

Instructor: Sydney Green

Office: 2140 Derby Hall

Office Hours:

Mondays: 9:00 a.m. – 10:15 a.m.

Wednesdays: 10:00 a.m. – 11:00 a.m.

Email: green.2525@osu.edu

When you email, keep in mind these four expectations:

1. **Verify:** Ohio State Buckeye Mail Account
 - a. Unable to verify email originating outside of Ohio State, such as, Gmail, Yahoo, etc.
2. **Subject:** Class # - First and Last Name. #
 - a. POLITSC 4191 – Sydney Green.2525
3. **Body of Email:** Greeting and then reasoning
 - a. Good morning/afternoon/evening Advisor Green,
 - b. I am reaching out to [insert your reason here e.g., ask a question about the recent lecture, clarify an assignment, schedule office hours, etc.]. Specifically, I was hoping to get some clarification on [briefly describe the issue or question].
4. **Proofread:** Ensure that you wrote in a clear, direct manner with minimal spelling and grammar mistakes.
5. **Expect:** To hear back 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 steppingstones 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 with 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 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 & Assignments:

Work Requirements:

Students are to ensure that they are working 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 Assignments:

Assignment #1: Draft Resume

- Deadline:
 - Opens: Wednesday, August 27 at 9:00 a.m.
 - Due: Friday, August 29 at 11:59 p.m.
- Submission: Carmen Canvas – Submit a draft of your resume through Carmen Canvas.
- Purpose: To mark attendance for the first week of classes, as well as to prepare you for the finalized resume submission
- Points: 5

Assignment #2: Start-of-Semester Check-In – Learning Outcomes & Task

- Deadline:
 - Opens: Tuesday, September 2 at 9:00 a.m. (Can begin to make appointments on Wednesday, August 27).
 - Due: Friday, September 12 at 11:59 p.m.
- Format: 20–30-minute appointment with the instructor (in person or via Zoom).
- Purpose: Early-semester check-in to confirm internship placement, review goals, and support your success at your internship site.
- Points: 10

Assignment #3: Resume Submission

- Deadline:
 - Opens: Can begin to make appointments and/or drop in on Wednesday, August 27.
 - Due: Tuesday, September 30 at 11:59 p.m.
- Submission: Upload updated resume to Carmen, including confirmation of your Arts and Sciences Career Services appointment.
- Purpose: To refine a professional resume that effectively communicates your skills and experience.
- Points: 5

Assignment #4: Mid-Semester Check-In

- Deadline:
 - Opens: Wednesday, October 1 at 10:00 a.m. (Can begin to make appointments on Friday, September 12).
 - Due: Monday, October 13 at 11:59 p.m.
- Format: 30-minute meeting (in-person or via Zoom)
- Purpose: To review your internship experience, discuss progress, celebrate

successes, and discuss challenges.

- Preparation: No materials required; scheduling will be coordinated by the instructor via announcement via Carmen notifying you it is time to schedule your check-in.
- Points: 5

Assignment #5: Informational Interviews

- Deadline: Friday, November 7 at 11:59 p.m.
- Requirement: Conduct three (3) semi-formal interviews with individuals at your internship site.
- Guidelines:
 - Choose individuals in different roles to gain varied perspectives.
 - Unify interviews around a theme (e.g., career path, responsibilities, advice).
 - Example questions: *“What are your responsibilities?”*, *“How did you prepare for your role?”*, *“What advice would you give to someone entering this field?”*, *“Would you mind sharing a high and a low from your experience in the field thus far?”*
- Submission: Upload a short writing reflection or summary for each interview
- Note: These interviews may inform you of your Career Development Plan.
- Points: 15

Assignment #6 A: Project Folder

- Deadline:
 - Opens: Thursday December 11 at 11:00 a.m.
 - Due: Thursday, December 18 at 11:59 p.m.
- Requirement: Submit a folder of work completed during your internship (e.g., forms reports, presentations, or other products).
- Submission: Upload a PDF to Carmen or provide directly to the instructor by scheduling an appointment to drop off your materials.
- Confidentiality Note: If materials cannot be shared due to confidentiality, you may complete an additional informational interview (with instructor approval).
- Points: 20

Assignment #6 B: Final Report

- Deadline:
 - Opens: Thursday, December 11 at 11:00 a.m.
 - Due: Thursday, December 18 at 11:59 p.m.
- Format: Five (5) pages, typed, double-spaced, 1-inch margins, numbered pages, 12-point font.
- Content: Analytical rather than descriptive, focusing on:
 - What you learned from the internship
 - How you used your time and skills
 - Suggestions for improving performance or internship structure
 - Reflection on how the internship was an education experience
- Submission: Upload a PDF to Carmen or provide directly to the instructor by scheduling an appointment to drop off your materials.
- Points: 20

Student Evaluation of Internship

- Deadline:
 - Opens: Friday, December 11 at 11:00 a.m.
 - Due: Friday, December 18 at 11:59 p.m.
- Submission: Complete evaluation form on Carmen.
- Points: 10

Employer Evaluation of Internship

- Deadline:
 - Opens: Friday, December 11 at 11:00 a.m.
 - Due: Friday, December 18 at 11:59 p.m.
- Submission: Attach as the last page of your final report.
- Point: 10

Course Evaluation / Grading

Assignment	Points
#1: Draft Resume	5
#2: Start-of-Semester Check-In	10
#3: Revised Resume	5
#4: Informational Interviews	20
#5: Mid-Semester Check-In	5
#6 A: Project Folder	20
#6 B: Final Report	20
Student Evaluation	5
Employer Evaluation	10
Total	100

University Policies and Student Responsibilities

Academic Integrity

The Committee on Academic Misconduct is responsible for investigating, or establishing procedures to investigate, all reported cases of student academic misconduct. “Academic misconduct” encompasses all forms of student academic dishonesty, regardless of where they occur. Examples include, but are not limited to, plagiarism and dishonest practices during examinations. Instructors are required to report all instances of alleged academic misconduct to the committee, in accordance with Faculty Rule 3335-5-487. For more information, please refer to the Code of Student Conduct.

All course assignments must be completed independently, without external assistance or communication. This includes any form of help from artificial intelligence tools, which are strictly prohibited.

Religious Accommodations:

Ohio State University is committed to reasonably accommodating the sincerely held religious beliefs and practices of all students. Under university policy, students may be absent for up to three days per academic semester for reasons of faith or religious or spiritual belief. Students who wish to request accommodations for religious beliefs or practices must notify the instructor in writing no later than 14 days after the start of the semester. The instructor will then arrange an alternative time and date for the affected course requirement, which may occur before or

after the originally scheduled time. These accommodations will remain confidential. It is the student's responsibility to ensure that all course requirements are fulfilled.

Students with concerns or complaints related to this policy are encouraged—but not required—to first discuss them with their instructor and/or the department chair.

Civil Rights Compliance Office via the online reporting form

Email: civilrights@osu.edu

Call: 614-247-5838

Website: <https://civilrights.osu.edu/>

Students with Disabilities

Ohio State University is committed to making all learning experiences as accessible as possible. If you anticipate or encounter academic barriers due to a disability—including mental health conditions, chronic illnesses, or temporary medical issues—please contact me immediately so we can privately discuss potential options.

You are also encouraged to register with **Student Life Disability Services (SLDS)** to establish reasonable accommodation. Once registered, please arrange a meeting with me as soon as possible to ensure your accommodation is arranged in a timely manner.

SLDS Contact Information:

Email: slds@osu.edu

Phone: 614-292-3307

Website: <https://slds.osu.edu/> - *Location: 098 Baker Hall, 113 W. 12th Avenue*

