

# Political Science 4191

Autumn 2022

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**Email Etiquette:** When you email, keep in mind these four expectations: *1) Use your OSU email address* (we cannot verify email originating from gmail or yahoo); *2) Identify yourself at the beginning of the message*; *3) Identify the class* (e.g.: "This is Jane Doe, from your PS 4191 class). *4) Make certain that you write in a clear, direct manner:* This should be written as a professional communication, not as an informal message. We will do our best to respond to your email within 24 hours.

## PURPOSE

Internships can serve a variety of purposes. From the idea of apprenticeships to experiential learning and career development, internships are conceived conventionally in instrumental terms. They might serve as stepping stones to a vocation, a chance to “try out” employment in a particular sector of the economy, as well as an opportunity to gain the kind of experience that will lead to advancement in a particular company or field of employment.

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 at the same time gain some professional work experience.

The following is a list of some objectives which the internship might fulfill for you and the organization (agency, candidate, interest group, etc.) with which you work:

1. provide students the opportunity to relate theory to practice
2. give students in-service 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

Although the foundation of this course is a work experience, it is still a course for which you will receive academic credit. It is also a course designed to help you learn from your experiences. Therefore, the requirements for this course and the evaluation of your performance in it are based upon a combination of work experience and more traditional academic activities.

## REQUIREMENTS:

### 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. Students are expected to work a MINIMUM of 90 total hours at their internship.

### Course Requirements:

1. **Project Folder** Students are required to submit a project folder of work material they have prepared as a part of their internship. These should be copies of forms used, information prepared for your supervisor, and anything else that reflects the activities of your internship. **Project folders are to be turned in EITHER to the instructor OR submitted as PDF files to the drop box on Carmen no later than December 7, 2022**

NOTE: if your internship requires the handling of confidential materials that cannot be released, an additional informational interview *can* be substituted in lieu of the project folder. Please make the instructor aware of this situation if applicable.

2. **Informational Interviews—to be turned in no later than December 7, 2022**

During the course of your internship you are to select three (3) individuals that you work with and conduct a semi-formal interview with them. It would be best if these three individuals work at different tasks at the internship so that you get the advantage of a diversity of experiences. What you ask each of the interviewees is up to you; however, there should be an underlying/guiding theme to the interviews. 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. NOTE: These interviews can be worked into the Career Development Plan!! **Interviews are to be turned in EITHER to the instructor OR submitted as PDF files to the drop box on Carmen no later than December 7, 2022**

3. **Mid-semester Check-in (in-person or Zoom):**

All students will schedule a 30-minute appointment with me to check in.

**We will review your experience so far and you can ask me questions as well. No preparation or materials are needed for this, but it should be done no later than October 7, 2022**

**4. Resume – you are required to submit a resume to be uploaded to the dropbox on CARMEN.**

**5. Final Report (see Carmen file for instructions):**

All students are required to write a final report dealing with their work. This report should be approximately five (5) pages in length (typed, double spaced). It must be primarily analytical, rather than descriptive. It should emphasize what the student has learned from this experience, how well his/her time was used in performing the tasks which were assigned, suggestions for improving work performance, etc. Descriptions of experiences should be geared to providing examples of how the internship has been an educational experience. **The Final Report is to be submitted ONLINE via dropbox on Carmen no later than December 7, 2022**

**6. Evaluation of Your Internship. Forms are located at the end of the enrollment packet.**

Each student is required to complete a formal evaluation of his/her internship by the end of the semester in addition to the final paper. The forms are located at the back of the 4191 enrollment packet. **Evaluations are to be turned in EITHER to the instructor OR submitted as PDF files to the drop box on Carmen no later than December 7, 2022**

**7. Evaluation of Your Internship Performance by your Internship Supervisor. Forms are located at the end of the enrollment packet.**

Each student is required to secure a formal evaluation from his/her internship supervisor by the end of the semester. The forms are located at the back of the 4191 enrollment packet. **Evaluations are to be turned in EITHER to the instructor OR submitted as PDF files to the drop box on Carmen no later than December 7, 2022**

**Papers must be typed and double-spaced, with one-inch top, bottom, and side margins, have numbered pages, and display a reasonable font size.** A cover sheet is NOT required. Excessive grammatical and/or spelling errors will affect the student's grade.

**Method of Course Evaluation**

➤ Project Folder	10 points
➤ Informational Interviews	15 points
➤ Resume	5 points
➤ Mid-semester Check-in	20 points
➤ Final Report	20 points
➤ Supervisor's Evaluation	30 points
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	100 points

### **Additional Items Required by the University:**

#### *Academic Integrity*

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>.

### **Students with Disabilities**

**The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. You are also welcome to register with Student Life Disability Services to establish reasonable accommodations. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](http://slds.osu.edu); 098 Baker Hall, 113 W. 12th Avenue.**