Field Internship (Online)
POLI 402
Spring 2020

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Office Hours: T/W 10am-1pm (or by appointment)
Course Location: Online via OAKS

Class Overview— POLI 402 is built around your internship. Over the semester you will reflect upon your internship experiences with fellow political science majors and 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, you will exit this course with a better grasp of labor market conditions, your unique skills and interests, 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. Please note that you cannot enroll in another department’s internship class unless you complete that class’s hours requirement as well.

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.

Prerequisites— Junior or senior standing, completion of POLI 205 as well as 18 credit hours in political science with a minimum major GPA of 2.8 and an overall GPA of 2.5.

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 have regular, face-to-face office hours listed above.

Netiquette—Netiquette combines the word “net,” slag 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 a series of 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**

All modules will open on Wednesday a week before the due date and all assignments will be due at noon the following Wednesday. For example, the syllabus quiz in Module 1 opens Wednesday January 8 (the start of the semester) and is due by noon on Wednesday January 15. Each required assignment will have its own instructions, so be sure to check OAKS each week.

**January 8**

Module 1: Introduction

- Syllabus review and syllabus quiz
January 15
Module 2: Community Building
- Discussion board post
- Discussion board essay
- Complete and upload internship learning agreement

January 22
Module 3: Political Science Careers I
- “Careers and the Study of Political Science” pgs. 1-8
- Quiz

January 29
Module 4: Internship Experiences I
- Discussion board essay

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

February 12
Module 6: Resume Building Part II
- Post resume draft

February 19
Module 7: Resume Building Part III
- Group resume workshop

February 26
Module 8: Internship Experiences II
- Discussion board essay

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

March 11 (Spring Break March 15-21)

March 18
Module 10: Organizational Research
- Submit interview questions and answers to Dropbox
March 25
Module 11: Political Science Careers III
• Read “Careers and the Study of Political Science” pgs. 39-50
• Quiz

April 1
Module 12: Internship Experiences III
• Discussion board essay

April 8
Module 13: Political Science Careers IV
• Read “Careers and the Study of Political Science” pgs. 51-62
• Quiz

April 15
Module 14: Final Reflection Essay
• Submit final reflection essay to Dropbox by April 22nd