



POLITICAL SCIENCE - 3191

Student Internship

Autumn 2021 – Online

COURSE OVERVIEW

Instructor: Elizabeth Kloss

Email: kloss.8@osu.edu

Office hours: Call 614-292-6961 to schedule an appointment

Course description

**“Tell me and I will forget. Show me and I will remember.
Involve me and I will understand.” -- Benjamin Franklin**

Experiential learning opportunities can serve a variety of purposes. They might serve as stepping stones to a vocation, a chance to “try out” employment in a particular field, as well as an opportunity to gain the kind of experience that will help in your future career. This course is designed to give students an opportunity to gain practical experience by working for a public official, governmental agency, candidate, political party or interest group while at the same time permitting them to apply concepts learned in the classroom to an organizational environment and gain professional experience.

Course learning outcomes

1. Provide students the opportunity to relate theory to practice
2. Give students orientation to a career area they may wish to pursue
3. Allow students the opportunity to work in their area of intended specialization
4. Enhance student’s understanding of organizational and group processes
5. Enhance student’s awareness of public service obligations
6. Develop an ongoing relationship between the academic and practitioner community
7. Provide “apprentice” expertise and a new perspective for organizational operations

HOW THIS COURSE WORKS

Mode of delivery: This course is 100% online. There are no required sessions when you must be logged in to Carmen at a scheduled time.

Pace of online activities: This course is fully online, and assignments are all visible and available from the beginning of the term. Assignments are due before 11:59pm on Sundays and Fridays. Students are expected to engage and respond to each other in a variety of ways. Students are expected to keep pace with assigned deadlines but have autonomy within that time frame.

Credit hours and work expectations: This is a **1-credit-hour course**. According to Ohio State policy, students should expect around 3 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of average.

Attendance and participation requirements: Because this is an online course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Participating in online activities for attendance: AT LEAST ONCE TIMES PER WEEK**

During most weeks you will probably log in many times. If you have a situation that might cause you to miss an entire week of class, discuss it with me *as soon as possible*.

COURSE TECHNOLOGY

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

BASELINE TECHNICAL SKILLS FOR ONLINE COURSES

- Basic computer and web-browsing skills
- Navigating Carmen

REQUIRED TECHNOLOGY SKILLS

- CarmenConnect text, audio, and video chat
- Recording a slide presentation with audio narration
- Recording, editing, and uploading video

REQUIRED EQUIPMENT

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection

REQUIRED SOFTWARE

- Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found <https://ocio.osu.edu/kb04733>.

GRADING AND ASSIGNMENT POLICIES

Late assignments

Given the challenges presented by online learning in the time of Covid, you have a **3-day grace period**. Assignments submitted after the grace period days will not be accepted unless you have contacted me with a documented emergency. All assignments must be completed.

Lastly, please remember, you are responsible for your own technology. Computers do break and power lines go down, so it is in your best interest to plan to turn assignments in early.

Feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

- **Grading and feedback:** For weekly assignments, you can generally expect feedback within **5-7 days** because of the grace period.
- **E-mail:** I will make every effort to reply to e-mails within 24-48 hours during the work week.
- **Scheduling an appointment:** I am currently working a hybrid schedule. I plan to be on campus on Wednesday - Friday and therefore will be available to meet with you in-person on those days. I will be working from home on Mondays and Tuesdays and will be available to meet with you virtually. Please call 614-292-6961 (option #3) during normal business hours if you would like to schedule an appointment to discuss this course, assignments or challenges you are having. I am here to help and support you!

Academic integrity policy

POLICIES FOR THIS ONLINE COURSE

- **Written assignments:** Your written assignments, including discussion posts, should be your own original work. In formal assignments, you should follow MLA or APA style to cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.
- **Reusing past work:** In all university courses, you are prohibited from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss this situation with me in advance of an assignment's deadline.
- **Falsifying research or results:** All research you will conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.
- **Collaboration and informal peer-review:** The course includes many opportunities for formal and informal collaboration with your classmates but all work submitted is expected to be your own. If you're unsure about a particular situation, please feel free to ask ahead of time.

OHIO STATE'S ACADEMIC INTEGRITY POLICY

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's *Code of Student Conduct*, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

Students at The Ohio State University are accountable for the integrity of the work they submit. Therefore, you should be familiar with the guidelines provided by the Committee on Academic Misconduct (COAM) and Section A of OSU's Code of Student Conduct in order to meet the academic expectations concerning appropriate documentation of sources. In addition, OSU has made Turnitin, a learning tool and plagiarism prevention system, available to instructors. For this class, you will submit your papers to Turnitin from Carmen. When grading your work, I will interpret the originality report, following Section A of OSU's Code of Student Conduct as appropriate. Please note that submitted final papers become part of the OSU database."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another

student, and possession of unauthorized materials during an examination. Section A of OSU's Code of Student Conduct defines plagiarism as '...the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas. Ignorance of the University's *Code of Student Conduct* is never considered an "excuse" for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages (<https://oaa.osu.edu/academic-integrity-and-misconduct/student-misconduct>)
- *Ten Suggestions for Preserving Academic Integrity* (<https://www.physics.ohio-state.edu/~wilkins.5/energy/acedinteg.html>)
- *Eight Cardinal Rules of Academic Integrity* (www.northwestern.edu/uacc/8cards.htm)

Copyright disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Statement on title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at titleix@osu.edu

Your mental health

A recent American College Health Survey found stress, sleep problems, anxiety, depression, interpersonal concerns, death of a significant other and alcohol use among the top ten health impediments to academic performance. Students experiencing personal problems or situational crises during the quarter are encouraged to contact the College of Pharmacy Office of Student Services in room 150 Parks Hall (614-292-5001) OR OSU Counseling and Consultation Services (614-292-5766) for assistance, support and advocacy. This service is free and confidential.

ACCESSIBILITY ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Requesting accommodations

If you would like to request academic accommodations based on the impact of a disability qualified under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, **contact me and privately as soon as possible to discuss your specific needs.** Discussions are confidential. I will work with you to make this course as accessible as possible, but I am able to be more flexible with some assignments than others. I would like to come to an agreement IN ADVANCE of any request for accommodation so neither of us surprised, confused or upset.

In addition to contacting the instructor, please contact the Student Life Disability Services at 614-292-3307 or ods@osu.edu to register for services and/or to coordinate any accommodations you might need in your courses at The Ohio State University.

Go to <http://ods.osu.edu> for more information.

Accessibility of course technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

WORK REQUIREMENT

The first requirement is that you must work on meaningful tasks for a public official, public agency, candidate, political party, interest group, law office, or criminal justice agency while enrolled in the internship course. Students are expected to work a MINIMUM 90 hours at their internship. This course is an upper division course that can be counted toward a major in

Political Science or World Politics and may count as an upper division course on most of the minors offered by the Department of Political Science.

CLASS REQUIREMENTS

Evaluation

Each student is required to secure a formal evaluation from his/her internship supervisor by the end of the semester. In addition, each student is required to complete a formal evaluation of their internship. The evaluation forms are located under “Files” in CARMEN. **All evaluations forms are to be submitted as a PDF on Carmen no later than 11:59pm Friday, December 3.**

Informational Interviews

During the course of your internship, you are to select two individuals that you work with and conduct a semiformal interview with them. It would be best if these individuals work at different tasks at the internship so that you get the advantage of a diversity of experiences. Use this assignment to help you reach out to people in your workplace who you do not work with as closely (and thus expand your professional network) such as members of the senior staff at your organization. DO NOT interview a peer, such as another intern or page. If you work at a small organization and/or are having a hard time finding someone to interview, I encourage you to utilize AlumniFire, OSU’s professional networking and mentoring tool, to look for another Buckeye in a field or organization that you are interested in. You can learn more here: <https://osu.alumnifire.com/>

What you ask each of the interviewees is up to you; however, there should be an underlying/guiding theme to the interviews so think about what it is you want to learn from this person. For example, you might choose to question them as to their individual responsibilities and how they see themselves within the larger organization. You can then follow up on how they see your particular function as it relates to the office as a whole. You might choose to use “career” as your theme and question them as to how they went about preparing for their particular jobs and where they see themselves in five or ten years, then inquire as to steps that you should be taking or advice that s/he could give regarding your own progression. Some students have asked about how the change from the Obama to Trump to Biden administration has impacted your organization/field. You may wish to engage them in a conversation about the differences between the scholarly perspective and practitioner perspective on lawmaking, intergovernmental relations or another topic identified in your readings. You can also find tips and potential questions here: <https://www.indeed.com/career-advice/interviewing/questions-to-ask-during-an-informational-interview> or <https://www.livecareer.com/resources/interviews/questions/information-interview> or [http://fosteringsuccessmichigan.com/uploads/misc/200_Great_Informational_Interview_Questions_\(2\).pdf](http://fosteringsuccessmichigan.com/uploads/misc/200_Great_Informational_Interview_Questions_(2).pdf)

Prior to each interview, please identify your interviewee, the reason you want to interview them and submit a draft of the questions you plan to ask. Think about what you want to learn from the interviewee and let that theme help you determine your questions. This assignment is designed to make sure you are prepared and able to present yourself well during your informational interviews. This assignment has led more than one intern to a future opportunity,

so use this occasion to your best advantage and try to schedule your interview with the most interesting or senior person possible.

It is up to you and your interviewee to determine if the interview will be recorded. You do not need to transcribe your interview verbatim. Instead, in 2-3 pages, summarize what you hoped to learn, what you asked and what the interviewee shared with you. It is very likely that you will learn something you did not expect, outside or beyond your goal or theme. Please share these surprises as well. Please reflect on what you learned during your interview and how this knowledge has affected your experience as an intern and larger career goals. Lastly, please discuss, in hindsight, what you wish you had asked during your interview and how you will better prepare for future interviews.

1st interview prep is due on Carmen before 11:59pm on Friday, October 22.

1st interview is due on Carmen before 11:59pm on Friday, November 5.

2nd interview prep is due on Carmen before 11:59pm on Friday, November 19.

2nd interview is due on Carmen before 11:59pm on Friday, December 3.

Internship Brochure/Advertisement

Please create a brochure, video or radio advertisement that highlights what you did and learned during your internship. I encourage you to embrace the possibilities for this assignment, while keeping in mind that you WILL BE SHARING it with your supervisor as part of your final evaluation. ***Please create a video/audio advertisement or brochure about your internship experience and submit it to Carmen before 11:59pm on Sunday, November 21.*** Audio and video ads are required to be at least 90 seconds in duration and the brochure should be multiple pages with a balance of images and text. You will be evaluated on how well you represented the range of your duties, the importance of public service and your personal growth, in addition to creativity and style. Basic talking head videos and voice recording do not require much thoughtfulness or creativity and will be graded accordingly. The Digital Union in the basement of Denny Hall has a wide range of tools available to students for free! You can learn more here: <https://odee.osu.edu/denney-hall-063>

Final Paper

Each student is required to submit a 4-6 page final report on their internship before 11:59pm on **Sunday, December 12**. This report should be double spaced and formatted with a 12-point font. No title page is required, but please be sure you correctly cite any resources used. Your paper should address all of the following questions:

What is the biggest challenge facing your employer? How might it be overcome? What was the biggest challenge for you, personally, at this internship? How did you address it? What have you learned about yourself and your workplace during this internship experience? What will you be taking away from this experience?