Internships in Political Science and Public Policy

University at Albany Fall 2016
POS 390/ PAD 498 (3 credits)
Wednesday 5:45-8:35

Patrick Gunty
Undergraduate Internship Coordinator
PGunty@albany.edu
Office Hours: Humanities B16
Tues: 10-5   Wed: 10-5   Thurs: 9-3

Course Overview
This course offers students the opportunity to integrate theoretical concepts related to politics, public administration, and organizations with practical experience in political, public sector and administrative institutions. This course seeks both to enhance the education value of the internship and to make it a springboard for a successful career. The course has four major components:

✓ Skill Development
  o The ability to communicate clearly is an essential aspect of nearly every job. Consequently, students will make a presentation and learn how to interact in class groups in order to facilitate problem solving.

✓ Careers
  o The course will identify a broad range of political and public policy career options and help students to identify the types of jobs that best match their personal style and interests. In addition, students will better understand the role the student’s internship organization plays in the larger political, social, economic, and administrative realms as well as the student’s individual role in the organization.

✓ Employment Strategies
  o There will be opportunities to discuss different career paths and perspectives from professionals in different fields as you move towards completing your undergraduate degree.

✓ School to Work Connection
  o Relate the theoretical concepts discussed in the student’s coursework to a non-academic organizational setting.

Required Reading
All students are required to purchase the text listed below. The book has been ordered at the University Bookstore, Mary Jane’s and is available online.


Format
The course as a whole is flexible and highly interactive in nature. Students are encouraged to raise questions about any issue that is relevant to their internship or their careers. If you are having difficulty with the class, internship or anything, please contact Patrick as soon as possible. He can work with you to overcome any difficulties or challenges.

Attendance
The initial class meetings are designed to both integrate a student’s internship experience with their coursework at UAlbany and to help students acclimate themselves in the first few weeks of their internships. Consequently, attendance is required. **If you are unable to attend class, please let me know in advance.**
Assignments

Students are required to complete several written projects and make a presentation at the end of the semester on their internship experience. Assignments must be typed (double spaced and 12 point font) and will be submitted online via Blackboard. All other assignments will be judged in preparation for career purposes. Please review your spelling, grammar, and formatting.

Internship Experience: Students are required to complete a minimum of 140 hours at their internship sites. This is roughly 10 hours/week for the duration of the semester. An internship placement is a required component of this course; students who have not found a placement prior to our third class meeting must drop the class.

Forms: There are four required forms associated with the internship course. All forms will be completed online at Handshake or BlackBoard.
1. Student Created Experience Form: Complete experience once outcome is approved by filling out information about recent internship (See tutorial on BlackBoard).
2. Student Hour Log: Attach your excel spreadsheet hour log to the Experience page on Handshake (See tutorial on Blackboard)
3. Student Final Evaluation: Complete online evaluation form from Handshake on or before the last day of class (See tutorial on BlackBoard).
4. Supervisor Final Evaluation: Have your supervisor complete an online evaluation on Handshake on or before the last day of class. Evaluations will be sent directly to your supervisors email near the end of the semester.
5. Resume: In addition to the evaluations and forms, you will be required to submit an updated resume with your new internship experience added for feedback. Please check the schedule for the due date.
6. Career Events: Each student will be required to attend two career related events and be able to prove that they attended. Possible events include:
   a) Other guest speakers – Professor Hildreth’s Class/Lunch (See Attached Schedule)
   b) Handshake events/employer information sessions
   c) Professional Development events
   d) Networking events
   e) Career Fair (September 28th from 12:00pm-5:00pm)
   f) Other ideas approved by Patrick

Writing Assignments

1. Pre-Class Guest Speaker Question Submissions:
   • Each submission will consist of two questions posed to the guest speaker coming to the class. You should identify one question that you would like the presenter to incorporate into their presentation and the second question will identify what you plan to ask the speaker during class.
   • Submissions are due the Friday before class by 11:59pm. These questions will be the basis for our question and answer session and will give the speaker an idea of what the class discussion will focus on. If you do not submit questions, you must ask a question during class to receive credit.
   **NO LATE QUESTIONS WILL BE ACCEPTED**
   • Questions must be submitted on Blackboard AND posted on the Anonymous discussion board (this way questions are repeated).
   • Please see Blackboard for specific instructions.
2. **Personal Vision Statement:** The student will write a 1-2 page personal vision statement that describes your expectations and concerns about your internship. If you have already completed your internship over the summer then try to think back to before you started. This assignment is intended to help you think through what you hope to gain from your internship experience both on a professional and a personal level. **Personal Vision Statements are due in class at our 2nd meeting (September 14th).**

3. **Weekly Blackboard Posts/Reading Questions:** In addition to your Personal Vision Statement, a post from each chapter of the course readings will be required. This will help you analyze, discuss, reflect, and present on your internship experience related to the book. **You are required to post one post per chapter.** Each post should answer the following questions in **essay format** regarding the textbook readings:
   a. 1) Why was this tip helpful?
   b. 2) Is/Was this applicable to your current internship experience?
   c. 3) How does knowing this affect your future career goals and path?
   You will come to find as the semester goes on that they will be an invaluable tool not only as you progress through the internship experience but will be very useful as you prepare your final presentations for the last day of class.

4. **Response to Personal Vision Statement:** At the end of your internship experience, write a 3-4 page response to the Personal Vision Statement and journals you created throughout the course. This response should summarize and contrast your internship experience with your Personal Vision Statement. Use this assignment to explore how your expectations and concerns have evolved over the course of your internship. How did your internship change your views of the organization, clients-customers-citizens, mission, etc.? Has your internship experience been congruent with what you envisioned or has it evolved into something else? Make sure to incorporate information you learned from class, readings, discussion posts and guest speakers. **This response is due on December 12th, 2016.**

5. **Presentation:** Students will be standing up in front of the class and giving a short presentation based on a summary and reflection of their internship experience. **Students will give their presentation on the last day that we meet at the end of the semester.** The presentation should answer the broad questions, “What did you do on your internship? What did you learn that is important to you for your career?” **The requirements of the presentation assignment will be distributed later in the semester.**

**Grades**

Students will receive a grade of S or U for the course. **Students must receive a grade of 75 or above in order to receive a satisfactory grade.** All grades are also contingent upon the successful completion of internship requirements with a satisfactory review from your internship site.

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<thead>
<tr>
<th>Attendance and Participation:</th>
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<tbody>
<tr>
<td>Discussion Posts:</td>
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<tr>
<td>Guest Speaker Questions:</td>
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<td>Career Events:</td>
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<td>Handshake Forms/Hour Log:</td>
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<td>Personal Vision Statement:</td>
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**Office Hours**
Patrick’s office hours can be found at the top of the syllabus and by appointment. Please email to confirm he is available.

**Extra Credit**

Extra Credit is available for students to receive bonus points. This can include extra assignments, bringing a friend to class or information interviewing. If seeking extra credit, please ask Patrick for more information.

**Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Topics</th>
<th>Assignments Due</th>
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<tbody>
<tr>
<td>August 31(^{st})</td>
<td>Introductions, syllabus review, preview of student internships and joining/using <em>Handshake</em></td>
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| September 14\(^{th}\) | Creating resumes and cover letters                                             | • Personal Vision Statement  
• Pollack, Introduction, Ch. 1 & 2  
• Blackboard Post  
• Bring a Hard Copy of Current Resume to class |
| September 28\(^{th}\) | Career Guest Speaker: Matthew Guinane Civil Service                           | • Pollack, Ch. 3 & 4  
• Blackboard Post  
• *After this class, points will be deducted for late Handshake Experiences.* |
| October 5\(^{th}\) | Career Guest Speaker: Jessica Lewis Interviewing                              | • 2 questions for guest speaker due Monday, February 29th before 5 pm  
• Pollack, Ch. 5 & 6  
• Blackboard Post |
| October 26\(^{th}\) | Career Guest Speaker: Dyana Warnock and Sheena Loughlin Graduate School       | • 2 questions for guest speakers due Monday, March 21 before 5 pm  
• Pollack, Ch. 7 & 8  
• Blackboard Post |
| November 9\(^{th}\)  | Career Guest Speaker: Alex Pena Law School                                     | • 2 questions for guest speakers due Monday, April 4 before 5 pm  
• Pollack, Ch. 9 & 10  
• Blackboard Post |
| November 30\(^{th}\) | Career Guest Speaker: Joe Popcun Networking                                    | • 2 questions for guest speakers due Monday 18th before 5 pm  
• Resume, which should include your internship |
| December 7\(^{th}\)  | Class presentations                                                            | • Presentation  
• Response to Personal Vision Statement- *Due December 12th*  
• Student Final Evaluation- *Due December 12th*  
• Supervisor Final Evaluation- *Due December 12th* |
Instructions for using the Handshake:

**To Activate:**
Step 1: Visit https://albany.joinhandshake.com/login

Step 2: Click “Need an Account?” > Select Student/Alumni

Step 3: Confirm your Handshake account through the email account you provided (you need to use your UAlbany email to sign up) and follow the friendly pop-up model to complete your profile. Note: your education, work experience, extracurricular, projects, and skills can be completed later. By uploading your résumé most of this information will be auto-filled by Handshake. Click on Applications under Explore from the left menu column to upload your documents.

Step 4: After you have your résumé approved by the Career Office you can add the information to your profile. At the Handshake homepage select View Your Profile in the left menu and then select the Documents tab. Select Build Profile from Résumé in order to have the data from your résumé parsed. Once your résumé has been parsed select View Parsed Data. On the left side next to all your information you can select Add to Profile in order to populate those fields in your profile.

**To Register Internship/Add Experience:**
Step 1: At the Handshake homepage, on the left hand side, go to the Engage column and click on “Experiences.” On the upper right hand corner, click on “Report an Experience”

Step 2: Fill out all the fields in the “New Experience” form including your Student Information, Employer, Job, Supervisor, and General Information. Please ensure that you fill the “Term” at the top part of this form since this will indicate to us which time of year you are completing this internship. Press “Create Experience.”

Step 3: Wait 1-2 business days for your Experience to be updated by the Career Office. Your “Experience” status will be updated to “Ongoing.”

Step 4: While you are participating in your internship you should be logging your hours through the excel spreadsheet provided by the Career Office that corresponds with the semester that you are completing your internship. (http://www.albany.edu/rockefeller/career_internships.shtml). At the end of your internship you will need to attach a copy of the spreadsheet to the Experience that has been signed by you and your supervisor.

Step 5: Complete a final evaluation of your internship experience and have your supervisor complete a final evaluation of you. Student evaluations can be found under the evaluations tab, and supervisor’s evaluations will be sent out one month prior to the due date. It is important that you follow up with your supervisor about completing the evaluations as you will not be able to see their evaluation on Handshake. Below are the due dates for submitting all materials. Late submission will not be accepted.
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<td>YES</td>
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<td>Nonprofit Management</td>
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<td>Professional Development</td>
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<td>YES</td>
<td>Campaign</td>
<td>Mike Murphy</td>
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<td>YES</td>
<td>Liquor Authority Attorney</td>
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<td>Lobbying</td>
<td>Marcy Savage</td>
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<td>NYC DA</td>
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<td>Finance Law</td>
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