Field Internship (Online)
POLI 402
Spring 2019

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Class Overview—POLI 402 is built around your internship experience. Its purpose is for you to reflect upon your internship with other political science majors and help you critically examine your career skills and long-term goals. By completing a series of writing assignments, readings about internships and careers, reflecting on your internship in discussion board posts, and drafting a resume, the goal is for you exit this course with a better grasp of labor market conditions, your own skills and weaknesses, your career goals, and what life is like in a full-time job.

As a component of the course, over the semester you are required to work a minimum of 140 hours in your internship. By completing the required 140 hours, you will earn 40% of your grade in this class.

Class Learning Objectives—Over the semester, students will: 1) conduct qualitative research in an organizational setting; 2) demonstrate an understanding of the history, organizational mission, and political environment of the internship organization; 3) reflect on your own talents and interests in light of your internship experience.

Course Format—POLI 402 is an asynchronous course. In this class, your learning will be entirely online and will be the product of self-study and substantial interaction with your classmates. Over the semester, you will be required to use various online tools and programs: OAKS, Google Docs, Google Hangouts, VoiceThread, and PowerPoint. Each week you will need to pay close attention to the online class materials, keep up to date with discussions, and submit materials in a timely manner.

Student Responsibilities—Online course are not easy and you must stay on top of assignments and due-dates each week. Expect the same rigor as a usual, face-to-face class. I have the following expectations:

- Log into OAKS at least twice per week.
- Review each module and anticipate 3-5 hours of work each week.
- Respond to your classmates’ discussion board posts.
- Complete assignments on time.
- Be technologically proficient.
- Follow good netiquette (see below).

Technical Issues—If you have questions about the course content, please email me promptly. You can expect a response within 48 hours (likely sooner) during the week. Emails over the weekend will be returned Monday morning. Also, feel free to email me to schedule a Google Hangout session to discuss items in a face-to-face fashion. However, if you experience technical problems, your first point of contact is the Student Computing Support Desk. You can reach them via phone: 843-953-5457 or email at studentcomputingsupport@cofc.edu.


Course Location—Because this is an exclusively online course, no in-person meetings are scheduled. I prefer Google Hangouts for face-to-face interaction. However, I am happy to meet in-person if requested.
Netiquette—Netiquette combines the word “net,” slang for the internet, and “etiquette,” and it concerns how you ought to conduct yourself in this course. Netiquette is especially important in a class like this where students are required to interact with one another in a digital environment. Keep in mind that it is easy to misinterpret someone’s intent online without the usual non-verbal communication in face-to-face interaction. In short, please treat everyone with respect, give them the benefit of the doubt, and, if you must, disagree respectfully. Lastly, good netiquette includes providing thoughtful feedback to your classmates. My role as your professor is to facilitate a number of conversations online, yet it is your job to maintain those conversations, build a class community, and learn from one another’s internship experiences.

Academic Honesty—As with any course at the College of Charleston, you are required to do your own work and abide by the academic honestly guidelines. Cheating of any kind will not be tolerated. For any questions please consult the Student Honor Code.

Students with Disabilities—At the College the Center for Disability Services assists students with disabilities. Disability Services provide a number of services including academic advisement and exam assistance. Please feel free to discuss any concerns with me.

Requirements, Assignments and Grades—In addition to your internship, there are five requirements—some consisting of multiple assignments—over the course of the semester. First, you will complete three monthly internship experience discussion board essays. Second, there will be a series of assignments related to the drafting of your resume. Third, you will complete a reflection essay at the end of the semester. Fourth, you must interview one of your co-workers and write up your questions along with his or her answers. And fifth, every few weeks you will read about career options for political science majors and complete short quizzes.

Each of these items will be weighted as follows: 40% for your internship; 15% for discussion board essays/posts, 15% for the resume assignments, 15% for your final essay, 7.5% for your interview assignment, and 7.5% for the readings/quizzes.

I abide by the following grading scale: A = 93+, A- = 90-92.9, B+ = 87.5-89.9, B = 83-87.4, B- = 80-82.9, C+ = 77.5-79.9, C = 73-77.4, C- = 70-72.9, D+ = 67.5-69.9, D = 63-67.4, D- = 60-62.9

Course Overview

Note: All modules will open Wednesday at noon the week of, and any assignment will be due the following Wednesday at noon. So, for example, Week 1’s syllabus quiz will open at noon on Wednesday, January 9 and be due the following Wednesday, January 16 at noon. Each required assignment will have its own instructions, so be sure to check OAKS each week.

Week 1 (week of January 7)

Module 1: Introduction
• Syllabus review and syllabus quiz

Week 2 (week of January 14)

Module 2: Community Building
• Discussion board post
• Discussion board essay
• Complete and upload internship learning agreement
**Week 3 (week of January 21)**

Module 3: Political Science Careers I
- “Careers and the Study of Political Science” pgs. 1-8
- Quiz

**Week 4 (week of January 28)**

Module 4: Internship Experiences I
- Discussion board essay

**Week 5 (week of February 4)**

Module 5: Resume Building Part I
- Readings and video on resume writing from the CofC Career Center

**Week 6 (week of February 11)**

Module 6: Resume Building Part II
- Post resume draft

**Week 7 (week of February 18)**

Module 7: Resume Building Part III
- Group resume workshop

**Week 8 (week of February 25)**

Module 8: Internship Experiences II
- Discussion board essay

**Week 9 (week of March 4)**

Module 9: Political Science Careers II
- Read “Careers and the Study of Political Science” pgs. 9-26
- Quiz
- Read “Careers and the Study of Political Science” pgs. 27-38
- Quiz

**Week 10 (week of March 11)**

Module 10: Organizational Research
- Submit interview questions and answers to Dropbox

**Week 11 (week of March 18)**

No Class, Spring Break
**Week 12 (week of March 25)**

Module 11: Political Science Careers III
- Read “Careers and the Study of Political Science” pgs. 39-50
- Quiz

**Week 13 (week of April 1)**

Module 12: Internship Experiences III
- Fall Break November 5-6
- Discussion board essay

**Week 14 (week of April 8)**

Module 13: Political Science Careers IV
- Read “Careers and the Study of Political Science” pgs. 51-62
- Quiz

**Week 15 (week of April 15)**

Module 14: Final Reflection Essay
- Submit final reflection essay to Dropbox by April 29