Internships in Political Science and Public Policy

University at Albany Spring 2014
POS 390/ PAD 498 (3 credits)
Fine Arts 114
Monday, 2:45 - 5:00 PM

Jonathan Richardson
Undergraduate Internship Coordinator
JJRichardson@albany.edu
Office Hours: Humanities B16
Mondays 12pm-2pm, Tuesdays 2-4 pm and by appointment

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 Jonathan 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 course work 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 submitted at the beginning of the class in which they are due. They will be submitted online via Blackboard. All other assignments will be judged in preparation for career purposes. Please review your spelling, grammar, and format.

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 six required forms associated with the internship course. Please be sure to keep a copy of each form for yourself. All forms should be scanned and submitted in **PDF format**.

1. **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. Please try to submit the form **by the 2nd class meeting**.
2. **Work Learning Agreement**: A hard copy of this form should be completed and turned in as soon as possible. Please aim for **by the 2nd class meeting as well**.
3. **Internship Log**: Each student must document the completion of a minimum of 140 hours at your internship site. Logs must be signed by your supervisor and handed in before the **last class meeting**.
4. **Student Final Evaluation**: A hard copy of this form must be completed by or before the **last class meeting**.
5. **Supervisor Final Evaluation**: A hard copy of this form must be completed by or before the **last class meeting**. You may return the form or your supervisor may fax it to Milne Hall (the fax number is noted on the form). A **signed scanned copy must be submitted**!
6. **Resume**: In addition to the forms, you will be required to submit an updated resume with your new internship experience added for feedback. Please check the syllabus for the due date.
7. **RockefellerCareers**: All students are required to register for the Rockefeller Career Services online job listing site. RockefellerCareers allows you to post your resume and cover letter and use those documents to apply directly for internships and jobs that you are interested in. 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. You must register for an account prior to our last class to receive credit.

Writing Assignments:

1. **Pre-Class Guest Speaker Question Submissions:**
   - Several classes will require an email submission prior to class (**please see assignment due dates on the attached schedule**).
   - 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 Wednesday before class by 5pm. 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 & posted on the Anonymous discussion board.
2. **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. **Personal Vision Statements are due in class at our 2nd meeting.**

3. **Weekly Blackboard Posts/Reading Questions:** In addition to your Personal Vision Statement, a post about the course readings and internship experiences will be required. This will help you analyze, discuss, reflect, and present on your internship experience. 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 May 11, 2015.**

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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<tr>
<th>Attendance and Participation:</th>
<th>15%</th>
<th>Personal Vision Statement:</th>
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<tbody>
<tr>
<td>Discussion Posts:</td>
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<td>Response to Personal Vision:</td>
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<tr>
<td>Guest Speaker Questions:</td>
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<td>Internship Forms:</td>
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<td>Resume</td>
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**Office Hours**

Jonathan’s office hours will be Mondays 12pm-2pm, Tuesdays 2-4 pm and by appointment in Humanities B16. **Please email to confirm he is available.**
## Schedule

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<tr>
<th>Date</th>
<th>Class Topics</th>
<th>Assignments Due</th>
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<tbody>
<tr>
<td>January 26</td>
<td>Introductions, syllabus review, preview of student internships</td>
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| February 2 | SNOW DAY!                                                                    | • *Internship Placement Contract-ASAP*  
• *Work Learning Agreement-ASAP*  
• Personal Vision Statement |
| February 9*| Creating resumes, cover letters and joining *RockefellerCareers*             | • Pollack, Introduction, Ch. 1 & 2  
• Blackboard Post  
• Hard Copy of Current Resume |
| February 23*| Careers Trivia – How to Find a Job  
Interviewing  
Informational Interviews  
Networking       | • 2 questions for about networking due Wednesday February 18 before 5 pm  
• Pollack, Ch. 3 & 4  
• Blackboard Post |
| March 9*   | Graduate School information  
Guest Speaker: Kara Pangburn, Director of Recruitment and Graduate Admissions | • 2 questions for guest speaker due Wednesday March 4 before 5 pm  
• Pollack, Ch. 5 & 6  
• Blackboard Post |
| March 23** | Career Guest Speaker: TBA                                                    | • 2 questions for guest speakers due Wednesday March 18 before 5 pm  
• Pollack, Ch. 7 & 8  
• Blackboard Post |
| April 6**  | Career Guest Speaker: TBA                                                    | • 2 questions for guest speakers due April 1 before 5 pm  
• Pollack, Ch. 9 & 10  
• Blackboard Post |
| April 20** | Career Guest Speaker: TBA                                                    | • 2 questions for guest speaker due April 15 before 5 pm  
• Resume, which should include your internship |
| May 4      | Class presentations                                                         | • Presentation  
• Response to Personal Vision Statement-*Due May 11*  
• Student Final Evaluation  
• Supervisor Final Evaluation  
• Internship Log |

*Open to the public.

**Open to the public. You may substitute these classes for other career related speakers events held by Rockefeller College, but they must be approved by Jonathan.

**Extra Credit:**
Extra Credit is available for students to receive bonus points. This can include extra assignments, attending career related events, bringing a friend to class or information interviewing. If seeking extra credit, please ask Jonathan for more information.