

# **POLS 4610-0: POLITICAL SCIENCE INTERNSHIP**

**CRN 43473, 3 credit hours**

**Fall 2014**

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	<a href="http://www.utc.edu/political-science-public-administration-nonprofit-management/profiles/nfw641.php">http://www.utc.edu/political-science-public-administration-nonprofit-management/profiles/nfw641.php</a>

## **CATALOG DESCRIPTION**

Course catalog description: "Internship in a public agency or nonprofit organization, providing students the opportunity to integrate and extend classroom learning with practice. Prerequisites: Minimum 2.75 cumulative grade point average, POLS 2000, and prior approval of department head. No more than 6 credit hours may apply toward the major degree requirements in the department."

## **GOALS OF COURSE**

The internship provides students the opportunity to learn about the intersection of public service and political science by working for a public agency or nonprofit organization. The internship site and specific learning objectives for the internship will be determined jointly by the student and faculty advisor. The student will draw on the theories and knowledge of the political science, public policy, and public administration disciplines to pursue public service goals. The student will prepare two final papers that summarize how the learning objectives of the internship were met, report on at least one major contribution made by the student to the work of the host organization, and relate the student's work to the larger body of political science scholarship. Students must have permission of the internship advisor prior to registering. Students receive 3 credit hours for each 150 hours worked on site, which must be determined at the time of registration. Most internships are 3, 6, or 12 credit hours for 150, 300, or 600 hours of on-site work, respectively.

## **LEARNING OBJECTIVES**

All internships share the following learning objectives:

- The student will gain professional public service experience.
- The student will become familiar with the procedures, structure, and context of a government agency or nonprofit organization.
- The student will be able to interpret the organization's public service in terms of effectiveness, efficiency, responsiveness, democracy, and the public interest.
- The student will learn about and come to identify with the ethos of the public service profession.
- The student will demonstrate integration and application of previous coursework.

More specific learning objectives for each internship will be developed jointly by the student, faculty advisor, and site supervisor.

## PROFESSOR AVAILABILITY

My office hours are posted. I encourage you to use them to come in and ask questions, discuss ideas, or just talk. I am also available via email, which I generally check daily. If you don't receive a response from me within 24 hours I may not have received it, please contact me again; I *always* respond to emails. The times I am not in my office at UTC, I may be reached at my home library via cell or email, where I do the majority of my writing and grading.

## USE OF BLACKBOARD

This course has a blackboard equivalent that will be used to post announcements regarding the course, provide your grades for the course, contain the additional readings outside the assigned textbooks used in class, and be the repository of course documents like the syllabus and semester project assignment.

## GRADING AND ASSIGNMENTS

Grading will follow these general guidelines:

A (90 – 100%) = Excellent; all expectations met or exceeded; explicitly demonstrates thorough understanding; no substantive shortcomings or only minor shortcomings; writing is well organized; adheres to rules of grammar, spelling, and syntax with no or very few exceptions

B (80 – 89%) = Good; most or all expectations are met; explicitly or implicitly demonstrates good, if not thorough, understanding; only minor substantive shortcomings; writing is generally well organized; mostly adheres to rules of grammar, spelling, and syntax

C (70 – 79%) = Satisfactory; directions are followed, most expectations are met but with at least one significant shortcoming; despite any shortcomings, demonstrates basic level of understanding; writing is organized well enough and with enough technical accuracy to be understandable

D (60 – 69%) = Passing, but less than satisfactory; directions only partially followed; more than one significant shortcoming; deficiencies indicate only the most rudimentary level of understanding; and/or writing is difficult to understand

F (0 – 59%) = Failing; not completed or directions not followed; deficiencies indicate lack of understanding; and/or incoherent writing

No extra credit assignments will be given. The graded requirements and other requirements follow:

**Internship agreement** (required except for TLIP interns) At the beginning of the internship, faculty advisor, and site supervisor will develop a plan for the internship including the learning objectives, how those learning objectives will be achieved, and intended products of the student's work. The intern and site supervisor should discuss any confidentiality requirements that should be included in the agreement. The intern is responsible for developing the plan with input from the supervisor and advisor, and both the supervisor and the advisor must approve the plan. An internship agreement form is available on the Blackboard "Forms, etc." page. An electronic copy should be submitted via the "Assignments" link; copies of the signed hard copy should be provided to the instructor and site supervisor. *The agreement form is due by the end of the third week of the semester.*

**Plagiarism tutorial and quiz** (5 percent) All students must complete University of Southern Mississippi's online plagiarism tutorial at <http://www.lib.usm.edu/legacy/plag/plagiarismtutorial.php> and take a quiz based on the tutorial. Instructions are available on the "Assignments" Blackboard page. *The quiz is due by the end of the third week of the semester.*

**Evaluation by site supervisor** (50 percent) A form will be provided to the site supervisor for evaluating the intern's performance. The form will be provided at the beginning of the internship, and interns and their site supervisors are encouraged to use the form as the basis of ongoing evaluation throughout the internship. The final form must be submitted by the end of the final exam period.

**Internship project paper** (35 percent) The internship project paper will include an introduction of the organization where the internship was completed, followed by a discussion of the project selected for in-depth analysis. This description will discuss the goal, challenge, or research question addressed; the relationship of the project to the theory and knowledge of the political science, public policy, or public administration disciplines (including a review of the relevant scholarly literature); the strategy adopted for addressing the problem (including tasks completed and/or research conducted); the outcome of efforts to address the problem (including the results of the work and/or research findings); recommendations that arise from the project; and a discussion of the project relating it back to theory and previous scholarship. All papers must demonstrate that the student has approached the internship as a student-scholar; a heavy emphasis of the paper must be in locating the internship project in the broader scholarly literature. This will require relating the internship project to a minimum 7 peer-reviewed sources, probably mostly in the literature review and discussion sections of the paper. Organization of the paper may vary for some internships; the faculty advisor will work with the student to develop a suitable structure for the paper.

Legislative interns may develop the paper as a bill analysis. Most papers will be between 15 and 20 pages. All papers should adhere to APA formatting. Students may submit drafts and receive written feedback up to one week before the last day of classes in the semester. The final paper is due by the last day of classes.

**Self-assessment paper** (10 percent) In a second paper, students will offer an assessment and explanation of the degree to which they achieved their learning objectives for the internship, providing evidence to support their assessments (such as by describing tasks completed, appending documents written for the internship, etc.). The paper should address both the learning objectives provided in this syllabus and any learning objectives developed by the student and site supervisors. The paper should conclude with a summary of the most important contributions of this internship to the student's education. Thorough papers will most likely be in the range of 5 to 10 pages (appendixes excluded). The paper is due by the last day of classes.

**Record of on-site work** (required to receive credit) Interns will work with the site supervisor, in consultation with the faculty advisor, to identify tasks to be performed on site. All tasks must contribute to the student becoming acclimated to the internship site and then to achieving the learning objectives for the internship. In addition to smaller tasks, the student must identify, in consultation with the faculty advisor and site supervisor, at least one project for in-depth focus that provides an opportunity to apply political science, public administration, or public policy theories and knowledge to a specific goal or challenge faced by the organization with a greater level of responsibility. In all of their work, students are expected to demonstrate professionalism and to represent UTC well. Students and supervisors are encouraged to discuss expectations for professionalism at the beginning of the internship. Students must keep a record of hours worked for the internship. This record must document that the required number of hours is completed by the intern (with any exceptions approved in advance by the advisor). The record must be signed by the site supervisor and *submitted to the faculty advisor by the last day of the final exam period*. Students completing paid internships may use their timesheets for this purpose.

**Incompletes** As required by UTC's academic policies, a grade of incomplete will be awarded only when the student has done satisfactory work but is unable to complete the full requirements of the course for a valid reason. Students wishing to request a grade of incomplete must consult with the advisor no later than two weeks before the first day of final exams. The granting of any such request is at the discretion of the advisor. If the request is granted, all work must be submitted by four weeks before the last day of classes in the following semester or the I (incomplete) will become an F.

**Academic integrity** Careful adherence to standards of academic integrity is expected of all students. Students are responsible for ensuring that they understand and follow these standards. To this end, students are

encouraged to consult the student handbook's discussion of the UTC honor system. To protect the academic integrity of this university and this course, the instructor takes plagiarism and other forms of academic dishonesty very seriously and seeks the most severe sanctions available in response to instances of academic dishonesty. All work submitted for this course must be wholly distinct from work submitted for other courses.

**Calculation of final grade** Generally, final grades will be calculated based on the percentages indicated above. However, final grades may not be higher than the grade assigned by the site supervisor on the internship evaluation form. Exceptions to this policy will be made only after consultation with the student and site supervisor.

## ACADEMIC EXPECTATIONS

In an academic community, the worst offense that can be committed is to cheat or plagiarize; neither will be accepted or condoned within this classroom. All material that is submitted must be your work or appropriately cited, if you have questions regarding citation procedure or when documentation is necessary — see me. Academic dishonesty, in any form, will be taken seriously. Such work will automatically receive a zero and UTC policies will be followed.

## UTC LEARN / BLACKBOARD

Students are responsible for accessing forms, submitting assignments, participating in the discussion board, and receiving email via Blackboard. Blackboard may be accessed at <http://bb5.utc.edu>.

## COUNSELING CENTER STATEMENT

If you find that personal problems, career indecision, study and time management difficulties, etc. are adversely impacting your successful progress at UTC, please contact the Counseling and Career Planning Center at 425-4438 or <http://www.utc.edu/Administration/CounselingAndCareerPlanning/>.

## ACCOMODATION STATEMENT

If you are a student with a disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) and think that you might need special assistance or a special accommodation in this class or any other class, call the Disability Resource Center (DRC) at 425-4006 or come by the office, 102 Frist Hall  
<http://www.utc.edu/Administration/DisabilityResourceCenter/>.