

Political Science Internship Program
Political Science 498C
Spring 2010

Professor Kristy Michaud

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Office Hours: Thursdays 12:30 to 1:45 pm
and by appointment (January 19-March 18)

Course Description

POLS 498C offers Political Science majors the opportunity to earn 3 units of academic credit while interning in fields related to politics, government, and public policy. Interns are able to apply what they've learned in class to "real world" situations and gain valuable work experience.

Course Learning Outcomes

- Professional Interaction and Effective Communication: Students should demonstrate persuasive and rhetorical communication skills for strong oral and written communication in small and large groups.
- Active Citizenship and Civic Engagement: Students should demonstrate a knowledge and awareness of contemporary issues, political institutions, and problems in the community and their historical contexts. Students should demonstrate an understanding of the importance of community involvement and leadership.

Required Materials

- Sweitzer, Frederick and Mary King. 2008. *The Successful Internship: Personal, Professional, and Civic Development*, 3rd Edition.

The book is available for purchase at the CSUN Bookstore and online. There is also a copy on reserve in the CSUN library. The 2nd edition is acceptable.

Grading and Course Requirements

All assignments must be completed in order to receive academic credit for this course. This course will utilize the +/- grading system (B+, B, B-, etc.).

Internship Learning Plan	No credit for course unless completed
A minimum of 120 hours of service completed between January and May 14, 2010	No credit for course unless completed
IUB Plagiarism Tutorial and Test	No credit for course unless completed
Supervisor's letter and performance rating	20%
Internship Journal	5%
Job Responsibilities and Agency Description Memo	30%
Analytic Paper	40%
Participation in 2 class meetings	5%

Internship Learning Plan: The Internship Learning Plan is an agreement between the intern, the academic supervisor, and the employer regarding an internship. It outlines specific guidelines that set up clear expectations for both the intern and the employer. The learning plan should include goals of the intern and employer, statements of the intern's duties and responsibilities, learning goals, and a timeline.

Internship Journal: You will need to keep a weekly journal of your work experiences. Each week, you should spend some time recording the events and activities that occurred that day, the tasks you completed, what you learned, and—most importantly—your reflections on your experience (see chapter 1 of your book for additional information on suggestions for and the benefits of keeping an internship journal). The journal will give you the opportunity to use your experiences as a guide and resource in your career exploration and to track your personal and professional development. In addition, the journal will be a useful reference when you are writing your analytic paper. Please keep in mind that this is a reflective journal and not simply a log of daily activities. The journal should be typed and formatted by date. Your journal will be evaluated based on the amount of effort that appears to have gone in to keeping it. It must be submitted on turnitin.com.

Job Responsibilities and Agency Description Memo: In this assignment, you will write a formal memo clearly explaining the nature of your agency, organization, or office and describing your duties on the job. Think of the memo as one that you are writing to a new intern who will be replacing you. Your memo should clearly describe:

- The mission or function of the agency and how it is carried out.
- The role the agency plays in the political process.
- How the agency is organized (be sure to highlight your position in the organization).
- What the intern's responsibilities are and how he or she can successfully carry them out.

The memo should be three to four pages typed in a standard size 12 font, double-spaced, and with 1 inch margins. It must be submitted on turnitin.com. Memos will be evaluated on the content and on your ability to effectively communicate in writing.

IUB Plagiarism Tutorial and Test: In this online assignment, you will complete an online tutorial that will help you recognize, understand, and avoid plagiarism. You will then take a test based on the tutorial. You can take the test as many times as it takes to score 100%. Once you score 100% on the test, you will be able to view a web page with a certificate confirming that you completed the test. Print this certificate, sign it, and turn it in. You should keep a copy for yourself, as it is the only record you will have that you completed the tutorial and test and other instructors may request it from you in future courses. If you have already completed the tutorial and test for another course, you may turn in a copy of your signed certificate. The tutorial can be found at the following website:

<http://www.indiana.edu/~istd/index.html>

Analytic Paper: Write a paper in which you evaluate your internship experience using the developmental stages of an internship framework presented by Sweitzer and King. Your paper should do the following:

- Explain the developmental stages of the internship framework according to Sweitzer and King.
- Evaluate your internship experience using the framework. In other words, explain your experience during each of the stages. Be sure to explain what the most valuable lessons you learned were, how you developed personally and professionally, and what you did to move to the next stage successfully. You are welcome to evaluate the usefulness of the framework based on your experience and offer suggestions for how the framework can be improved.
- Explain the impact that your internship experience has had on your career plans.

Whenever you use an idea or words that are not your own, be sure to cite them properly using the American Psychological Association (APA) citation style. This is a reference form commonly used in the Social Sciences. A good resource on using the different citation styles is Diana Hacker's *A Pocket Style Manual* (5th edition or earlier). The Oviatt Library's website also has links to resources on APA.

The paper should be four to six pages (standard size 12 font, double-spaced, 1 inch margins). It must be submitted on turnitin.com.

Your paper will be evaluated on the basis of your knowledge and understanding of the concepts presented in the readings for this course. In addition, your paper will be evaluated on the basis of your ability to effectively communicate your knowledge and understanding of the material in writing.

Letter and Performance Rating from Site Supervisor: Along with your analytic paper and your journal, you will need to hand in a letter typed on official letterhead from your site supervisor. The letter must assess your performance during the internship. In addition to the letter, you will need to turn in the Performance Rating Form filled out and signed by your supervisor.

Student Conduct and Ethics

Academic dishonesty of any kind will not be tolerated. Any student guilty of plagiarism will receive an "F" for the course and will be referred to the Office of Student Affairs, for further disciplinary action.

Plagiarism is a growing problem and the university takes it very seriously. The university catalog defines plagiarism as intentionally or knowingly representing the words, ideas, or work of another as one's own in any academic exercise. University policy states that cheating or plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, or given a less severe disciplinary sanction. Please review CSUN's student conduct standards, found in the University Catalog, to ensure that you understand what constitutes cheating, plagiarism, and academic dishonesty. The online tutorial and test that you will complete will help you understand, recognize, and avoid plagiarism.

Submitting Assignments

All assignments due in hard copy can either be turned in to me during my office hours or to the Political Science Department office (SH 210). The journal, memo, and analytic paper should be submitted electronically at the following website:

- <http://www.turnitin.com/>
 - Turnitin.com is a university endorsed online plagiarism prevention resource. The program identifies any material in a paper that may have previously appeared in published or web form or in another student paper in the secure database. Students are required to submit their memo and analytic paper using turnitin.com. To create an account, follow the steps below:
 - ✓ Go to www.turnitin.com
 - ✓ Either log in if you have used the website before or click New User at the top right if this is your first time using the website.
 - ✓ Enter the **class ID number: 3035983**
 - ✓ Enter the **class enrollment password: internsp10**

Schedule of Readings, Assignments, and Meetings

If the timeline for completion of your 120 hours of work that you and your internship supervisor have agreed upon will impact your ability to turn in your written assignments on the dates specified below, please contact the Internship Coordinator at the beginning of the semester to work out an alternative assignment schedule.

Week 3	Thursday, 2/4	Assignment (due by 12 pm) Registration Form
Week 5	Friday, 2/19	Reading <i>The Successful Internship</i> , Chapters 1-3 Assignment Internship Learning Plan Meeting 1 to 2 pm, SH 225
Week 7	Thursday, 3/4	Assignment (due by 12 pm) Job Responsibilities and Agency Description Memo IUB Plagiarism Tutorial and Test Certificate
Week 14	Friday, 4/23	Reading <i>The Successful Internship</i> , Chapters 4-14 Meeting 12 to 1 pm, SH 225
Finals Week	Friday, 5/14	Assignments (due by 12 pm) Analytic Paper Journal Letter from site supervisor Performance rating from site supervisor

Political Science Internship Program Check List

- Political Science Internship Program Application
- Political Science Department Internship Learning Plan
- Registration for Enrollment in Political Science Supervised Study
- A minimum of 8 hours per week for a total of 120 hours completed during the semester
- Internship Journal
- Job Responsibilities and Agency Description Memo
- Online workshops and intern meetings
- Analytic Paper
- Letter and Performance Rating from Site Supervisor

Political Science Internship Learning Plan

I. Student Information:

Student Name: _____ Student ID #: _____ Semester: _____

Emergency Contact for Student: _____
Name Telephone #

Address: _____

Phone #: _____ Email: _____

II. Organization Information:

Agency/Site: _____ Site Supervisor: _____

Agency Contact Phone #: _____ Agency Contact Email: _____

Address: _____

Approximate # of Hours: _____ Start Date: _____ End Date: _____

Brief Description of Duties:

III. Learning Objectives:

What do you hope to learn from this experience about the agency, about yourself, about the community, etc.? How will this internship help you to achieve the Departmental Learning Objectives outlined elsewhere in this packet?

IV: Agreement

Student Signature: _____ Date: _____

Agency/Site Supervisor Signature: _____ Date: _____

Internship Coordinator Signature: _____ Date: _____

REGISTRATION FOR ENROLLMENT IN POLITICAL SCIENCE INTERNSHIP PROGRAM (POLS 498C)

Semester _____

Enrollment in the Political Science Internship Program requires the consent of the Internship Coordinator and your signature.

First: Complete this form and obtain all the required signatures.

Second: Return this form to the Political Science Department office and obtain the appropriate course ticket number.

Name: _____ Student ID #: _____

Address: _____
Street City Zip

Home Phone: _____ Work Phone: _____ Email: _____

READ CAREFULLY:

I agree to act in a responsible manner while representing California State University, Northridge at the internship site and abide by all rules and regulations that govern the site. I understand the connection between the course and the learning objectives to be fulfilled at the internship site. I understand that risks may exist with this internship placement and I enter into this internship fully informed and aware.

Signature: _____ Date: _____

498C (3 units) Ticket Number: _____

Name of Agency _____

Name of Supervisor _____ Phone _____

Signature of Internship Coordinator: _____ Date: _____

THIS FORM MUST BE RETURNED TO THE POLITICAL SCIENCE DEPARTMENT
At that time you will receive the ticket numbers, which you need for enrollment.

Political Science Internship Performance Rating

To the Agency/Site Supervisor:

We seek your candid assessment of the student intern's performance during his/her tenure at your agency/site. Please fill out the performance rating below and return it to the student in a sealed envelope. Thank you for taking the time to evaluate this student and thank you for your willingness to host an intern from California State University, Northridge.

Name of Student: _____

Name of Agency/Site: _____

Approx. # of Hours Completed: ____ Agency/Site Supervisor Name: _____

Agency/Site Supervisor Signature: _____

Student's Internship Performance Rating:

Please Check the Most Appropriate Description in Response to Each Category

	Exceptional (Top 5%)	Outstanding (Top 10%)	Very Good (Top 25%)	Good (Top 50%)	Fair	Poor	Unable to Judge
Creative and Innovative Thinking							
Verbal Communication							
Written Communication							
Self-Confidence							
Ability to Work Independently							
Maturity							
Ability to Take Initiative							
Organizational Skills							
Productivity							
Integrity							
Ability to Work with Others							
Leadership Skills							
Critical Thinking							
Summary Rating: Overall Ability							

Example of an Agency Letter

BARBARA BOXER
CALIFORNIA

COMMITTEES:
COMMERCE, SCIENCE
AND TRANSPORTATION
ENVIRONMENT
AND PUBLIC WORKS
FOREIGN RELATIONS

United States Senate

HART SENATE OFFICE BUILDING
SUITE 112
WASHINGTON, DC 20510-0505
(202) 224-3553
<http://boxer.senate.gov/contact>

December 6, 2007

To whom it may concern:

[REDACTED] served as an intern in U.S. Senator Barbara Boxer's Los Angeles office from August 28, 2007 to December 21, 2007 completing over 120 hours of service to her office.

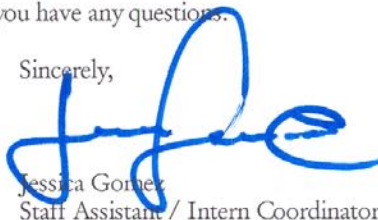
During her internship here, [REDACTED] worked on a wide range of tasks, including, but not limited to, the following: answering phones, press clippings, logging constituent calls, mass mailings, preparing constituent correspondence and updating contact lists for local government officials and agencies.

While interning in our office, [REDACTED] contributed to our daily operations. She was always willing to assist any of the staff members on any task. I was always confident that she would complete her work accurately and with little or no supervision. [REDACTED] was very professional on the phone while talking to constituents, always doing her best to guide them to the correct government agency that could further assist them.

On a personal note, [REDACTED] was a pleasure to work with. She was one of my best interns this fall and was always willing to go above and beyond her duties. She exhibits a positive attitude and possesses a professional decorum unusual for her age.

Please feel free to contact me at 213-894-5000 or email me at jessica_gomez@boxer.senate.gov if you have any questions.

Sincerely,



Jessica Gomez
Staff Assistant / Intern Coordinator

1700 MONTGOMERY STREET
SUITE 240
SAN FRANCISCO, CA 94111
(415) 403-0100

312 NORTH SPRING STREET
SUITE 1748
LOS ANGELES, CA 90012
(213) 894-5000

501 'I' STREET
SUITE 7-600
SACRAMENTO, CA 95814
(916) 448-2787

2500 TULARE STREET
SUITE 5290
FRESNO, CA 93721
(559) 497-5109

600 'B' STREET
SUITE 2240
SAN DIEGO, CA 92101
(619) 239-3884

201 NORTH 'E' STREET
SUITE 210
SAN BERNARDINO, CA 92410
(909) 888-8525

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