ATLAS LEADERSHIP INTERNSHIP
POLS 393-04 and ISTD 491-02

ST. LOUIS UNIVERSITY
Spring 2015
T/TH 2:15 – 3:30 p.m.
Office Hours: T/Th 1:00 – 2:00 p.m.
McGannon Hall 144 (Conference Room)

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Atlas Mission Statement

The Atlas Program is designed to recognize the international dimension of Saint Louis University’s academic programs and to celebrate SLU’s role in international education and service in light of our Jesuit tradition. Over the course of its evolution, this one-week program has expanded its mission and has become an important program for promoting global civic engagement at SLU. One of the main goals of the Atlas Program is to increase awareness of the global issues that confront us today in an effort not only to promote discussion, but also to inform and inspire action. It focuses on what we as global citizens can do to contribute to a better life for all people now and in the future. The Atlas Program is unique in that for one week of the year, it brings together members of the University community to focus on the global challenges that confront us in the 21st century. The events held during the week are designed to achieve five main goals:

· To educate our students and increase their awareness of issues of global injustice
· To inspire and inform student activism regarding issues of global injustice
· To build a community of scholars at SLU whose teaching and research focuses on global challenges by forging interdisciplinary ties and collaboration across the university
· To foster faculty and student cooperation in the area of international research and service
· To promote cross-cultural understanding and an appreciation of diversity

Course Objectives

Students enrolled in this internship course work together to coordinate Saint Louis University’s Annual Atlas Program. The aim of the Atlas Program is to increase awareness and knowledge of contemporary global injustices and to educate students of the responsibilities of global citizenship. In addition to advancing global education, this collaborative effort is designed to empower students to become leaders and enhance their ability to work in a group environment.

The objectives of the internship are as follows:

1.) To promote an understanding and recognition one’s responsibilities to society - locally, nationally, and globally.
2.) To foster a commitment to addressing issues of global and local injustice.
3.) To increase awareness and knowledge of issues of global concern.
4.) To increase cultural competence and foster an appreciation of diversity.
5.) To provide opportunities to improve social, oral, and written communication skills
6.) To provide the opportunity to work with a team to achieve shared goals.
7.) To provide opportunities to enhance their organizational, administrative, planning, scheduling skills, and time management skills.

Course Assignments

1.) Complete all assigned tasks and responsibilities (55%)
2.) Organize and plan an Atlas Event on a global social justice issue (15%)
3.) Portfolio - Atlas “Operations” Manual – document all tasks necessary to coordinate and organize the Atlas Program (20%)
4.) Reflection Paper, Survey, and Evaluation Letter (10%)

Each intern will be assigned to one of the following subcommittees:

a.) Scheduling and Web Page Subcommittee
b.) Programming Committee
c.) Internal Publicity
d.) External Publicity and Billiken World Festival Planning Committee.

During class, we will work on the tasks outlined in the syllabus as a group. Outside of class, interns are expected to work on their subcommittee assignments. These assignments are outlined in a separate document with a specified timeline. Each intern will co-chair a specified subcommittee. In this capacity, they will also oversee students who are members of the Planning Committee and Atlas Ambassadors. Interns are also expected to attend all Atlas Planning Committee Meetings, serve as Atlas Ambassadors during Atlas Week, and volunteer at the Billiken World Festival. This syllabus is a fluid document and may require revisions regarding the timeline!

Class attendance is mandatory. Please come to class having read the assigned readings and/or having completed the assigned tasks. Be prepared to report on the progress of your subcommittee to the rest of the class.

I assign points for all of your assignments. To determine your grade, just add up the points. The grading scale for the course is as follows:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 93</td>
<td>A</td>
<td>4.0 GPA</td>
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<tr>
<td>92 - 90</td>
<td>A-</td>
<td>3.7 GPA</td>
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<tr>
<td>89 - 88</td>
<td>B+</td>
<td>3.3 GPA</td>
</tr>
<tr>
<td>87 - 83</td>
<td>B</td>
<td>3.0 GPA</td>
</tr>
<tr>
<td>82 - 80</td>
<td>B-</td>
<td>2.7 GPA</td>
</tr>
<tr>
<td>79 - 78</td>
<td>C+</td>
<td>2.3 GPA</td>
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<tr>
<td>77 - 73</td>
<td>C</td>
<td>2.0 GPA</td>
</tr>
<tr>
<td>72 - 70</td>
<td>C-</td>
<td>1.7 GPA</td>
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<tr>
<td>69 - 60</td>
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<tr>
<td>59 and below</td>
<td>F</td>
<td>0.0 GPA</td>
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Academic Integrity and Honesty

The University is a community of learning, whose effectiveness requires an environment of mutual trust and integrity. Academic integrity is violated by any dishonesty such as soliciting, receiving, or providing any unauthorized assistance in the completion of work submitted toward academic credit. While not all forms of academic dishonesty can be listed here, examples include copying from another student, copying from a book or class notes during a closed book exam, submitting materials authored by or revised by another person as the student’s own work, copying a passage or text directly from a published source without appropriately citing or recognizing that source, taking a test or doing an assignment or other academic work for another student, securing or supplying in advance a copy of an examination without the knowledge or consent of the instructor, and colluding with another student or students to engage in academic dishonesty.

Any clear violation of academic integrity will be met with appropriate sanctions. Possible sanctions for violation of academic integrity may include, but are not limited to, assignment of a failing grade in a course, disciplinary probation, suspension, and dismissal from the University. Students should review the College of Arts and Sciences policy on Academic Honesty, which can be accessed on-line at: http://www.slu.edu/college-of-arts-and-sciences-home/undergraduate-education/academic-honesty

Student Success Center

In recognition that people learn in a variety of ways and that learning is influenced by multiple factors (e.g., prior experience, study skills or learning disability), resources to support student success are available on campus. The Student Success Center, a one-stop shop, which assists students with academic and career related services, is located in suite 331 in Busch Student Center and in suite 114 of the School of Nursing Building. Students who think they might benefit from these resources can find out more about: Course-level support (e.g., faculty member, departmental resources, etc.) by asking their course instructor. University-level support (e.g., tutoring services, university writing services, disability services, academic coaching, career services, and/or facets of curriculum planning) by visiting the Student Success Center or by going to slu.edu/success.

Disability Services Academic Accommodations

Students with a documented disability who wish to request academic accommodations are encouraged to contact Disability Services to discuss accommodation requests and eligibility requirements. Please contact Disability Services, located within the Student Success Center, at disability_services@slu.edu or 314-977-3484 to schedule an appointment. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with course instructors via email from Disability Services and viewed within Banner via the instructor's course roster.

Additionally, if you would find it to be beneficial due to your course content to list specific information regarding writing assistance for undergraduate or graduate students, consider including the following:
University Writing Services

We encourage you to take advantage of university writing services in the Student Success Center; getting feedback benefits writers at all skill levels. Trained writing consultants can help with writing projects, multimedia projects, and oral presentations. University Writing Services offers one-on-one consultations that address everything from brainstorming and developing ideas to crafting strong sentences and documenting sources. For more information, call 314-977-3484 or visit the University of Writing Services website.

Course Schedule

**Week 1: Overview, Subcommittee Assignments, Goals and Mission of the Program**

**Tuesday, January 13** – First Internship Class Meeting

- Assignment: Review and Read Atlas Operations Manual
  - Subcommittee Assignments
  - Atlas Timeline
  - Intern affiliations, majors, and courses
  - Prepare for Atlas Promotional Week – Event Submission and Coffee & Conversation Submission Deadlines
  - Promotions in Newslink, CSOs, Atlas email list serve, College Newsletters, Short blurb in UNews, others???

**Thursday, January 15** – Goals and Mission of the Atlas Program

- Assignment: Review and Read Atlas Operations Manual
  - Secondary theme – immigrant and refugee populations????
  - Planning for Key Programmatic Events – Kick-Off event, Prayer Service, Coffee & Conversation events, Derreck Kayongo events, BWF
  - Need to schedule BWF meeting for the following week

**Week 2: Promotion of Submission Deadlines – Events and Coffee & Conversation Nominations**

- Atlas Full Committee Meeting – focus on programmatic events and deadline promotions
- Billiken World Festival Meeting
- Tabling and Handbilling in BSC and classroom visits
- Need to arrange tutorial for Scheduling Subcommittee

**Tuesday, January 20** – Key Programmatic Events

- Review Global Soap Project website
- Event planning for Derreck Kayongo – need to finalize schedule and need titles of events for external invitation and Signature Symposium poster

**Thursday, January 22** – Planning thematic events for the week

- Planning for other thematic events
- Planning for Intern Organized Events

**Week 3: External and Internal Publicity**

**Tuesday, January 27** – External Publicity Promotion

- Finalize Signature Symposium Invitation for Alumnae
- Compile list of external organizations to contact
- Scheduling – Reserved Rooms document

**Thursday, January 29** – Internal Publicity Promotion

- Finalize Signature Symposium Poster
- Begin working on Passport
- Student Video?
- Digital Signage
- Buttons – design and start making

**Week 4:**

**Tuesday, February 3** – Begin Reviewing Details for Submitted Events & Prepare for assembling Atlas master calendar

- Review Coffee & Conversation Nominations and select speakers
- Verify information for submitted events
- Begin Assembling the Master Calendar

**Thursday, February 5** – Work on Internal Publicity Promotion Efforts

- Begin compiling events which require Student Involvement Center for Approval
- Review procedures for compiling Master Calendar and other necessary documents

**Week 5:**
**Tuesday, February 10** – Work on Assembling Atlas master calendar and final deadline promotion efforts

**Thursday, February 12** – Finalize Details of Programmatic Events and Intern Events

**Week 6:**

**Tuesday, February 17** - Work on Master Calendar and Web Page

**Thursday, February 19** – Work on Master Calendar and Web Page

  - Finalize list of event that need to be approved by SIC

**Week 7:**

Tuesday, February 24 – Work on Master Calendar and Web Page

Thursday, February 26 – **Finalize** Master Calendar

  – Work on Passports and Web Page

**Week 8:**

Tuesday, March 3 – Finalizing Event Details

  - Compile list of AV needs
  - Notify Event organizers of assigned room location, date, and time
  - Work on Passports and Web Page

Thursday, March 5 - Proof Calendar Poster to go to the Printer

  - Finalize Web page

**Week 9:**

Tuesday, March 10 – **NO CLASS** – **Spring Break**

Thursday, March 12 – **NO Class** – **Spring Break**

**Week 10:**

Tuesday, March 17 – Finish Designing Passports

Thursday, March 19 – Proof Passports
**Week 11:**

Tuesday, March 24 – Internal and External Publicity Promotion  
- Finalize and Review Logistics for all Thematic/Programmatic Events  

Thursday, March 26 – Internal and External Publicity Promotion  
- Final Assignments and To Do Lists  
- Ambassador Assignments

**Week 12: Schedule Full Atlas Committee Planning Committee Meeting**

Tuesday, March 31 – Final Distribution of all Promotional Materials  

Thursday, April 2 – NO CLASS – EASTER BREAK

**Week 13: Handbilling in BSC all week – passport and button distribution**

Schedule Atlas Ambassador Meeting  

Tuesday, April 7 – Finalize and Review Logistics for all Programmatic Events  

Thursday, April 9 – Final Publicity Promotions

**Week 14:**

Atlas Week is Here – April 12 -18!

**Week 15:**

Need to schedule Full Committee Wrap-Up Meeting  

Tuesday, April 21 – Assessment of the 2015 Atlas Program  
- List of recommendations for 2016  

Thursday, April 23 – Planning for the 2016 Program  
- Room reservations, dates selection for 2017, University announcement  
- Solicitation of Keynote Speaker proposals

**Week 16:**
Tuesday, April 28 – Planning for the 2016 Program

- Programmatic planning for the 2016 Program

Thursday, April 30 – Last Day of Class

- Programmatic planning for the 2016 Program
- Narrow down list of Keynote Speaker proposals for 2016
- on-line course evaluations

Final Assignments:

Friday, May 8 – Portfolio Assignment, Reflection Paper, Intern Surveys, and Evaluation Letter Due