

College of Charleston
POLI 402.01: Field Internship

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ONLINE CLASS

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 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.

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.

Prerequisites—Junior or senior standing, permission of the department, 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, Zoom, 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. 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.

If you are one who feels uncomfortable with technology, the College offers a number of resources to help you develop your technological competency, in general, but specifically within the context of this online class. Visit <http://blogs.cofc.edu/studentreadinessforonlinelearning/> to access those resources. And, if you experience technological problems during the class, please contact me immediately at liug@cofc.edu.

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 by embracing 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 to know.
- 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 six requirements—some consisting of multiple assignments—over the course of the semester. First, you will complete four monthly internship experience discussion board essays. Second, there will be a series of assignments related to the drafting of your resume. Third, you will read one chapter of *Putting Ideas to Work* each week and write a book review. Fourth, you must interview one of your co-workers and write up your questions along with his or her answers. Fifth, every few weeks you will read about career options for political science majors and complete a series of short quizzes. And sixth, you will complete a reflection essay at the end of the semester.

Each of these items will be weighted as follows: 40% for your internship; 10% for discussion board essays/posts, 10% for the resume assignments, 10% for your book review, 10% for your interview assignment, 10% for the readings/quizzes, and 10% for your final reflection essay.

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 on Monday a week before the due date and all assignments will be due at noon the following week. So, for example, the syllabus quiz in Module 1 opens Monday January 10 (the start of the week) and is due by January 17. Each required assignment will have its own instructions, so be sure to check OAKS each week.

January 10, 2022

Module 1: Introduction.

- Syllabus review.
- **Syllabus quiz** due on January 18.
Monday, January 17: Martin Luther King, Jr. Holiday, No class.
- Read *Putting Ideas to Work*, Chapter 1.

January 18

Module 2: Community Building.

- Discussion board post.
- **Discussion board essay 1** due on January 24.

- Complete and upload internship learning agreement.
- Read *Putting Ideas to Work*, Chapter 2.

January 24

Module 3: Political Science Careers I.

- “*Careers and the Study of Political Science*” pgs. 1-8.
- **Quiz 1** due on February 1.
- Read *Putting Ideas to Work*, Chapter 3.

January 31

Module 4: Internship Experiences I

- **Discussion board essay 2** due on February 7
- Read *Putting Ideas to Work*, Chapter 4.

February 7

Module 5: Resume Building Part I.

- Readings and video on resume writing from the CofC Career Center.
- Read *Putting Ideas to Work*, Chapter 5.

February 14

Module 6: Resume Building Part II.

- Post **resume draft** due on February 21.
- Read *Putting Ideas to Work*, Chapter 6.

February 21

Module 7: Resume Building Part III.

- Group resume workshop.
- Read *Putting Ideas to Work*, Chapter 7.

February 28

Module 8: Internship Experiences II.

- **Discussion board essay 3** due on March 14.
- Read *Putting Ideas to Work*, Chapter 8.

March 6-12 Spring Break. No Classes.

March 14

Module 9: Political Science Careers II.

- Read “*Careers and the Study of Political Science*” pgs. 9-26 and 27-38.
- **Quiz 2** due on March 21.
- Read *Putting Ideas to Work*, Chapter 9.

March 21

Module 10: Organizational Research.

- Submit **interview questions and answers** to Dropbox by March 28.
- Read *Putting Ideas to Work*, Chapter 10.

March 28

Module 11: Political Science Careers III.

- Read “Careers and the Study of Political Science” pgs. 39-50.
- **Quiz 3** due on March 28.
- **Submit book review** of *Putting Ideas to Work* to Dropbox on April 4.

April 4

Module 12: Internship Experiences III.

- **Discussion board essay 4** due by April 11.

April 11

Module 13: Political Science Careers IV.

- Read “Careers and the Study of Political Science” pgs. 51-62.
- **Quiz 4** due by **April 18**

April 18

Module 14: Final Reflection Essay

- Submit **final reflection essay** to Dropbox by **April 25**

April 25

Module 15: Future Development

- Read “Careers and the Study of Political Science” pgs. 63-84.

POLI 402: Field Internship

Discussion Board Essays

This assignment provides you with an opportunity to (a) summarize the objectives, strengths and lessons of your internship experience, (b) exchange views with classmates about internship experience, and (c) further develop your effective writing skills.

You will write a total of four short essays. 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.

January 24, 2022

Discussion board essay 1: What are the key objectives of my internship? How would this internship contribute to my professional development?

February 7, 2022

Discussion board essay 2: Is the internship what I expected? What is new and what is exciting?

March 14, 2022

Discussion board essay 3: What are the strengths and challenges of my internship? What are the opportunities for future growth?

April 11, 2022

Discussion board essay 4: What have I learned from the internship? What are the most valuable lessons from my internship?

POLI 402: Field Internship

Critical Book Review

This assignment provides you with an opportunity to (a) develop your critical perspectives on key reading and its relevance to your internship, (b) explain your views key issues of political theory and internship experience, and (c) develop critical thinking and effective writing skills.

You should start with critical review of one or two chapters in Mark Mattern's *Putting Ideas to Work: A Practical Introduction to Political Thought*. After a critical evaluation of the fundamental perspectives, you can develop your own position on the key issues. You should examine the connections between political theoretical analysis and your internship experience. All papers must include a complete list of references in a standard format. Please make sure that you give full credit to the authors of source materials. For your references and citations, please carefully study and follow the "Political Science Citation Guide" (available at <http://polisci.cofc.edu/documents/12policitationguide.pdf>).

The paper should be typed, double spaced, between 4-5 pages. **Your book review is due on April 4, 2022.** Please submit your paper as a MS Word or PDF file to the Dropbox on OAKS.

POLI 402: Field Internship

Final Reflection Paper

This paper provides a great opportunity for you to review your internship experience. Please feel free to examine what do you consider most interesting and significant. The following is a list of study questions for your consideration.

What are the most important accomplishments of my internship experience?

What are the key objectives of the organization that I have being working at? What is my role in this internship?

What do I enjoy the most about working with my team members?

What are the connections between Political Science teaching and real-life experience?

What have I learned the most from this internship experience?

How has my internship enhanced my understanding of politics and society?

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 on April 25, 2022.** You can submit your paper as a MS Word or PDF file to the Dropbox on OAKS.