

College of Charleston
POLI 402.01: Field Internship

Dr. Karyn Amira

Fall 2022

Office: J. C. Long Building, Room 201, 9 Liberty Street

Office Hours: Please email me to make appointment for ZOOM meeting

Email: AmiraKA@CofC.edu

COURSE CONTENT AND LEARNING OBJECTIVES

POLI 402 is built to enrich and strengthen your internship. Its purpose is for you to reflect upon your internship experiences with other political science majors and help you critically examine your career skills and long-term goals. By completing a series of writing and reading assignments 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.

Over the semester, you 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 4) reflect on the concept of "power" and how it interacts with your organization or your position within your organization.

Prerequisites—Junior or senior standing, permission of the department, completion of POLI 205 as well as 18 credit hours in Poli Sci 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, VoiceThread, and Zoom (if you need to meet with me). 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. This is a distance education course, which means that our interaction will occur entirely online and not in a traditional face-to-face classroom setting. Distance education courses require students to be self-motivated, disciplined, organized and task-driven. It is critical that you complete work for this class each day and not wait until the day before a deadline to begin working on the assignments for a unit.

In this class, you will be able to complete readings and assignments when it is most convenient to you—you are not required to login to the Internet at a specific time each day to interact with your classmates or me. However, you must have regular access to a computer with a reliable high-speed internet connection and computer with a microphone and/or web-cam throughout the duration of this course.

This class will be administered through OAKS, the College of Charleston's learning management system. To access OAKS go to <http://my.cofc.edu> and login to My Charleston. The OAKS icon is the acorn located in the upper righthand corner of the screen. Since we are not meeting face-to-face for class, I expect you to regularly login to OAKS to complete assignments, look for course updates (in the News section on the course homepage), complete readings, etc. Please also check your email regularly as I will send e-mail updates to the class through OAKS to update you on class events and assignments.

Student Responsibilities

Online courses 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 three times 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 Zoom meeting 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.

Required Texts

(1) American Political Science Association, *Careers and the Study of Political Science*, 2003. A full text link is available here: <https://bit.ly/2tBWpwX>.

(2) Mark Mattern, *Putting Ideas to Work: A Practical Introduction to Political Thought*. Lanham: Rowman & Littlefield, 2006. eBook available from the College of Charleston Library.

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.

- Be sensitive to and reflective about what others are saying.
- Use appropriate capitalization. USING ALL CAPITAL LETTERS IS THE EQUIVALENT OF YELLING.

- Be mindful of “flames”-- These are outbursts of extreme emotion or opinion.
- Think before you hit the post (enter/reply) button. You can't take it back!
- Use appropriate language. Be cautious of offensive language. At the same time...
- Be forgiving. Anyone can make a mistake.
- Be supportive of others' attempts to learn & embrace your ability to enhance others' learning experiences.
- Use clear subject lines.
- Use abbreviations or acronyms only if the entire class knows them or define them for others
- Keep the dialogue collegial and professional.

Honor Code and Academic Integrity: <http://deanofstudents.cofc.edu/honor-system/pdf/honor-code-sample-language-for-syllabi.pdf>

“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 misunderstanding and confusion will be handled by the instructor. The instructor designs an intervention or assigns a grade reduction to help prevent the student from repeating the error. The response is recorded on a form and signed both by the instructor and the student. It is forwarded to the Office of 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 can find the complete Honor Code and all related processes in the Student Handbook at: <http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php>.”

Disability/Access Statements:

Any student eligible for and needing accommodations because of a disability is requested to speak with the professor during the first two weeks of class or as soon as the student has been approved for services so that reasonable accommodations can be arranged.

Requirements, Assignments and Grades

In addition to your internship, there are five requirements—some consisting of multiple assignments—over the course of the semester.

1. Reading chapters from *Putting Ideas to Work* and *Careers and the Study of Political Science* each week and answering short questions about some of the chapters in online forums.
2. Writing “journal entries” that allow you to reflect on your internship experience
3. Completing a series of assignments related to the drafting of your resume.
4. Interviewing one of your co-workers and write up your questions along with his or her answers.
5. Completing a reflection essay at the end of the semester

Each of these items will be weighted as follows:

- 40% for completion of your internship
- 10% for discussion question responses (3 questions x 3.3 point each. Last fraction of a point is automatic if you complete all 3)
- 15% for “journal” entries (5 entries x 3 points each)
- 10% for the resume assignment (2 assignments x 5.5 points each)
- 10% for your interview assignment
- 15% for your final essay

Grading Scale for Final Semester Grades

100-94 A	79-77 C+	63-60 D-
93-90 A-	76-74 C	59-0 F
89-87 B+	73-70 C-	
86-84 B	69-67 D+	
83-80 B-	67-64 D	

***Late work policy**

All assignments will get docked 5% for every 24 hours they come in late (including weekends). The 5% deduction kicks in right after the assignment is due. So, for example, if you turn something in an hour late, the 5% deduction has kicked in. If you get work in on time, you’ll never need to worry about this!

Course Agenda

Note: All modules will open on Monday at 12:01am and remain open. However, please take note that I can see the timestamp of your work in OAKS. If you answer online discussion questions after their due date or turn in an assignment late, it will show up and even alert me that it is late.

August 23 – August 28 Module 1: Introduction.

- Syllabus review video & introduction discussion board
- Read *Putting Ideas to Work*, Chapter 1.

August 29- September 4 Module 2: Community Building.

- Complete and upload internship learning agreement.
- Read *Putting Ideas to Work*, Chapter 2.
 - Discussion Q1 for Chapters 1/2
- **Journal Entry 1 due at the end of this module**

September 5- September 11 Module 3: Political Science Careers I.

- “*Careers and the Study of Political Science*” pgs. 1-8.
- Read *Putting Ideas to Work*, Chapter 3.
- **Journal Entry 2 due by end of this module**

September 12- September 18 Module 4: Internship Experiences I

- Read *Putting Ideas to Work*, Chapter 4.

September 19-September 25 Module 5: Resume Building Part I.

- Readings and video on resume writing from the CofC Career Center.
- Read *Putting Ideas to Work*, Chapter 5.
- **Journal entry 3 due by end of this module**

September 26- October 2 Module 6: Resume Building Part II.

- Read *Putting Ideas to Work*, Chapter 6
- **Resume draft due by the end of this module**

October 3-October 9 Module 7: Resume Building Part III.

- Read *Putting Ideas to Work*, Chapter 7
- **Resume (final version) due by the end of this module**

October 10- October 16 Module 8: Internship Experiences II.

- Read *Putting Ideas to Work*, Chapter 8.

October 17- October 23 Module 9: Political Science Careers II.

- Read *Careers and the Study of Political Science* pgs. 9-26 and 27-38 (Sections for federal gov't, state and local gov, non-profits)
- Read *Putting Ideas to Work*, Chapter 9.
- **Journal Entry 4 due by end of this module**

October 24-October 30 Module 10: Organizational Research.

- Begin conducting interview assignment
- Read *Putting Ideas to Work*, Chapter 10.
 - Discussion Q2 for Chapters 9/10

October 31- November 6 Module 11: Political Science Careers III.

- Read *Careers and the Study of Political Science* pgs. 39-50. (Sections for law and business)
- **Interview assignment due by end of this module**

November 7- November 13 Module 12: Internship Experiences III. **Nov. 7 & 8 are Fall Break.**

- **Journal Entry 5 due by the end of this module**

November 14- November 20 Module 13: Political Science Careers IV.

- Read *Careers and the Study of Political Science* pgs. 51-84. (Sections for intl careers, journalism) campaigns, pre-collegiate education, MA/PHD, public service)
 - Discussion Q3 for all of *Careers and the Study of Political Science*

November 21- November 27 THANKSGIVING WEEK

- No work. Yay.

November 28- December 5 Module 14: Course Wrap Up

- **Final essay due by end of this module**

GRADES ARE DUE BY DEC 14

Journal Entry Topics

This assignment provides you with an opportunity to summarize the objectives, strengths and lessons of your internship experience and further develop your effective writing skills.

You will write a total of five short entries. Please limit each essay to two pages. Each essay is due in seven days from the assignment date. Please send your paper as a MS Word or PDF file to the discussion board on OAKS.

September 4, 2022

Journal Entry 1: Give the name of your organization and your title. Describe your organization: the size and scope of it, the service or product it provides, and a little bit of the history behind the group/person you work for. At this point in time (since you just started there), do you think this is an environment that matches your personal and professional values?

September 11, 2022

Journal Entry 2: What are the key objectives of your internship? How would this internship contribute to your professional development?

September 25, 2022

Journal Entry 3: Is the internship what you expected? More specifically: what are the more fascinating aspects of the internship? Was this expected? What are the more mundane/less exciting parts of the internship? Was this expected?

October 23, 2022

Journal Entry 4: What are the strengths and challenges of my internship? What are the opportunities for future growth?

November 13, 2022

Journal Entry 5: What have I learned from the internship? What are the most valuable lessons? (Lessons can be either positive or negative!) Now that it's close to being done, has this environment been in line with my personal and professional goals? (This part is an update from entry #1)

Interview Assignment

During the semester you will interview a colleague at your office/organization about their career experience. Strive for the following:

1. Interview someone who has time to do a 30-minute interview. This person should also be someone whose job or career trajectory interests you personally.
2. Ask four to five questions (their time is limited)- no more.
3. Ask thoughtful questions that can help you understand this organization/industry etc. Try not to simply say “Tell me how you got here” and then proceed to write down someone’s life story in chronological order. Really think this through. The more thoughtful your questions, the better your grade will be.
 - a. Your questions must be appropriate. For example, don’t ask someone “What do you hate the most about your job?” Instead, ask something like this: “What is the most challenging aspect of this job and how have you adapted to it?”
4. Write down their responses. You can choose to write them verbatim or you can take notes on what they are saying, but you must be able to capture their responses accurately. You must also make sure that your write up uses full sentences when turned in (see below).

Guidelines for write up:

1. Minimum 3 pages, double spaced.
2. The first two sentence or two should introduce the person you are interviewing and state their job title (Ex: In following interview is with Dr. Barbara Smith, who coordinates programming for the Youth Hunger Project, the non-profit I am currently interning at.)
3. **Indicate your own questions by bolding them.** Indicate their response with unbolded writing directly after each question.
4. Write in complete sentences

POLI 402: Field Internship Final Paper

This paper provides a great opportunity for you to connect your internship experience to larger, more abstract concepts in the study of political science and power. It also allows for you to do a final reflection on your time in this position. You may answer any of the questions below for your final paper, but you **MUST** answer the first two in red. If you draw on themes from the Putting Ideas to Work book, that will absolutely enhance your grade, but it not a requirement.

WHEN WRITING, DON'T GO THROUGH EACH QUESTION MECHANICALLY. FIND A WAY TO WRITE SOMETHING MEANINGFUL THAT SYNTHESIZES EVERYTHING TOGETHER AS ONE COHESIVE PIECE.

- Politics and government are about how we allocate and use power. It's about who gets what, when they get it and how they get it. What is my organization/offices' relationship with "power"? Are they trying to empower individuals? Are they trying to empower groups of people? Do they hold power through elected office or through the work that they do? Etc.
- How has my internship enhanced my understanding of politics and society?

- What are the connections between what I have learned in political science courses and real-life experience?
- What are the most important accomplishments of my internship experience?
- What are the key objectives of the organization that I have been working at? What is my role in this internship?
- What do I enjoy the most about working with my team members?
- What have I learned the most from this internship experience?
- In what ways my internship will contribute to my future political studies and professional development?

Please try to limit your final reflection paper to 4-5 pages. Your final paper is due by December 5, 2022. Submit your paper as a MS Word file to the Dropbox on OAKS.