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## POLS 460-01, Public Affairs Internship, Spring 2007

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## **Political Science 460, Public Affairs Internship**

**Mon and Wed 12:00 to 12:50 (See Class Schedule on Page 2)**

**Buckman 325**

**Professor Ashley Coffield**

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**Phone: 728-5933 (wk), 274-0852 (hm), 488-3077 (cell)**

The internship is an academic course in which students relate an internship experience to their study of political science. Rhodes requires that internships for academic credit combine off-campus work *and* significant academic work.

The fieldwork component of the internship will be 10 hours per week for 12 full weeks. Total fieldwork at/for the agency or in observation must equal a minimum of 120 hours. You will need to submit a timesheet to me via email three times during the course of the semester. The due dates are listed below. You should try to meet the targets for each timesheet listed to stay on track, but that is not required. You are only required to meet the total minimum hours of 120 by the end of the semester.

<b>Due Date of Timesheet</b>	<b>Target Hours for that Timesheet</b>
February 7 <sup>th</sup>	30 hours
March 7 <sup>th</sup>	40 hours
April 27 <sup>th</sup>	50 hours
<b>TOTAL</b>	<b>120</b>

Please keep a log of your hours by day and monthly total, and report them to me via email on the dates listed above. *Late timesheets will be penalized one point per each late day on the final grade. Also, one point will be deducted from the final grade for every hour short of the total hours.* All internship field hours must be completed by April 27th, the last day of classes.

You are also required to show up for class as scheduled prepared for discussion. These discussions will help you succeed in the academic requirements of this course.

### **Grading**

Field evaluation	50 percent
Class participation	10 percent
Descriptive presentation/discussion	20 percent
Analytical paper and presentation	20 percent

NOTE: I will assign the field evaluation grade after consulting with your field supervisor.

**PENALTIES:** You will receive a penalty of one point off the final grade for 1) any unexcused absence from this class; 2) each day that your timesheets are late; and 3) every hour short of your 120 total internship hours.

## **CLASS SCHEDULE**

Wednesday, January 10 <sup>th</sup>	Orientation to the Course
Wednesday, January 24 <sup>th</sup>	Understanding Your Organization
Wednesday, February 7 <sup>th</sup>	Work Competencies/FIRST TIMESHEET DUE
Wednesday, February 21 <sup>st</sup>	How to Find a Job
Wednesday, March 7 <sup>th</sup>	SECOND TIMESHEET DUE (No class)
Wednesday, March 21 <sup>st</sup>	Mock Interviewing
Monday, April 16 <sup>th</sup>	Descriptive Presentations
Wednesday, April 18 <sup>th</sup>	Descriptive Presentations
Wednesday, April 25 <sup>th</sup>	Analytical Papers Due and Class Presentations
Friday, April 27 <sup>th</sup>	FINAL TIMESHEETS DUE (No class)

**NOTE:** These dates may change if conflicts arise, so check your email!

## **Summary of the 10 Course Requirements**

1. You are required to attend class on the scheduled days. I will email reading short reading assignments to you before these classes.
2. Complete the information sheet I've provided and return to me as soon as possible.
3. You must report to me via email after the initial contact with your internship agency **and** after your first work session to let me know how things are going.
4. If you have difficulty finding meaningful work, you are expected to contact me promptly. You have responsibility for improving the quality of your internship.
5. Maintain contact; use email or schedule meetings with me to provide feedback about the internship or to ask questions about the requirements.
6. If you will miss your scheduled internship hours due to illness or another unavoidable issue, you must contact your internship supervisor and me.
7. You must turn your timesheets in on time (email) or face the penalty.
8. You must fulfill a minimum of 120 internship hours by April 27th.

9. You must provide a 5-7 minute descriptive presentation about your organization in PowerPoint on April 16<sup>th</sup> or 18<sup>th</sup> (see instructions).
10. You must write an analytical paper about your experience drawing on the academic literature and prepare a 5-minute class presentation. This is due on April 25<sup>th</sup> (see instructions).

## **Internship Orientation**

### **Safety**

- ✓ Let me know the time of day that you will be working at your internship so that we can discuss any safety issues.
- ✓ Make a habit of informing others where you are going and when you are expected back on campus.
- ✓ Carry a cell phone and the Campus Safety phone number in case of emergency (843-3333). Also, use 911 if necessary.

### **Personal Factors**

- ✓ Show enthusiasm
- ✓ Develop relationships with staff members
- ✓ Ask for additional work if you are not busy
- ✓ Observe agency and external meetings, especially during quiet times
- ✓ Dress properly
- ✓ Communicate any concerns to your supervisor and to me
- ✓ Communicate with me if supervisor is not available to provide direction
- ✓ Attend your internship at the scheduled times

### **Learn through the following:**

- ✓ Immerse yourself in the work of the agency
- ✓ Read material at the agency
- ✓ Ask questions
- ✓ Observe the activities of all participants
- ✓ **Relate the activities of the agency to your academic studies**

## **Descriptive Presentation**

You must prepare a 5-7 minute PowerPoint presentation describing the organization for which you are interning, and you must make your presentation to the class.

Your descriptive presentation should describe where you are working from an organizational perspective. This is an opportunity for you to reflect on the organizational nature of your worksite. Please review the following list of questions to help you design a good descriptive presentation. Your presentation does not need to cover each of these questions; in fact, it cannot

cover each of these questions in only 5-7 minutes. These questions are provided to get you thinking about your worksite:

- What kind of organization is it (government, business, or non-profit)?
- What is the organization's mission/purpose? Does it have an unstated mission? What are the work products of the organization?
- How is the organization governed?
- What are the formal and informal organizational structures? Is the boss a leader, a manager, or both? (We'll talk about the differences in class.)
- What are the funding sources? How does the organization maximize revenues?
- Who are the organization's most important partners? Why are they important?
- Who are your organization's stakeholders (i.e., other organizations or individuals who have a stake in the success of your organization)?
- Who are your organization's competitors? How does your organization deal with its competitors (e.g., does it form cooperative ties with competitors to minimize competition or does it use strategies to convince others that their services are superior to competitors)? Has competition improved your organization by forcing innovation?
- Who does your organization serve? In some cases, an organization is designed to serve a specific type of client, but in reality it serves others, such as supporters/donors.
- How does your organization measure success in achieving its desired outcomes? How does your organization measure its efficiency (e.g., cost/client) if at all? Or does your organization not take the time to identify the outcomes they want and measure progress in achieving them?
- Does your organization have a communications or public relations strategy (i.e., a message they are trying to get out)? If so, what is the purpose of the strategy, what does it consist of, and how does your organization measure its success?
- What factors external to the organization and beyond its control affect the organization's progress in meeting its objectives?
- Does government regulation influence your organization's performance? How?
- What are your organization's values (i.e., standards of behavior for individual members of the organization)? Are these stated or unstated? How are these values communicated to employees? Are the values truly reflected in the organization's culture (i.e., the assumptions, ideas, and patterns of behavior that individuals adhere to)? Are the organization's values consistent with its purpose/mission?

The observations about your organization can be both positive and negative, but they must be substantive. I strongly encourage you to use **expert interviews** to inform your presentation. Schedule time with people in your organization and be prepared for the interview with specific questions.

Be prepared to make a full and substantive presentation. You are allowed but not required to make a joint presentation if you are interning in the same agency as another student in the class.

## **Analytical Paper**

Students will present an academic paper that relates observations made during the internship to academic concepts in the discipline of political science.

The purpose of this paper is to analyze the organization, its activities, personnel, and external actors using applicable academic literature in the field of political science. You must identify a minimum of three journal articles or books that address political science themes and apply those themes to your experience. Think about the classes you have taken at Rhodes that relate to your internship and *use the readings from those classes as a starting point*. Ask your other professors to direct you to literature that may be appropriate for analyzing observations made during your internship.

Journal articles are academic sources and are NOT the types of sources found in the Reader's Guide to Periodical Literature (e.g., Time magazine or USA Today). Papers without at least three (3) academic sources will not receive a passing grade on the analytical paper.

The presentations will take place in a seminar context. You will discuss your paper and we will engage in questions/discussion as a class. Student participation is required. Papers are to be at least five (5) pages in length and appropriately footnoted or end-noted.

**POLS 460 Information Sheet**  
**ALL ITEMS ARE REQUIRED**

Name:

Major:

Email:

Phone Number (dorm and cell):

Agency Name:

Agency Location:

Agency Contact Name, Email and Phone Number:

Schedule (days and times):

Do you have any safety concerns that I should know about?

Do you have any physical or mental health problems that could affect your performance that I need to know about (any answers you provide will be kept strictly confidential)?

Is there any reason to believe that you will be absent for scheduled internship times at any time during the course of the semester? If so, why?

**NOTE: IF YOU WOULD PREFER TO DISCUSS ANY OF THE THREE QUESTIONS ABOVE PRIVATELY, WE CAN DO THAT.**