

POLI 402 Field Internship

Fall 2017

Adjunct Instructor and Internship Coordinator: Kristin Wichmann
Monday 5:30-6:45 pm ▪ Maybank 119
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Course Description

This course is an opportunity for the student to gain professional experience in a career field of interest through actively participating in a local internship. The student will have an opportunity to reflect upon that experience and learn from classmates' experiences. Readings, discussions, and guest lectures are designed to explore ideas, issues, challenges, and self-knowledge that can emerge from the workplace. An emphasis will also be placed on enhancing career development skills.

Course Objectives

Students who successfully complete this course will be able to 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.

Required Readings

Barry Schwartz (2015) *Why We Work*, Simon & Schuster.

Additional readings will be available on the OAKS page.

Course Assignments and Grades

Your course grade will be determined by your performance on 8 assignments. All assignments should be turned into the instructor at the beginning of class unless otherwise instructed.

Internship Placement.....	75 points
Class Attendance and Participation.....	15 points
Journal Entries.....	25 points
LinkedIn Profile.....	10 points
Informational Interview.....	10 points
Organizational Analysis Presentation.....	25 points
Resume.....	10 points
Internship Snapshot.....	10 points
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Total	180 points

Internship Placement

This grade is based on successful completion of 140 hours of work and the site supervisor evaluation.

Class Attendance and Participation

Active participation is essential to the overall success of the class. Completion of readings, quizzes, surveys, and student evaluations are included in the attendance and participation grade.

Journal Entries (5)

Throughout the semester students will keep a personal journal that includes reflections on their internship experiences. There will be five journal entries assigned and the specific questions are outlined in the course syllabus. Appropriate length varies but most will be between one or two paragraphs and one or two pages. Ask the instructor if you are unsure of the appropriate length.

LinkedIn Profile

Utilizing best practices, students will develop a LinkedIn profile (or revise a current one) to include their current internship experience. They will also be encouraged to develop their connections with individuals and groups and explore the networking capabilities on this platform.

Informational Interview

For this assignment, students will be connected with a political science alum as close to their fields of interest as possible. Students will conduct a 30 minute informational interview and resources will be provided for developing possible questions to ask. Students will then write a one to two page paper explaining what types of questions were asked, what they learned from their mentor, and what follow up topics they would like to explore with their mentor. This assignment also requires that the student write a thank you email to the participating alum.

Organizational Analysis Presentation

This is an analysis of the organization in which you work. You will act as a participant observer (an ethnographic analyst) at your internship organization and describe the following: 1) the overview of the organization, 2) the organizational mission, 3) the organizational structure, 4) workplace norms and values, and 5) your recommendations for organization improvement. The presentation should be completed in PowerPoint and should last approximately 10 minutes.

Resume

Successfully completing this assignment will result in a one page, chronological resume that incorporates your most recent internship experience. Emphasis will be placed on developing succinct bulleted statements that highlight transferable skills and results.

Internship Snapshot

The internship snapshot is a quick visual that students will develop using a template to briefly describe what their organization does, how they learned about the internship opportunity, what types of projects they focused on, the transferable skills they developed and what their tips are for succeeding at that internship. Students will be able to choose whether or not their snapshots are displayed on the political science website.

Grading Scale. A: 93-100% = 167-180 points	C: 73-77% = 131-139 points
A-: 90-92% = 162-166 points	C-: 70-72% = 126-130 points
B+: 88-89% = 158-161 points	D+: 68-69% = 122-125 points
B: 83-87% = 149-157 points	D: 63-67% = 113-121 points
B-: 80-82% = 144-148 points	D-: 60-62% = 108-112 points
C+: 78-79% = 140-143 points	F: 59% or below = 107 points or below

Expectations and Ground Rules

Late Work. Late work will be penalized by deducting points by 10% per day.

Academic Honesty. Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when suspected, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student's actions are related more to a misunderstanding will be handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student's file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XXF in the course, indicating failure of the course due to academic dishonesty. This status indicator will appear on the student's transcript for two years after which the student may petition for the XX to be expunged. The F is permanent.

Students should be aware that unauthorized collaboration--working together without permission-- is a form of cheating. Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Students can find the complete Honor Code and all related processes in the *Student Handbook* at <http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php>

Special Circumstances. The College will make reasonable accommodations for persons with documented disabilities. Students should apply for services at the Center for Disability Services/SNAP located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying me as soon as possible and for contacting me one week before accommodation is needed.

Courtesy and Tolerance. Demonstrating active listening and respect for the views of others during group discussions are essential. Please put away cell phones and make sure they are in silent mode.

Course Outline and Assignments

8/28 – Introductions

- Why you chose to major in political science, background information on the internship you are pursuing

Syllabus Review and Administrative Information

Internship Value and Challenges

- <https://www.forbes.com/sites/laurensonnenberg/2017/07/27/what-on-earth-is-an-internship-good-for/#6345bd864be9>

Internship Tips for Success

Homework Assignment – **Journal #1**: Create a list of the knowledge, skills, and abilities (KSAs) you wish to gain during your internship. Refer to the career exploration sites (Occupational Outlook Handbook, O*Net OnLine) to determine what is necessary to be successful in your aspiring position. How might your internship duties and responsibilities contribute to your development of these KSAs? Make note of the job outlook for your aspiring career and the types of associations that are available. (Associations can provide excellent networking opportunities.)

9/4 Solidifying Internship Learning Objectives

A Tribute to Labor Day and Work History

Introduction to Why We Work

Journal #1 Due

Homework Assignment – Register for the political science alumni mentoring program. Read the Introduction and Chapters 1 and 2 in *Why We Work*. Bring a copy of your organization's mission statement to the next class.

9/11 Worker Satisfaction and Effective Organizations

Organizational Profile and Ethnography Assignment Information

Homework Assignment – Read Chapters 3 and 5 in *Why We Work*.
Journal Entry #2: Part I - What types of jobs (summer, part-time, full-time, internships) have you had and what have they taught you about what you want and don't want out of work? What were your duties and did the context of your duties affect your work satisfaction? Part II - How have rules and incentives changed the fields of education, medicine, and law and why were these changes implemented?

9/18 **Emotional Intelligence in the Workplace**

Journal #2 Due

Homework Assignment – Take the How Emotionally Intelligence Are You? Quiz which can be found at <https://www.mindtools.com/pages/article/ei-quiz.htm>.

Journal Entry #3: Part I - According to the quiz, what are your strengths and areas for improvement? Part II - How are you making progress on your learning objectives? Give examples. What adjustments would you like to make?

9/25 **Leadership in the Workplace**

Guest – Mr. Brady Quirk-Garvan C'08, Development Associate, Money with a Mission

Journal #3 Due

Homework Assignment – Journal Entry #4: How closely is your work monitored? Do you take directions from one person or more than one? Are the directions clear? Do you find yourself wanting more direction and guidance or less? To what extent does the work in your office require discretionary judgment rather than scripts and rules?

10/2 **Social Identities and Micro-inequities in the Workplace**

Guest – Dr. Kristi Brian, Interim Director, Gender and Sexuality Equity Center, College of Charleston

Journal #4 Due

10/9 **The Importance of Networking**

Introduction to the Alumni Mentoring Program and Informational Interviewing

Homework Assignment – Contact your alumni mentor to schedule a ½ hour informational interview. Take this time to prepare for your informational interview.

10/16 – **FALL BREAK ~ NO CLASS**

10/23 **Your Professional Online Presence**

Developing a LinkedIn Profile

Homework Assignment – Request a ½ hour performance review with your site supervisor for mid-November. Between now and your review, complete a self-assessment using the site supervisor evaluation form. Take this time to work on your LinkedIn profile and informational interview.

10/30 Collaboration, Teams and the Group IQ

LinkedIn Profile Due

Homework Assignment – Take this time to work on your informational interview.

11/6 The Value of the Liberal Arts and Career Readiness Skills

Informational Interview Due

Homework Assignment – Complete the Strong Interest Inventory.

11/13 Writing Cover Letters and Resumes

Strong Interest Inventory Due

Homework Assignment – Take this time to work on your organizational analysis presentation.

11/20 Organizational Analysis Presentation

Site Supervisor and Student Evaluation Forms Due

Homework Assignment – Take this time to work on your resume and internship snapshot.

11/27 Strong Interest Survey Results and Discussion

Guest – Ms. Meredith Gerber, Associate Director of Career Education, College of Charleston Career Center

Resumes and Internship Snapshots Due

Homework Assignment – **Journal Entry #5**: Compare your self-assessment and your site supervisor's evaluation. Describe the similarities and differences between the two. Was there a category where you rated yourself higher than your supervisor did or vice versa? Did you think your evaluation was fair? Why or why not?

12/4 Class Wrap Up and Thank You Letters to Employers

Journal #5 Due