be penalized for missing class for this reason, but you may be asked to provide documentation that you sought medical diagnosis or treatment. You are responsible for making up any missed assignments or tests as a result of your absence.

9. Students who come to class with visible signs of illness will be asked to leave the classroom immediately and seek assistance from the IGC Health Clinic. Faculty will report your name and symptoms to the Office of Student Affairs (mksa@gmu.edu) to confirm that you have sought medical assistance.

10. Failure to comply with any of these guidelines may result in disciplinary action through the Student Code of Conduct.