

POLI 438: Legal Internship Program
and
POLI 448: Internship in Policy, Politics, and Administration Program

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Office Hours: By appointment

Course Description

POLI 438 (Legal Internship Program) and POLI 448 (Internship in Policy, Politics, and Administration Program) are designed for students to earn academic credit for participating in internships during the spring semester. The academic components of these courses are offered in an asynchronous online format, allowing students the necessary scheduling flexibility to work at their internship site during regular business hours.

Through the internship experience, academic requirements, and the professional development resources and opportunities administered through this course's co-requisite, the Career Center's Internship Success Practicum, these courses aim to help students prepare for careers in their chosen fields.

Course Requirements

Overview

- (1) Internship: 350 points or 70% of the final grade
- (2) Career Center Internship Success Practicum: 50 points or 10% of the final grade
- (3) Reflection Papers: 50 points or 10% of the final grade
- (4) Instructor check-ins: 50 points or 10% of the final grade

Grading Scale

A = 450 points and above
B = 400 to 449 points
C = 350 to 399 points
D = 300 to 349 points
F = Below 300 points

(1) Internship

Students must have their internship verified by the Career Center and approved by the instructor (Dr. Mileah Kromer). Please refer to the [POLI 438 Legal Internship Program](#) and [POLI 448 Internship in Policy, Politics and Administration Program](#) websites for more information.

Students must complete 160 hours at their approved internship site to fulfill this requirement.

At the end of the semester (May 12, 2025), students must submit an electronic record of their hours (no paper copies) via Blackboard. The record should include the date, time, and number of hours worked. Upon request of the instructor, students may be asked to have their internship site supervisor confirm the accuracy of their records.

(2) Career Center Internship Success Practicum

Students must co-enroll and participate in the Career Center Internship Success Practicum (PRAC) course, which is graded Pass/Fail. [Click here for directions and more information about the PRAC course.](#)

Students who complete the PRAC course with a passing grade will automatically earn full credit for this assignment.

(3) Reflection papers

Throughout the spring semester, students will submit three reflection papers via Blackboard. Instructions and prompts are provided on Blackboard.

Reflection Paper #1

Points: 15

Length: 500 words

Due: Monday, February 17 at 11:59 pm

Reflection Paper #2

Points: 15

Length: 500 words

Due: Monday, March 31 at 11:59 pm

Final Reflection Paper

Points: 20 points

Length: 700 words

Due: Monday, May 12 at 11:59 pm

(4) Instructor check-ins

Students must attend two 15-minute WebEx check-in meetings with the instructor. The meetings will occur during the following weeks:

Mid-semester check-in

Points: 25

Dates: Monday, March 3 to Friday, March 7

End-of-semester check-in

Points: 25

Dates: Monday, May 5 to Friday, May 9

Students will be emailed several options regarding the exact date/time for these meetings later in the semester.

Course Policies

Makeup and Lateness Policy

The reflection papers and instructor check-ins are purposefully timed to coincide with the typical flow of an internship. Therefore, I do not accept late assignments or offer check-in meetings outside the established times unless there are extenuating personal circumstances. Please email me immediately if an issue arises, but understand that late assignments and alternate check-in meetings are accepted at my discretion.

Academic Integrity Policy

Students are expected to abide by the institutional [Academic Integrity Policy](#) and produce original work for all course components (including work produced for the internship site). Using AI software for any course requirement is strictly prohibited. Students who violate this policy will receive an automatic 0 for the assignment/work and be referred to the [Undergraduate Academic Conduct Committee](#).

Email

Email is the best way to reach the course instructor (Dr. Mileah Kromer, mkromer@umbc.edu). I respond to student emails during regular business hours (M-F, 8:00 am to 5:00 pm). You should expect a response within 48 hours. Students should always feel free to email me with any questions or concerns throughout the semester!

Institutional Policies

Accessibility and Disability Accommodations, Guidance and Resources

Accommodations for students with disabilities are provided for all students with a qualified disability under the Americans with Disabilities Act (ADA & ADAAA) and Section 504 of the Rehabilitation Act who request and are eligible for accommodations. The Office of Student Disability Services (SDS) is the UMBC department designated to coordinate accommodations that creates equal access for students when barriers to participation exist in University courses, programs, or activities.

If you have a documented disability and need to request academic accommodations in your courses, please refer to the SDS website at sds.umbc.edu for registration information and office procedures.

SDS email: disAbility@umbc.edu

SDS phone: [410-455-2459](tel:410-455-2459)

If you will be using SDS approved accommodations in this class, please contact the instructor to discuss implementation of the accommodations. During remote instruction requirements due to COVID, communication and flexibility will be essential for success.

Sexual Assault, Sexual Harassment, and Gender Based Violence and Discrimination

[UMBC Policy](#) in addition to federal and state law (to include Title IX) prohibits discrimination and harassment on the basis of sex, sexual orientation, and gender identity in University programs and activities. Any student who is impacted by sexual harassment, sexual assault, domestic violence, dating violence, stalking, sexual exploitation, gender discrimination, pregnancy discrimination, gender-based harassment, or related retaliation should contact the University's Title IX Coordinator to make a report and/or access support and resources. The Title IX Coordinator can be reached at titleixcoordinator@umbc.edu or 410-455-1717.

You can access support and resources even if you do not want to take any further action. You will not be forced to file a formal complaint or police report. Please be aware that the University may take action on its own if essential to protect the safety of the community.

If you are interested in making a report, please use the [Online Reporting/Referral Form](#). Please note that, if you report anonymously, the University's ability to respond will be limited.

Notice that Faculty and Teaching Assistants are Mandated Reporters with Mandatory Reporting Obligations

All faculty members and teaching assistants are considered Mandated Reporters, per UMBC's [Policy on Sexual Misconduct, Sexual Harassment, and Gender Discrimination](#).

Faculty and teaching assistants therefore required to report all known information regarding alleged conduct that may be a violation of the Policy to the Title IX Coordinator, even if a student discloses an experience that occurred before attending UMBC and/or an incident that only involves people not affiliated with UMBC. Reports are required regardless of the amount of detail provided and even in instances where support has already been offered or received.

While faculty members want to encourage you to share information related to your life experiences through discussion and written work, students should understand that faculty are required to report past and present sexual harassment, sexual assault, domestic and dating violence, stalking, and gender discrimination that is shared with them to the Title IX Coordinator so that the University can inform students of their [rights, resources, and support](#). While you are encouraged to do so, you are not obligated to respond to outreach conducted as a result of a report to the Title IX Coordinator.

If you need to speak with someone in confidence, who does not have an obligation to report to the Title IX Coordinator, UMBC has a number of [Confidential Resources](#) available to support you:

[Retriever Integrated Health](#) (Main Campus): 410-455-2472; Monday – Friday 8:30 a.m. – 5 p.m.; For After-Hours Support, Call 988.

[Center for Counseling and Well-Being](#) (Shady Grove Campus): 301-738-6273; Monday-Thursday 10:00a.m. – 7:00 p.m. and Friday 10:00 a.m. – 2:00 p.m. (virtual) [Online Appointment Request Form](#)

Pastoral Counseling via [The Gathering Space for Spiritual Well-Being](#): 410-455-6795; i3b@umbc.edu; Monday – Friday 8:00 a.m. – 10:00 p.m.

Other Resources

[Women's Center](#) (open to students of all genders): 410-455-2714; womenscenter@umbc.edu; Monday – Thursday 9:30 a.m. – 5:00 p.m. and Friday 10:00 a.m. – 4 p.m.

[Shady Grove Student Resources](#), [Maryland Resources](#), [National Resources](#).

[Child Abuse and Neglect](#)

Please note that Maryland law and [UMBC policy](#) require that faculty report all disclosures or suspicions of child abuse or neglect to the Department of Social Services and/or the police even if the person who experienced the abuse or neglect is now over 18.

Pregnant and Parenting Students

UMBC's [Policy on Sexual Misconduct, Sexual Harassment and Gender Discrimination](#) expressly prohibits all forms of discrimination and harassment on the basis of sex, including pregnancy. Resources for pregnant, parenting and breastfeeding students are available through the University's [Office of Equity and Civil Rights](#). Pregnant and parenting students are encouraged to contact the Title IX Coordinator to discuss plans and ensure ongoing access to their academic program with respect to a leave of absence – returning following leave, or any other accommodation that may be needed related to pregnancy, childbirth, adoption, breastfeeding, and/or the early months of parenting.

In addition, students who are pregnant and have an impairment related to their pregnancy that qualifies as disability under the ADA may be entitled to accommodations through the [Office of Student Disability Services](#).

Religious Observances & Accommodations

UMBC [Policy](#) provides that students should not be penalized because of observances of their religious beliefs, and that students shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed due to individual participation in religious observances. It is the responsibility of the student to inform the instructor of any intended absences or requested modifications for religious observances in advance, and as early as possible. For questions or guidance regarding religious observances and accommodations, please contact the Office of Equity and Civil Rights at ecr@umbc.edu.

Hate, Bias, Discrimination and Harassment

UMBC values safety, cultural and ethnic diversity, social responsibility, lifelong learning, equity, and civic engagement.

Consistent with these principles, [UMBC Policy](#) prohibits discrimination and harassment in its educational programs and activities or with respect to employment terms and conditions based on race, creed, color, religion, sex, gender, pregnancy, ancestry, age, gender identity or expression, national origin, veterans status, marital status, sexual orientation, physical or mental disability, or genetic information.

Students (and faculty and staff) who experience discrimination, harassment, hate, or bias based upon a protected status or who have such matters reported to them should use the [online reporting/referral form](#) to report discrimination, hate, or bias incidents. You may report incidents that happen to you anonymously. Please note that, if you report anonymously, the University's ability to respond may be limited.