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

ST. LOUIS UNIVERSITY  
Spring 2014  
T/TH 2:15 – 3:30  

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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 to inspire and inform 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 Assignments

1.) Complete all Atlas Assigned Duties  
2.) Chair an Atlas Subcommittee – oversee assigned area and oversee student planning committee members and Atlas Ambassadors  
2.) Read *Rock & Roll Jihad: A Muslim Rock Star's Revolution* by Salman Ahmad  
3.) Organize and plan an Atlas Event on a global social justice issue  
4.) Atlas “How-To”/”Operations” Manual – document all tasks necessary to coordinate and organize the Atlas Program  
5.) Final Reflection Paper on Atlas and Global Civic Engagement and Course Evaluation
regarding Leadership/Organizational/Administrative Skills
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. Interns are also expected to attend all Atlas Planning Committee Meetings and Billiken World Festival Meetings. This syllabus is a fluid document and may require revisions!

Course Schedule

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

Tuesday, January 14 – First Internship Class Meeting
- Assignment: Review and Read Atlas Operations Manual
  - Subcommittee Assignments
  - Atlas Timeline
  - Prepare for Student Involvement Fair and Atlas Promotional Week

Wednesday, January 15 – Student Involvement Fair – 10:30 – 2:15 – Need Volunteers!

Thursday, January 16 – Goals and Mission of the Atlas Program
  - Planning for Key Programmatic Events

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

- Schedule Atlas Full Committee Meeting
- Table and Handbilling in BSC and classroom visits
- Need to arrange tutorial for Scheduling Subcommittee

Tuesday, January 21 – Key Programmatic Events
- Review SOLA website
- Reading Assignment: Begin reading *Rock & Roll Jihad: A Muslim Rock Star's Revolution*
- Event planning for Shabana Baïj-Rasikh

Thursday, January 23 – Planning thematic events for the week
Readings: Please continue reading *Rock & Roll Jihad*

- Event Planning for Salman & Samina Ahmad and Junoon Concert
- Planning for other thematic events
- Planning for Intern Organized Events

**Week 3: External and Internal Publicity**

**Tuesday, January 28 – External Publicity Promotion**

- Signature Symposium Invitation for Alumnae
- Postcard for VPAA Office – Deans and Presidents of Jesuit Universities
- Promotion of Junoon Concert

**Thursday, January 30 – Internal Publicity Promotion**

- Signature Symposium Poster
- Junoon and Salmaan and Samina Promotion
- Begin working on Passport
- Student Video
- Digital Signage
- Buttons

**Week 4:**

**Tuesday, February 4 – Finalize Details for Submitted Events & Assemble Atlas master calendar**

- Convert event submission forms to an Excel Document
- Finalize Details and verify information for submitted events
- Begin Assembling the Master Calendar

**Thursday, February 6 – Assemble Atlas master calendar**

- Enter submitted events to the Master Calendar
- Submit Student submitted events to the Student Involvement Center for Approval

**Week 5:**

**Tuesday, February 11 – Assemble Atlas master calendar**

**Thursday, February 13 – Finalize Master Calendar**

**Week 6:**
Tuesday, February 18 - Work on Passports and Web Page

Thursday, February 20 – Work on Passports and Web Page

**Week 7:**

Tuesday, February 25 – Work on Passports and Web Page

Thursday, February 27 – Work on Passports and Web Page

**Week 8:**

Tuesday, March 4 – Finalize Programming and Publicity

Thursday, March 6 - Finalize Programming and Publicity

**Week 9:**

Tuesday, March 11 – NO CLASS – **Spring Break**

Thursday, March 13 – NO Class – **Spring Break**

**Week 10:**

Tuesday, March 18 - Distribution of Promotional Materials

Thursday, March 20 — Internal and External Publicity Promotion

**Week 11:**

Tuesday, March 25 – Finalize and Review Logistics for all Thematic/Programmatic Events

Thursday, March 27 – Final Assignments, To Do Lists, and Ambassador Assignments

**Week 12:**

Monday – Friday, March 31 – April 5 – Atlas Week Program

**Week 13: Wrapping up the 2014 Program**

Tuesday, April 8 – NO CLASS – Everyone needs a break!

Thursday, April 10 – Special Class Session – Finish 2014 Program details and assignments

**Week 14:**
Tuesday, April 15 – Finish 2014 Program details and assignments
   - Compile date for annual report

Thursday, April 17 – NO CLASS – Easter Break

Week 15:

Need to schedule Full Committee Wrap-Up Meeting

Tuesday, April 22 – Assessment of the 2014 Atlas Program
   - List of recommendations for 2015

Thursday, April 24 – Planning for the 2015 Program
   - Room reservations, dates selection, University announcement
   - Solicitation of Keynote Speaker proposals

Week 16:

Tuesday, April 29 – Planning for the 2015 Program
   - Final Reflection Paper on Atlas and Global Civic Engagement and Course Evaluation regarding Leadership/Organizational/Administrative Skills due
   - Programmatic planning for the 2015 Program – Fifteenth Anniversary Ideas

Thursday, May 1 – Last Day of Class
   - “How To” Binder Assignments are Due
   - Programmatic planning for the 2015 Program – Fifteenth Anniversary Ideas
   - Narrow down list of Keynote Speaker proposals for 2014