POS 338/PUB 498  
Internships in Political Science and Public Affairs  
Spring 2010 Syllabus

**COURSE INFORMATION**

Location: Education 021  
Day: Mondays (see attached schedule for specific dates)  
Meeting Time: 2:45-5:35

**INSTRUCTOR AND CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Patrick Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail</td>
<td><a href="mailto:patrick.smth@gmail.com">patrick.smth@gmail.com</a></td>
</tr>
<tr>
<td>Phone</td>
<td>442-3112</td>
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<tr>
<td>Office</td>
<td>Contact Office HU-016</td>
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<tr>
<td>Office Hours</td>
<td>Monday 10-2, Tuesday, 10-2, Friday 10-1, and by appointment</td>
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</tbody>
</table>

**Course Overview**

POS 338/PUB 498 offers students the opportunity to integrate theoretical concepts related to politics, public administration, and organizations with practical experience and skills necessary in political 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.

**Course Objectives**

By the conclusion of the course, students should be able to:

- Experience and understand fundamental financial, human resource, information management, and mission and strategy processes as they function within the internship organization.
- For students with an interest in the law and the legal field, there will be an opportunity to meet with and discuss the career path from your undergraduate degree to law school and forward into the legal practice.
- 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.
- Relate the theoretical concepts discussed in the student’s coursework to a non-academic organizational setting.

**Course Requirements and Assignments**

*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. The final evaluation by the site supervisor will confirm student attendance.

*Forms:* There are six forms associated with the internship course. These forms are available on our Blackboard course page. Please be sure to keep a copy of each form for yourself.

1. **Internship Pre-Approval Form.** Before completing a formal Internship Placement Contract, the student must first make sure that the internship is approved. This can be done either by submitting a copy of the internship listing on the Rockefeller College Simplicity site or by completing the Internship Pre-Approval Form. At the latest, it may be handed in Friday **February 12th**. Electronic copies will not be accepted.

2. **Internship Placement Contract:** A hard copy of this form must be signed by the student and his/her supervisor and turned in to the course instructor as soon as possible, preferably
prior to beginning the internship. At the latest, it may be handed in Friday February 12th. Electronic copies will not be accepted.

3. **Work Learning Agreement:** A hard copy of this form should be completed and turned in by Friday February 12th. Electronic copies will not be accepted. This is required for students participating in internships during the spring semester. Students who have already completed their internships are exempt from completing this form.

4. **Student Final Evaluation:** A hard copy of this form must be completed by or before the last class meeting in which you give your internship presentations. You may return the form to HU B16. The administrative assistant will stamp the form with the date and place it in my mail folder. Electronic copies will not be accepted.

5. **Supervisor Final Evaluation:** A hard copy of this form must be completed by or before the last class meeting in which you give your internship presentations. You may return the form to HU B16 or your supervisor may fax it to Milne Hall (the fax number is noted on the form). Electronic copies will not be accepted as this form must be signed. A scanned copy e-mailed to me will suffice.

6. **Resume**

7. **Simplicity:** All students are asked to register for the Rockefeller Career Services online job listing site. Simplicity allows you to post your resume and cover letter and use those documents to apply directly for internships and jobs that you are interested. We will review the site as part of our initial class meetings so that students become familiar with how to log in and use the site.

**Class Meetings:** This class will meet 8 times throughout the course of the semester (please see attached schedule for meeting dates, due dates, and a rough listing of class activities.). These meetings are divided into 3 segments, each of which focuses on different aspects of the internship experience.

- **Getting Connected/From the Classroom to the Workplace (Sessions 1/2)** The first two sessions will focus on getting you connected to your internship and getting all of the paperwork in order. You will work on your resume and a personal vision statement, aligning your professional work goals with those of your organization. In the second class we will also spend time discussing the relationship between knowledge gained in the classroom and its relevance/application in the workplace. Using readings from your prior class work this class seeks to bridge your internship experiences to other academic exercises in your degree program.

- **What do political and policy leaders/researchers say? (Sessions 3-7)** For each of these four classes, you will meet with a senior policy leader from New York State government to explore four key dimensions of professional work in the public service. There will also be a session where a member of the Legal community (a practicing attorney or other member of the bar association) will be on hand to discuss life in law school, legal careers, and their personal experiences. Prior to each session, you will read one or two focusing articles and respond to focus question using the class Blackboard system. The class with the senior official will be a question and answer session focused on the issues that you have raised on the Blackboard segments. The five perspectives on professional internships will be:

  1. Human Resources.
  2. Financial Management and Budgeting.
  3. Information Management.
  4. Mission and Strategy
V. Law School and Legal Careers

- **What do you say? (Session 8)** The eighth and final class will focus on Presentations and Reflections from members of the class. The details of what is expected from this class are presented below and your final presentation notes will become part of your final class portfolio.

**Reading Assignments:** All course readings will be available on Blackboard. Ideas presented in the readings are to be expressed in the Pre-Class Blackboard Submissions. Students are expected to come to class having read the material listed for the class session in the course schedule section of this syllabus and ready to participate actively in discussion and group activities.

**Writing Assignments:** There are five types of writing assignments in this course which will become part of your final course portfolio. Pieces of your portfolio will be turned in and evaluated during the semester, and you will keep all of the pieces to be re-assembled and turned in together as a final class product.

1. **In-Class “Flash Feedback” Forms.** At the beginning of most classes, you will be asked to provide some fast feedback on your current internship experience. These fast written exercises will raise issues and pose questions relating to an effective internship experience. We will take time in each class to respond to issues that you raise in these fast feedback sessions. The “Flash Feedback” forms will be collected and returned to you at typically the next class. All of your Flash Feedback forms will become part of your final class portfolio.

2. **Pre-Class Blackboard Submissions:**
   - There are a total of 5 classes which require a Blackboard submission prior to class (please see due dates on the attached schedule).
   - Each submission will consist of two questions posed to the senior policy maker or manager who will be coming to the class. These questions should be grounded in your internship experience, and should relate to the assigned readings, as possible.
   - Each submission should focus on issues arising out of your internship experience and should seek to incorporate the ideas presented in the assigned readings. Responses should demonstrate critical thought.
   - Submissions are due the Monday before class, by 5 o’clock pm. These questions will be the basis for our question and answer and will give the speaker an idea of what the class discussion will focus on.

3. **Post-Class Blackboard Submissions:**
   - There are a total of 5 classes which require a Blackboard submission after class (please see due dates on the attached schedule). These submissions correspond with the same classes for which you are doing a Pre-Class Blackboard Submissions.
   - Each submission should be a reflection on the ideas discussed in class with a special emphasis on the questions that you raised in the pre-class Blackboard submission. In addition, your response should compare and contrast to other thoughts and points of view discussed in class.

4. **Personal Vision Statement:** The student will write a 1-2 page personal vision statement that describes your expectations and concerns about your internship. 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. For those of you who have already completed your internship, you may use this assignment to retrospectively examine what your expectations and
concerns were prior to completing your internship. **Personal Vision Statements are due February 8th in class.** In addition to your Personal Vision Statement, it is strongly recommended that you keep a daily journal of your internship experience. This will help you analyze, discuss, reflect, and present on your internship experience. These journals will not be graded or collected but 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 classes.

5. **Response to Personal Vision Statement:** At the end of your internship experience, write a 2-4 page response to the Personal Vision Statement you created at the outset of 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? Entries from your internship journal in whole or in part may be submitted as part of your final internship portfolio. This response is due as part of your internship portfolio on May 10th.

**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 May 3rd.** This brief presentation will have the format of an “elevator talk”, that is a very brief presentation of what you have been up to in your internship as you might tell someone who asked as you ride the elevator up to the 35th floor. 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?” (Imagine that your favorite uncle or one of your grandparents were to ask you these questions at a family gathering or summer barbeque). The requirements of the presentation assignment are detailed below.

1. **Introduction:** Students should begin their presentation by giving a brief introduction. The introduction should include:
   a. The student should introduce themselves by name and the organization at which they are interning.
   b. Students should briefly describe their duties and projects.

2. **Personal Vision:**
   a. Students should summarize their first Personal Vision Statement
   b. An overview of their Response to Personal Vision Statement should be presented.

3. **Presentation Time Limit:** You will have approximately 5 minutes to talk (the exact amount of time will depend on the size of the class). We will try to leave some time for discussion. More details on presentation format will be forthcoming.

4. **Professionalism:** The presentation is short, but you must be prepared. I do not want you to just stand up and talk for 5 minutes. I expect your thoughts to be clear, organized, and presented in a way that everyone can follow and understand. You have only 5 minutes to present. Choose the words and phrases you use to convey your information carefully. While the presentation is only 5 minutes long, you will need to practice your talk prior to giving the presentation in class.
   a. Dress professionally. You do not have to go out and buy a suit, just wear something that you already own that makes you look professional. Wearing jeans or athletic clothing would not be considered professional.
b. Address the audience in a professional manner. Consider things such as eye contact, voice projection, etc.
c. Standing up and reading from note cards is not good presentation practice. You may use note cards, but use them sparingly.

**COURSE POLICIES**

**Attendance and Participation:** Attendance at all classroom and Blackboard sessions is required to get credit for the course. This means you should be present for the full class meeting for all in-class sessions and you must meet the participating requirements for all Blackboard sessions (as indicated in the Course Requirements and Assignments section above). Class will be cancelled only in the event of an emergency or if the University suspends classes.

**Academic Integrity:** Academic dishonesty will not be tolerated. This includes, but is not limited to, plagiarism, cheating, forgery, multiple submissions, and any other forms of academic dishonesty. Violations of the University’s policies on academic integrity will result in a report of the incident, academic sanctions, and potential judicial action. You may review the University’s policies on academic integrity in the Undergraduate Bulletin.

As a reminder, please remember to pay particular attention to the use of references and sources when you are writing. You must acknowledge the ideas and words of others through proper citations, quotations, and references. It is considered plagiarism if you fail to acknowledge other’s ideas and words. Please use the American Psychological Association (APA) style for formatting in-text citations and bibliographic references. You will find a guide to citations and formatting on the University Library’s website. If you have any questions about the proper use of citations during the semester, please get in touch with me.

**Assignments, Deadlines and Grading:** Students are expected to complete all course requirements and assignments by the deadlines stated in the course schedule portion of the syllabus. Completion of all course assignments is required to receive credit for the course. Late assignments will be penalized. Written assignments should be typed in 11-12 point font using 1” margins. Blackboard assignments are to be submitted to the instructors electronically and all other assignments should be handed in hard copy on the class dates they are due. Please remember to review the writing and presentation guidelines provided in class.

Written assignments will be graded based on presentation and content according to the following criteria.

- **Coherence:** Is the paper well-written, articulate, and accurate?
- **Critical Analysis:** Does the paper address the requirements of the assignment?
- **Creativity:** Does the paper develop innovative perspectives and synthesize original insights?
- **Competence:** Is the paper free of spelling, grammatical, editing, and typographical errors? Has all source material been properly attributed through the use of in-text citations and a list of references? Does the paper conform to space and formatting specifications?

Your presentation will be graded based on presentation and content based on the following criteria.

- **Coherence:** Is the structure of the presentation clear and easy to follow? Does the presenter use words and phrases that effectively convey information?
• **Content:** Is the content appropriate for a 5-minute presentation? Does the presentation meet the requirements of the assignment?

• **Professionalism:** Is the presenter dressed appropriately? Does the presenter use professional language? Does the presenter make eye contact with the audience? Does the presenter speak at an appropriate volume and speed? Does the presentation meet the time requirements?

This course is an S/U graded class. An S is equivalent to a 70 or higher and indicates a grade of satisfactory. A U is equivalent to a grade less than 70 and indicates a grade of unsatisfactory. Your final grade for the module will be computed using the following formula:

\[
\text{Final Grade} = (\text{Pass or Fail Grade}) \times (\text{Average Grade on Portfolio Assignments}) + (\text{or} -) \text{ Grade adjustment from quality of your class participation (up to 10% of overall grade)}
\]

The Pass or Fail Grade varies from zero to one. One half of the weight of the pass/fail portion of your grade is made up from the assignments that you complete and turn in (or present) and the other one half from attendance at the various course meetings and sessions. The required components are shown below.

**Components of “Pass Fail” portion of your grade**
1. Attendance at all regularly scheduled class sessions.
2. Participation in Blackboard Postings (Pre and Post Class)
3. Turn in 5 required forms on time
4. Turn in “Flash Feedback” and comment Forms

**Components of the graded portion of your work**
1. Personal Vision Statement (25%)
2. Response to Personal Vision Statement (25%)
3. Class Presentation (with any associated materials) (25%)
4. Completeness of Material in your final Internship Portfolio (25%)

**Electronic Devices and Class Meetings:** Cell phones, pagers, laptops and all other electronic devices are to be turned off and stowed during class. In addition, please do not address personal needs (phone calls, drinks, bathroom, etc.) during class. It is expected that you take care of such needs prior to the class meeting or at the break. Class meetings will begin promptly at 2:45. It is expected that you be on time.

**Communications Inside and Outside of Class:** The student is responsible for all communications made during our class meetings as well as via Blackboard or e-mail. As this course does not meet weekly, periodically, I will find it necessary to convey information to the class outside of our in-class sessions. In general, I will post any class announcements on Blackboard and I will also utilize the class e-mail function on MyUAlbany (this allows the instructor to send an e-mail to all students registered for the course). Please verify that your University e-mail address is working and be sure to check this e-mail account as well as Blackboard for any announcements I make. **I recommend and make it a requirement of this course for you to include in your Blackboard profile the**
primary e-mail address that you use and a picture of yourself so that I as well as the rest of the class may become better acquainted with you by name.

Designation Accommodations: Class policy for disability accommodations is in accordance with the Statement of Reasonable Accommodation Policy in Response to The Americans with Disabilities Act set forth by the Division of Student Success at the University at Albany. This policy states, “reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive, learning and psychiatric disabilities. If you believe you have a disability requiring accommodation in this class, please notify the Director of the Disability Resource Center (Campus Center 137, 442-5490). That office will provide the course instructor with verification of your disability, and will recommend appropriate accommodations.” You may access this policy on the University at Albany Disability Resource Center’s website.

Attachments to the Syllabus:

1. Spring 2010 Schedule of Classes, Topics, and Assignments
2. Student Data Sheet
**POS 338/PUB 498**

**Internships in Political Science and Public Affairs**

*PLEASE COMPLETE THIS QUESTIONNAIRE AND RETURN IT TODAY.*

This information will help us reach you with news and updates about the course.

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>E-mail address:</td>
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<td>Home Phone #:</td>
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<td>Home Address:</td>
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<tr>
<td>Current Academic Program at University at Albany:</td>
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<td>Other courses that you are enrolled in this semester</td>
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| Do you require an alternative mode of instruction to accommodate a physical or learning disability?  
  If so, please explain: |
| Prior Public Service Employment Experience (if applicable):  
  Where: |
|  From, until, |
| (Continue on back if necessary) |
Internships in Political Science and Public Affairs  
Spring 2010 Schedule of Classes, Topics, and Assignments

<table>
<thead>
<tr>
<th>DATE</th>
<th>MEETING TYPE AND TOPIC</th>
<th>ASSIGNMENTS AND READINGS DUE</th>
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<tbody>
<tr>
<td></td>
<td>review of class requirements, workshop on getting connected.</td>
<td>B. Resume</td>
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<td>Flash Feedback session, workshop on getting connected, Q &amp; A</td>
<td>C. Internship Pre-Approval (or Simplicity printout)</td>
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<td>on all remaining class requirements.</td>
<td>D. Internship Placement Contract</td>
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<tr>
<td>Monday February 1st</td>
<td>No Class</td>
<td>E. 4. Work Learning Agreement</td>
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<tr>
<td>Monday February 8th</td>
<td>2. <strong>From the Classroom to the Workplace.</strong> Flash Feedback</td>
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<td></td>
<td>Session. Small group work on perspectives from core classes,</td>
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<td>plenary discussion of issues from academic perspectives,</td>
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<td>preview of next four classes and Blackboard assignments.</td>
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<tr>
<td>Monday February 15th</td>
<td>No Class</td>
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<td>Monday February 22nd</td>
<td>3. <strong>Human Resources.</strong> Flash Feedback Session. Q&amp;A with</td>
<td>Due: Pre-Class Blackboard Submission due by 5 PM on 2/15.</td>
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<td>policy and management professionals.</td>
<td>Corresponding reading materials will be posted on Blackboard.</td>
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<tr>
<td>Monday March 1st</td>
<td>No Class</td>
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<tr>
<td>Monday March 8th</td>
<td>4. <strong>Financial Management &amp; Budgeting.</strong> Flash Feedback</td>
<td>Due: Pre-Class Blackboard Submission due by 5 PM on 3/1.</td>
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<td>Session. Q&amp;A with policy and management professionals.</td>
<td>Post BB Submission-Human Resources</td>
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<td>Corresponding reading materials will be posted on Blackboard.</td>
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<td>Date</td>
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<tr>
<td>Monday March 15th</td>
<td>No Class</td>
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<tr>
<td>Monday March 22nd</td>
<td>5. <strong>Information Management.</strong> Flash Feedback Session. Q&amp;A with policy and management professionals.</td>
<td><strong>Due:</strong> Pre-Class Blackboard Submission due by 5 PM on 3/15. Post BB Submission-Finance. Corresponding reading materials will be posted on Blackboard at least a week prior to class.</td>
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<tr>
<td>Monday March 29th</td>
<td>No Class-Spring Break</td>
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<tr>
<td>Monday April 5th</td>
<td>No Class-Spring Break</td>
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<tr>
<td>Monday April 12th</td>
<td>6. <strong>Mission &amp; Strategy.</strong> Flash Feedback Session. Q&amp;A with policy and management professionals.</td>
<td><strong>Due:</strong> Pre-Class Blackboard Submission due by 5 PM on 4/6. Post BB Submission-Information Mgt. Corresponding reading materials will be posted on Blackboard.</td>
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<tr>
<td>Monday April 19th</td>
<td>No Class</td>
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<td>Monday April 26th</td>
<td>7. <strong>Law School and the Legal Profession.</strong> Flash Feedback Session. Q&amp;A with policy and management professionals.</td>
<td><strong>Due:</strong> Post-BB submission on Mission/Strategy</td>
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</tbody>
</table>
| Monday May 3rd      | **Short Presentations by Members of the Class.** All Portfolios Due by 5 PM on May 10th.    | **Due:** A. Response to Personal Vision Statement  
B. Student Final Evaluation  
C. Supervisor Final Evaluation  
D. Post BB Submission-Legal |