

## **Pol 4095: Political Science Internships (Spring 2018)—3 hours**

**Instructor:** Mike Yawn

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**Required Text:** *Business Etiquette for Dummies*, Sue Fox (2<sup>nd</sup> edition). This text is available for check-out in the LEAP office. It must be returned at the end of the semester.

**Course Overview:** The Pol Sci internship program offers students the opportunity to earn academic credit while gaining hands-on experience in governmental agencies, campaigns, non-profit organizations, and businesses. Various assignments are required to complement the hands-on experience.

**Course Objectives:** The purpose of this course is to give you professional experience, provide you with a professional environment that will enable you to improve your occupational skills, and allow you to apply various academic theories to the workplace.

### **Course Requirements\*:**

- For paid internships, students are generally expected (by their employers) to work 16-20 hours per week. For unpaid internships, students are expected (by SHSU) to work at least 120-140 hours over the course of their internship. Please note, however, that your schedule must be agreed to beforehand and students must complete the requirements to which they agreed. Students must attend an orientation scheduled for January 22.
- Two essays, one homework assignment, and an updated resume must be submitted.
- Students should behave, communicate, and dress professionally in professional contexts.
- Students are expected to work regular and consistent hours—unless the internship revolves around specific projects or special events, in which case the student should set a schedule in accordance with the supervisor's and project's needs.

**Note:** These requirements are elaborated on below. Please examine the assignments and forms closely. If you have questions, it is best to get these to your supervisor or coordinator early, rather than at the last minute when circumstances may not allow for a timely response. Further, you will want to be aware of what is expected of you so that you are able to accommodate all of the class requirements.

All homework and writing assignments should be submitted through Blackboard—do not email or hand in hard copies unless there is a blackboard problem. The assignments should be attached in an MS Word file. Your writing skills will be factored during the grading process. Responses to all homework and essay questions should be elaborated on—not simply listed. As I read your work, I should have no doubt as to whether you understand the material and have considered it carefully. The length of the homework assignment will vary, but the Intern Essays should be approximately four pages. Please pay careful attention to the specifications of the assignments.

\* These prerequisites are taken seriously by the intern coordinator. Failure to behave professionally during the application process may result in the instructor rescinding approval for the course. To ensure approval, the student should pay close attention to deadlines, keep the coordinator informed of all developments, and communicate in a professional manner.

**Hands-on experience:** To earn 3 hours credit students must spend sufficient time in the workplace. The number of hours constituting “sufficient” will vary by agency, compensation, and the duties performed. Prior to the beginning of the semester, you should work with the intern coordinator and your agency supervisor to develop a work schedule that is acceptable to both the agency and the academic internship requirements. Both the student and intern supervisor will complete mid-term and final evaluations. It is the student’s responsibility to give the supervisor sufficient lead time to complete this evaluation. It is the student’s responsibility to ensure that all forms are mailed and postmarked by the required dates.

**Essay Assignments:** Students are required to complete two essays over the course of the internship. The written assignments should be typed in twelve-point font, 1.5 spacing, be four pages in length, contain a header (with name and page number) and have normal one-inch margins. These should be submitted through Blackboard’s assignment page.

**Homework:** You will have one homework assignment from *Business Etiquette for Dummies*. This assignment will be posted on Blackboard’s assignment page, and the finished work should be submitted there. Also, you will post your revised resume at the end of the semester.

**General Professionalism:** Interns should behave professionally in all professional contexts, and should treat the Intern Coordinator, University Staff, and Intern-Agency staff respectfully.

**Late Work:** All work should be submitted on time in the prescribed manner. Late work will be penalized by a minimum of ten points per day. Work submitted more than three days late will not be accepted, and will result in a grade of 0 on that assignment.

**Additional Work:** As in any work environment, your internship may require additional work or forms. These should be completed in a timely and professional manner, exactly as though they were specified on the syllabus. Attendance at meetings or events may be required.

**Grading:** \*The grade breakdown is as follows:\*\*

- **Hands-On Experience:** **50%**
  - A student’s performance will be measured by his/her supervisor’s evaluation, by the intern coordinator’s direct observation of the intern, and by reports from others with whom the intern has professional contact.
- **Intern Essays:** **30%** (note: each assignment is 15% each)
- **Homework Assignments** **10%**
- **General Professionalism** **10%**

**\* Note:** All emails should contain a salutation, complete sentences and proper grammar, and a close. Work or forms that are submitted late will be penalized at ten points per day. All work must be completed to receive a passing grade. Disrespect, discourteous behavior, or a lack of professionalism will be additionally penalized proportionate to the offense.

**\*\* To receive a passing grade for the internship, *all* assigned work must be completed.** All assigned work must be completed and submitted in the prescribed manner. If, for example, a single homework assignment is not completed, the student will fail the class.

**Student Syllabus Guidelines:** You may find online a more detailed description of the following policies. These guidelines will also provide you with a link to the specific university policy or procedure: <http://www.shsu.edu/syllabus>

**Academic Dishonesty:** All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For more information, see: <http://www.shsu.edu/students/guide/StudentGuidelines2013-2016.pdf#page=34> (pages 36-37, for specific information).

**Student Absences on Religious Holy Days:** Students are allowed to miss class and other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students remain responsible for all work. *See Student Syllabus Guidelines.*

**Students with Disabilities Policy:** It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the University. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should visit with the Office of Services for Students with Disabilities located in the Counseling Center. *See Student Syllabus Guidelines.*

**Mailing Assignments:** Most of the assignments are set up so that they can be accessed and submitted through Blackboard. Some of the assignments or forms, however, will need to be mailed or submitted by hand. For all mailed items, the following address should be used:

**Mike Yawn  
Sam Houston State University  
Political Science Department  
P. O. Box 2149  
Huntsville, TX 77341-2149**

Adequate postage is the responsibility of the student. The department will not pay any additional postage. To avoid having reports returned for this reason, the student assumes responsibility for metering his/her reports.

**Hand-Submission:** Should a student wish to submit forms by hand, they should use the “postmark deadlines” as the due date. That is, if a mailed assignment must be postmarked by February 23<sup>rd</sup>, then it must be hand delivered by that date. Should a student choose to do this, he/she assumes responsibility for giving the report directly to Kristin Trojacek (CHSS 490), not slipping it under a door.

## Forms Checklist

### During Internship

- Start Work (first week of classes) \_\_\_\_\_
- Intern Orientation (1-22-2018) \_\_\_\_\_
- Homework Assignment #1 (due 2-3) \_\_\_\_\_
- Essay Assignment #1 (due 2-18) \_\_\_\_\_
- Essay Assignment #2 (due 3-4) \_\_\_\_\_
- Mid-Term Time Sheet and Evaluation (mailed by 3-5) \_\_\_\_\_
  - Signed by supervisor
- Final Time Sheet and Evaluation (mailed by 5-4) \_\_\_\_\_
- Enumerative Statistics Sheet (mailed by: 5-4) \_\_\_\_\_
- Updated resume (due: 5-4) \_\_\_\_\_

## Homework Assignment Guide: Spring 2018

Please note that these have been posted to Blackboard, and the completed work should be submitted via the “Assignments” page.

- I. Homework Assignment I (**due 2-3**): Reading: Parts I, II, III, IV, *Business Etiquette for Dummies*. This should be submitted as a MS Word attachment.
  - a. Describe how you would introduce your supervisor to a client or voter.
  - b. Describe what you should do upon receiving someone’s business card.
  - c. Describe how you would introduce yourself on the phone to (a) the person who answers and (b) the person you are transferred to (that is, the person you were calling for).
  - d. Describe three rules for answering the phone.
  - e. Describe your actions when transferring phone calls.
  - f. Outline the form of a business letter.
  - g. Know the email etiquette well, and use it in all correspondence throughout the semester.
  - h. A “rival” challenges you at work. How do you treat that person during normal interactions? How do you respond to his/her criticism?
  - i. Explain how conflict can be positive.
  - j. What are the four rules of active listening?
  - k. What are some possible responses if asked to do something inappropriate or unethical?
  - l. What are some proactive steps that you can take to avoid sexual harassment?
  - m. What are the two most important rules on table settings?
  - n. In America, how do you indicate you are finished with your meal?
- II. Updated Resume Submitted (**due 5-4**)—through Blackboard

## Written Assignment Guide: Spring 2016

The following assignments are designed to help you gain more from your internship experience and give you a formalized structure for monitoring and recording your progress. You should check with your intern coordinator for guidance as you are thinking through the assignments. Please note that these have been posted to Blackboard, and the finished product should be submitted on the “Assignments” page.

### **Intern Essay I: Background and Objectives : Due 2-18**

- A. Describe the background of the institution, department, agency, division, or candidate for which you are working.
- B. Describe objectives, services, workforce, work/case load, and funding of the institution, department, agency, division, or candidate for which you are working.
- C. Describe the demographics of the clientele of the institution, department, agency, division, or candidate for which you are working. For example: If you are working for a congresswoman from TX’s sixth district, then you would describe the constituents in that district. If you are working for the Food and Drug administration, then you will discuss the companies that the FDA oversees.
- D. Describe the political climate of the area—including voting data (historical and contemporary), notable political office holders, and other salient facts. This might include the city, county, district, or state in which you are working.

### **Intern Essay II: Administration and Organization Due: 3-4**

- A. Describe the positions that comprise “top management” of the institution, department, agency, or division to which you have been assigned for your internship. Such positions might include superintendent, director, executive, assistants, supervisors, chiefs, etc. If you are working for a county chair of a Political Party, your top management officials are leaders of the state party. If you are working for a small department in the city, county, or state, then you may have to look at the organizational flowchart of the entire city.
- B. Using appropriate software, create an organizational flowchart of your institution, department, agency, division, or candidate’s organization.
- C. In short paragraphs, describe the objective or function of each of the departments.
- D. Describe how your department or supervisor fits into the organizational scheme of things. In particular, you should describe how your department or supervisor contributes to the overall objectives of the institution, department, agency, division, or candidate for which you are working.

## **Assignment Supplements and Examples**

Below are some examples of reference categories and respective model references with the proper elements included. Should you desire information beyond the examples, you are to refer to the Publication Manual of the American Psychological Association. Students should use parenthetical notation to cite their sources within their essays.

### **Guidelines for Reference Citation**

#### **Periodicals:**

Justice, J. H. (1992). The impact of crime on American society. Journal of Criminal Justice, 48, 14-30.

#### **Newspaper Article (No Author):**

Unemployment: The essence of crime. (1990, December 5). The Houston Chronicle, pp. A1,A25.

#### **Books:**

Bernstein, T. M.(1965). The careful writer: A modern guide to English usage (2<sup>nd</sup> ed.). New York: Atheneum.

#### **Technical and Research Reports:**

Birney, A. J. & Hall, M. M..(1990). Early identification of children with behavioral problems. (Report No. 81-1502). Washington, D.C.: National Education Association.

#### **Published Proceedings of Meetings and Symposia:**

Thumin, F. J., Craddick, R. A. & Barclay, A. G. (1973). Meanings and compatibility of a proposed gang name. Proceedings of the 81<sup>st</sup> Annual Convention of the American Psychological Association, 8, 835-836.

#### **Television Broadcast:**

Crystal, L. (Executive Producer). (1993, October 11). The MacNeil/Lehrer news hour. New York and Washington, D.C.: Public Broadcasting Service.

#### **On-line Sources:**

Federal Bureau of Investigation. (1993, March 4). [On-line]. Availability: <http://www.FBI.gov>.

Intern Time Sheet  
Political Science Department

[illegible]

\*You may not have completed your allotted hours by the date you are required to mail this form. If this is the case, fill in the dates and hours you will work to complete your required time—put an asterisk by these dates.

Intern Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

After completing this sheet, please make a copy for yourself. Then, mail (or hand in) the completed and signed original to Mike Yawn along with any other forms that are required (e.g., evaluations). For the mid-term, they should be hand-submitted or postmarked by March 5. For the final, they should be hand-submitted or postmarked by May 4.



## ENUMERATIVE STATISTICS COMPILED BY STUDENT\*

This is due for the final only, but please review and update through the semester. To the best of your knowledge, approximate the number of times you experienced any or all of the following:

<u>Experiences</u>	<u>Number of Times</u>
1. Conferences or formal discussions with your Supervisor.	( )
2. Attendance at Agency Staff Meeting.	( )
3. Visits to other agencies in the community.	( )
4. Visits to other facilities administered by the Internship Agency.	( )
5. Discussions with the Agency Director, Executive, or Chief of Staff (not your direct supervisor).	( )
6. Introductions to elected officials.	( )
7. Observation of client or constituent groups.	( )
8. Accompanied a member of the agency staff on a professional assignment.	( )
9. Home visit to an agency client's home.	( )
10. Attendance at a special event or function.	( )
11. Others (Please identify)	( )
_____	( )
_____	( )
_____	( )

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

Were you offered employment as a result of the internship? Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is yes, do you intend to accept this position? Yes \_\_\_\_\_ No \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Attach this page to your final time sheet and return in envelope.