

Global Policy Internships in Washington, D.C.

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Writing Assignments in Brief

The following brief descriptions will give you a sense of the topics you'll be addressing in your writing assignments. More detailed assignment descriptions will be posted on the course Canvas site prior to your departure for Washington, D.C.

Formal Writing Assignments

1. Understand Your Organization

For this assignment, you'll need to gather information from your organization's website, your internship supervisor and other people you work with, and from your own observations. You'll then write a brief report, addressed to other students who might consider a global policy internship in the future, in which you address the following:

- What is your organization's mission and goals?
- How do individuals and groups within your organization work to meet those goals?
- What methods are employed to create and implement policy?
- What is the general flow of work within the organization and what role do you play as an intern?
- How does your organization communicate and/or interact with members of the public—within and outside of the United States?
- What kinds of intercultural communication challenges does your organization face?

2. Reflect on a Project or Issue

For your second assignment, you'll choose a specific project or issue that your organization is working on. This project or issue may be something that you are working on directly as an intern. You'll describe the issue and your organization's approach to it, reflect upon how this issue connects to a broader network of communities, cultural contexts, and public concerns, and express an informed opinion about the methods that are being employed to address this issue.

3. Present Your Experience

For your final formal assignment, you'll create employment materials—a resume, a cover letter, and a 2-minute video—in which you describe your internship experience and convey how that experience has prepared you for entering the professional world.

Discussion Board Posts

In addition to the three formal writing assignments, you will be writing weekly posts on the Canvas discussion board and responding to your classmates' posts. I will give you a specific question or prompt to respond to each week; these prompts will be designed to help you reflect upon your internship experience, respond to assigned reading, and prepare for the formal writing assignments. For one discussion board post, you will be required to attend and report on a public event sponsored by a global policy or non-governmental organization. A list of events and organizations will be provided for you to choose from.