Internships in Political Science and Public Policy

University at Albany Spring 2017
POS 390/ PAD 498 (3 credits)
Monday 5:45-8:35

Patrick Gunty
Undergraduate Internship Coordinator
PGunty@albany.edu

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 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 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 supervisor's email near the end of the semester. You will not be able to see if your supervisor has completed the evaluation, but it is your responsibility to make sure they complete it.
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. You will not be able to submit this until the end of the semester since you need to have your current internship added. 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) Career Fair (February 21st from 12:00pm-5:00pm)
   b) Other guest speakers – Professor Hildreth’s Class/Lunch (See Attached Schedule)
   c) Handshake events/employer information sessions
   d) Professional Development events
   e) Networking events
   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 Wednesday 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 (February 6th).**

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 May 10th, 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>Category</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Attendance and Participation</td>
<td>10%</td>
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<tr>
<td>Discussion Posts</td>
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<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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<td>Response to Personal Vision</td>
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<td>Presentation</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**

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<tr>
<th>Date</th>
<th>Class Topics</th>
<th>Assignments Due</th>
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<tbody>
<tr>
<td>January 23rd</td>
<td>Introductions, syllabus review, preview of student internships and joining/using Handshake</td>
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<tr>
<td>February 6th</td>
<td>Creating resumes, cover letters, and interviewing</td>
<td>• Personal Vision Statement&lt;br&gt;• Pollack, Introduction, Ch. 1 &amp; 2&lt;br&gt;• Blackboard Post&lt;br&gt;• Bring a Hard Copy of Current Resume to class</td>
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<td>February 13th</td>
<td>Networking Workshop</td>
<td>• Pollack, Ch. 3 &amp; 4&lt;br&gt;• Blackboard Post</td>
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<td>February 27th</td>
<td>Career Guest Speaker: Graduate School</td>
<td>• 2 questions for guest speaker due Wednesday, February 22nd before 11:59 pm&lt;br&gt;• Pollack, Ch. 5 &amp; 6&lt;br&gt;• Blackboard Post&lt;br&gt;<strong>After this class, points will be deducted for late Handshake Experiences.</strong></td>
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<td>March 20th</td>
<td>Career Guest Speaker:</td>
<td>• 2 questions for guest speakers due Wednesday, March 15th before 11:59 pm&lt;br&gt;• Pollack, Ch. 7 &amp; 8&lt;br&gt;• Blackboard Post</td>
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<td>April 3rd</td>
<td>Career Guest Speaker:</td>
<td>• 2 questions for guest speakers due Wednesday, March 4th before 11:59 pm&lt;br&gt;• Pollack, Ch. 9 &amp; 10&lt;br&gt;• Blackboard Post</td>
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<td>April 17th</td>
<td>Career Guest Speaker:</td>
<td>• 2 questions for guest speakers due Wednesday April 12th before 11:59 pm</td>
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<td>April 24th</td>
<td>Career Guest Speaker:</td>
<td>• 2 questions for guest speakers due Wednesday April 12th before 11:59 pm&lt;br&gt;• Resume, which should include your internship</td>
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<td>May 1st</td>
<td>Class presentations</td>
<td>• Presentation&lt;br&gt;• Response to Personal Vision Statement- Due May 10th&lt;br&gt;• Student Final Evaluation- Due May 10th&lt;br&gt;• Supervisor Final Evaluation- Due May 10th&lt;br&gt;• Signed Intern Hours Log- Due May 10th</td>
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**Handshake Instructions**

**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 “Being Approved.” The Career Office will be contacting the supervisor listed on your “Experience” and provide them with a link to review what you have submitted. If everything looks correct to them, the supervisor will approve the experience and the Career Office will move forward with updating your “Experience” status to “Approve.”

**Step 4:** Sit down with Supervisor during the first two weeks of your internship, go over the Student and Supervisor Expectation Form (Appendix A), and have you and your supervisor sign it. Next, attach the signed document under the Attachments section that you can find by clicking the Attachments link on the left side of your Experience Information page. Once you complete this step your internship you are officially approved!

**Step 5:** 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. This hour log will be under “attachments” once yours internship is approved and you can use it to log your hours throughout your experience (http://www.albany.edu/rockefeller/career_internships.shtml). At the end of your internship you will need to reattach a copy of the spreadsheet to the Experience that has been signed by you and your supervisor.

**Step 6:** 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.
Appendix A: Student and Supervisor Expectation Form

Office of Career Development
(phone) 518-442-5253
Rockefeller College of Public Affairs & Policy
(fax) 518-442-5298
135 Western Avenue
Milne Hall, Room 105
Albany, NY 12222

Student and Supervisor Expectation Form

Student Expectations:
The Rockefeller College Office of Career Development strives to develop quality experiential learning and career opportunities for students in the Political Science and Public Administration & Policy departments. In return, students are expected to uphold the following standards:

- Demonstrate the highest level of professional at all times knowing that your behavior reflects that of the College, the University, and their peers.*
- Represent yourself in an honest and accurate manner at all times.*
- Maintain a 2.5 GPA in order to be eligible for an internship or a job.
- “Report an Experience” via Handshake, receive supervisor approval via Handshake, upload a signed copy of the Student and Supervisor Expectation Form prior to the start of your internship.
- Fulfill all job responsibilities as laid out in the initial employment offer; you should not accept an internship offer if you do not intend to finish the agreed upon responsibilities.
- Communicate effectively with your supervisor. Return all phone calls and emails from your supervisor, co-workers, and clientele and Rockefeller College Office of Career Development staff in a timely manner, but no later than 2 days after the message was left.
- Take the time to learn about the organization, job responsibilities, staff members, culture and stakeholders.
- Gain practical and professional experience by using analytical or managerial knowledge to solve real-world problems related to your respective field and career interests.
- Accept the position as a learning experience and seek out constructive feedback and adjust accordingly through the experience. Demonstrate your knowledge and skills and ask questions as needed.
- Be on time for work and attend work on all scheduled days, as predetermined by the student and the supervisor.
- Notify the employer as far in advance as possible when you are unable to attend work due to illness, vacation, or class obligations.
- Take initiative throughout the experience, including volunteering for projects, make appropriate suggestions, and staying productive throughout the entire experience.
- Develop your network throughout your experience and seek out opportunities to further develop these relationship through professional events as provided by your supervisor.
- Appreciate diversity in all of its forms and respect various social and political viewpoints; do not discriminate on the basis of race, creed, color, sex, religion, age, nation/ethnic origin, disability, or sexual orientation.
- Give 2 weeks’ notice before leaving the internship (unless a predetermined end date has been set).
- Complete 140 hours at the internship site.
- At the conclusion of your experience, submit Internship Hours Logs, Student Final Evaluation Form, and Supervisor Final Evaluation Form to the Rockefeller College Office of Career Development in a timely fashion, but no later than the last day of classes.
• Discuss any issues or problems regarding employment with the Career Director or Internship Coordinator
• Comply with all rules, regulations, and instructions given by the Office of Career Development and/or your employer.

Failure to comply with any of these policies may result in reduction or loss of services from the Office of Career Development.

Students should use caution and discretion when applying for any job on Handshake or otherwise. Rockefeller College of Public Affairs & Policy and the University at Albany are not responsible for and/or liable for any misconduct on the behalf of any employer and/or prospective employer. Students use the Handshake system at their own risk. We abide by Career Services’ disclaimers available at: http://www.albany.edu/career/about_us/our_disclaimer.shtml.

*Please see the MPA Code of Conduct for more information.

**Supervisor Expectations:**
The Rockefeller College Office of Career Development strives to develop quality experiential learning and career opportunities for students in the Political Science and Public Administration & Policy departments. In return, supervisors are expected to uphold the following standards:

- Review the student(s) goals and objectives to establish appropriateness for the agency prior to the start of the internship. This can be done by reviewing the “Experience” that is sent to you via e-mail from our online portal via Handshake.
- Provide appropriate orientation, training, and on-boarding that supports a student(s) understanding of your organization’s purpose, services, clientele, and operating practices.
- Provide professional work experiences and responsibilities that enhance a student’s learning of their respective field and career interests and reflect entry professional experiences.
- Select a supervisor that is qualified to provide the appropriate guidance, mentoring, and accountability for students throughout their experience and provide student their contact information.
- Provide student with a professional work environment and space that is conducive to their assigned roles and responsibilities.
- Harassment in any form, including sexual harassment, will not be tolerated. This behavior may include using explicit language, gestures, graphics, verbal or nonverbal suggestions, subtle or overt threats, and the like. If at any time, an intern is made to feel uncomfortable by a coworker or supervisor, they should report the incident to the site supervisor, faculty advisor, and Director of Internships and Career Services immediately. Action cannot be taken if an incident is not reported.
- Encourage, inspire, challenge and empower your intern by meeting with the student on a regular basis to provide negative and positive feedback on the quality of work and guidance on roles and responsibilities.
- If there are any challenges throughout the experience that may affect the successful completion of the student’s internship term, the supervisor must contact the Director of Internships and Career Services immediately.
- Review and sign off on “Internship Hour Log” that is provided by the student to the supervisor at the end of the internship term.
- Review and complete “Supervisor Final Evaluation Form” at the end of the internship term to give feedback on the overall student’s performance during this time.

I have read and understood the expectations that have been outlined above and will fulfill the roles and responsibilities as assigned and expected:

Student Signature: _____________________________ Date: _________________________

Supervisor Signature: _____________________________ Date: _________________________