

Internships in Political Science and Public Policy

University at Albany Fall 2015
POS 390/ PAD 498 (3 credits)

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Fine Arts 114
Monday, 2:45 - 5:00 PM

Office Hours: Humanities B16
Mondays 12-2:30pm, Tuesdays - Thursday
10am-2pm 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**
 - 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**
 - 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**
 - 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**
 - 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.

Pollack, Lindsay, Getting from College to Career: Your Essential Guide to Succeeding in the Real World, 2nd Edition. HarperBusiness, 2012. ISBN: 9780062069276

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 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 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 Outcome Form:** Complete outcome form by filling out information about recent internship (See tutorial on BlackBoard).
- 2. Student Final Evaluation:** Complete online evaluation form from Handshake *on or before the last day of class* (See tutorial on BlackBoard).
- 3. Supervisor Final Evaluation:** Have your supervisor complete an online evaluation on Handshake *on or before the last day of class*.
- 4. 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.

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.
- 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. 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 21st).**

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:

- 1) Why was this tip helpful?**
- 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 9th 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.

Attendance and Participation:	15%	Personal Vision Statement:	10%
Discussion Posts	10%	Response to Personal Vision:	15%
Guest Speaker Questions:	10%	Presentation:	15%
Internship Forms:	15%	Resume	10%

Office Hours

Patrick’s office hours will be Mondays 12-5pm, Tuesdays 2-4 pm, Wednesdays 10am-12pm, Thursdays 10am-2pm and by appointment. **Please email to confirm he is available.**

Schedule

<i>Date</i>	<i>Class Topics</i>	<i>Assignments Due</i>
August 31	Introductions, syllabus review, preview of student internships	
September 21	Creating resumes, cover letters and joining <i>Handshake</i>	<ul style="list-style-type: none"> • Personal Vision Statement • Pollack, Introduction, Ch. 1 & 2 • Blackboard Post • Hard Copy of Current Resume • 2 questions about networking due Wednesday October 14 before 5 pm
October 5*	Careers Trivia – How to Find a Job	<ul style="list-style-type: none"> • Pollack, Ch. 3 & 4

	Interviewing Informational Interviews Networking	<ul style="list-style-type: none"> • Blackboard Post • <i>After this class, points will be deducted for late outcome forms.</i>
October 19**	Career Guest Speaker: TBA	<ul style="list-style-type: none"> • 2 questions for guest speaker due Wednesday October 14 before 5 pm • Pollack, Ch. 5 & 6 • Blackboard Post
November 2**	Career Guest Speaker: TBA	<ul style="list-style-type: none"> • 2 questions for guest speakers due Wednesday October 28 before 5 pm • Pollack, Ch. 7 & 8 • Blackboard Post
November 16*	Graduate School information Guest Speaker: Kara Pangburn, Director of Recruitment and Graduate Admissions	<ul style="list-style-type: none"> • 2 questions for guest speakers due November 11 before 5 pm • Pollack, Ch. 9 & 10 • Blackboard Post
November 30**	Career Guest Speaker: TBA	<ul style="list-style-type: none"> • Resume, which should include your internship
December 7	Class presentations	<ul style="list-style-type: none"> • Presentation • Response to Personal Vision Statement-<i>Due December 9th</i> • Student Final Evaluation-<i>Due December 9th</i> • Supervisor Final Evaluation-<i>Due December 9th</i>

***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 Patrick.**

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 Patrick for more information.