

**Salem State College
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POL 520 Internship in American Politics

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333B MH

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Syllabus

Course Description

Extensive and valuable political involvement: field experience in a political situation, work with various political institutions and/or participation in internship conferences. Interns must be ready to defend papers on their work at Departmental meetings if so requested and to participate in discussion panels. A total of 6-9 credits may be taken rarely and only with the permission of the Department Chairperson. Under no circumstances may a combined total of Directed Study/Internship exceed 12 hours.

The purpose of **POL 520, Internship in Politics** is to provide the student the opportunity to obtain valuable political experience through field involvement in a political institution or activity.

Global Course Goals

The course will:

- Provide students with an opportunity to apply political science concepts in a real world situation
- Enable students to engage in experiential learning and explore political and civic engagement/activism
- Familiarize students with the types of work environments in which they may find themselves and develop workplace skills including planning for individual or collective work, maintaining records of work undertaken, and evaluating the accomplishment of goals.

Instructional Objectives

At the conclusion of the course, students will be able to:

- Analyze their experiences in the political arena in the context of political science concepts

- Produce various forms of academic writing and projects, including a book reviews, reflections, and analyses.
- Prepare a portfolio, including a final synthesis of experiences, documentation and examples of work, and evaluations by supervisor(s).
- Work in a collaborative environment.

Internship Procedures

In order to earn academic credit for the internship experience, the student must register for the course and, **PRIOR TO THE BEGINNING OF THE INTERNSHIP**, submit to me a **WRITTEN PROPOSAL** which outlines the nature of the internship. This should include the following:

1. A detailed description of the tasks and responsibilities you will perform. These should be tasks and responsibilities that are a) related to the practice or study of politics or political science; b) of interest to you and c) non-trivial. These tasks can be performed in a range of settings, including, but not limited to: government offices, political campaigns, non-governmental organizations (dealing with political issues), political research organizations, political advocacy organizations, law offices and/or newspaper (where appropriate) etc.
2. The time frame for your internship, including the total number of hours that you will intern. (Minimum 120 hours)
3. A letter from your supervisor indicating that s/he will serve in this capacity and will submit a final evaluation of your internship. (I have attached the supervisor’s evaluation form. I can also make this available on email for your supervisor if s/he so desires.)

ONLY AFTER you have received approval from me may you begin your work. *INTERSHIPS DONE PRIOR TO MY APPROVAL WILL NOT BE CONSIDERED FOR CREDIT.*

Although you will be responsible for finding the internship yourself, I can offer some suggestions of possible opportunities. A binder of internship opportunities is also available in MH333A. In addition, some internships are listed on www.internship.com , www.monstertrack.com , <http://www.idealists.org/>, <http://www.boston.com/jobs/> and www.opnocsne.org .

Internship Requirements

Requirement	% of Final Grade
Book Review	10%
Journal Entries	5%
Monthly Discussions with Instructor	10%
Supervisor Evaluation	15%
Work Experience	40%
Final Report and Portfolio	20%

Total	100%
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During the internship, your responsibilities include the following (each of which will constitute part of your grade):

1. You will purchase and read a book or the equivalent relevant to orient yourself towards your internship. In many cases we can jointly choose a book or materials directly relevant to your internship. If we can not, you can choose one of the following books, *The Successful Internship: Transformation and Empowerment in Experiential Learning* by Sweitzer and King or *The Insider's Guide to Political Internships* by Reeher and Mariani. **Within the first four weeks of the semester, you must submit a 3-4-page evaluation of the book, including the two most useful things that you got out of it and the two least useful sections.** (10% of grade)
2. **After every 20 hours of your internship, you will send me an email updating me on the status of the internship and what you have accomplished.** If you choose to keep a regular journal of our internship, which I strongly suggest (see pages 6-11 of *The Successful Internship* for suggestions on keeping such a journal or, if you are not using that book, ask me for a copy of those pages), you can simply email me the journal for that period. (5% of grade)
3. **You will meet with me AT LEAST MONTHLY to discuss the progress of your internship.** (You have to schedule to times in advance with me.) (10% of grade)

Unless we have agreed on a different final project for your internship, once you have completed your internship work, you are required to submit to me a typed portfolio and report of 10-12 pages including the following:

1. The total number of hours that you worked as an intern.
2. A detailed description of the tasks and responsibilities that you actually performed in your internship and what you accomplished. (Keeping a journal, as suggested above, will make this task easier.) This should include a description/analysis of how these tasks were similar to or differed from what you had anticipated before you actually began the internship and what you learned from these differences (if any existed).
3. A description and analysis of your learning experience. This includes a summary of the insights, skills and content knowledge have you gained. **Also, you MUST** explain how your experience is linked to what you have learned in other Political Science courses, i.e., topics such as different political ideologies, government structures, political processes, socialization, foreign policy, policy making and analysis etc. Please discuss whether or not and how the courses prepared you for this internship. This is a **critical element** of your paper.
4. A description of the strengths and weaknesses of this internship and what you liked or enjoyed about the experience.
5. A summary of whether or not you would recommend the site of your internship to other students and why.
6. Copies of work products from the internship.
7. An *optional* revision of your paper evaluating the book that you read at the beginning of the internship in light of your experience.

You **must also have** your supervisor's evaluation of your internship, verifying the actual number of hours worked, sent directly to me **and**, where possible, samples of your completed work,

Your report and the supervisor's evaluation (attached)* are due to me no later than the last day of class for the semester.

*I can also provide an electronic copy of this form if that is more convenient for your supervisor. (Your report will constitute 20% of your grade. The remainder of your grade will be made up of supervisor's evaluation (15%) and your work experience (40%).)

NOTICE

Spelling and grammar are important elements of a paper. You should check your paper for spelling and grammar **prior to handing it in**. If, as I read the outline, draft or final paper, I find more than 5 of the designated errors, I will return the submission to you without feedback. It will be your obligation to return a corrected copy to me within two days. If the second copy also has more than five of the following errors, I will again return it to you but will deduct 1 point for each day until I receive an appropriately corrected copy. I will hand out the outline of the 5 designated errors when you sign up for the course.

KEY GRAMMATICAL ERRORS

Spelling and grammar are important elements of a paper. You should check your paper for spelling and grammar **prior to handing it in**. If, as I read your written work, I find more than five of the following errors, I will return the submission to you without feedback. It will be your obligation to return a corrected copy to me within two days. If the second copy also has more than five of the following errors, I will again return it to you but will deduct 1 point for each day until I receive an appropriately corrected copy.

Key errors: 1. Lack of verb-subject agreement, i.e. The Vietnamese government and Party were critical of...(not 'was critical of). 2. Precedent-pronoun agreement, i.e., Vietnam -> it, the Vietnamese - > they 3. Incorrect use of their/there. 4. Incorrect use of its/it's. 5. Incorrect use of then/than. 5. Spelling errors.

1. Subject and verb do not agree: The number of the subject (singular or plural) determines the appropriate form of the verb.

Examples: *The President directs* the government.

The President and his associates direct the government.

Be particularly careful regarding the difference between a country and its people as a subject:

North Vietnam was opposed US intervention in Vietnam.

The North Vietnamese were opposed to US intervention in Vietnam.

Also be careful of certain key words:

Each of them *is* very important. *One* of the most important factors in the war *was*.... *Everyone* in the US Government *was* committed.....

2. The antecedent of a pronoun and the pronoun do not agree: The number of the antecedent (singular or plural) determines the appropriate form of the following pronoun

Examples: *North Vietnam* had a very limited industrial base, yet *it* withstood a very hi-tech US military assault.

The North Vietnamese were committed. *They* would withstand the attack.

Examples of both #1 & #2:

The army was frustrated by *its* inability to find the enemy.

The *soldiers* in the army *were* frustrated by *their* inability to find the enemy.

3. Incorrect use of *their/there*: "Their" is a possessive pronoun. "There" is an adverb of location. Don't confuse the spelling of the two!

Examples: The planes dropped *their* bombs very close to the target.
 The planes dropped the bombs *there*.
 The planes dropped *their* bombs *there*.

4. Incorrect use of *its* versus *it's*: Remember "it's" means it is. "Its" means belongs to it.

Examples: The tank lost *its* tread when it went over a mine.
 "We can't find them because *it's* too dark out there."

5. Incorrect use of *than/then*: "Then" denotes sequence. "Than" denotes comparison.

Examples: The Congress passed the appropriation and *then* adjourned.
 Brazil is bigger *than* Chile.

6. Spelling errors: Remember to use spell check and then to proof read your paper carefully.

Salem State College is committed to providing equal access to the educational experience for all students in compliance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act and to providing all reasonable academic accommodations, aids and adjustments. Any student who has a documented disability requiring an accommodation, aid or adjustment should speak with the instructor immediately. Students with disabilities who have not previously done so should provide documentation to and schedule an appointment with the Office for Student Disabilities and obtain appropriate services.



Supervisor's Final Internship Evaluation, Salem State College

*Please return to Prof. Jennifer Jackman, Dept. of Political Science, 333B MH, Salem State College, 352 Lafayette Street, Salem, MA 01970,
T 978-542-2241/jjackman@salemstate.edu*

Name of Student Intern _____ **Date** _____
Organization/Company Name _____ **Semester/Year** _____
Address and Telephone _____
Site Supervisor Name, Title, Email: _____
Was this internship paid, unpaid, or did the intern receive a stipend? _____
Faculty Sponsor if student is obtaining credit: _____

Please forward this form to Prof. Jennifer Jackman at the above address. Thank you very much for taking the time to share your expertise, mentor our students, and serve as site supervisor. Thank you for providing this evaluation.

1.) Please briefly describe the assignments given to the intern? What useful contributions did the intern make to your organization during the internship, for example specific tasks and/or projects completed? Which activities was the intern primarily responsible for, versus participate with others to help complete or function primarily as an observer? Did the intern attend staff meetings, meetings with department heads or participate in other key activities?

2.) Did the intern complete sufficient coursework in preparation for the internship?
Yes _____ No _____ If no, were there particular courses, either in the major or in complementary disciplines, which you would have recommended the intern complete prior to beginning this internship?

3.) In your judgment, describe the overall work performance of the student. Comments can address areas such as the student's major strengths, skills, motivation to pursue a successful career in this field, work ethic, whether the student asks relevant questions, is resourceful, is articulate, applies learning gained from coursework, learns from experience, shows good problem solving skills, is able to recognize and understand ethical issues, seeks out supervision and behaves according to professional standards.

4.) In which areas have you observed the greatest professional growth over the course of the internship? For example, in which areas did the intern demonstrate an increase in knowledge and/or skills such as industry-specific skills important for a career in this area, computer skills, other technical skills, or knowledge of the field?

5.) What areas of continued learning related to technical skills/training, verbal and/or written skills, presentation, leadership, course work, or other skills enhancement would most likely increase this student's effectiveness in professional working environments similar to that of this internship?

6.) If you had a full-time position open, would you consider the intern as a candidate? (This is not a commitment of a position to the student.) In what type of position or career area do you envision this student as being most successful?

7.)

Unsatis- Overall, Improvement factory	Above Outstanding	Average	Needs Satisfactory
How would you evaluate this intern's performance?			

Work Habits:

Is dependable-meets time commitments				
Follows directions				
Can work independently				
Can work under supervision				
Can resolve conflicts				
Can work as a member of a team				
Shows good judgment				

Skills in Task Performance:

Meets job responsibilities				
Meets deadlines				
Demonstrates skills necessary for job				
Seeks additional job responsibilities				

Attitude:

Is motivated toward profession				
Readily accepts a challenge				
Readily applies instruction				
Positive attitude toward learning				
Readily adapts to work environment				
Readily accepts constructive criticism				
Seeks out resources in organization				

8.) Please contact Prof. Jennifer Jackman, 978-542-2241/jjackman@salemstate.edu if you have feedback that will assist us in enhancing the internship program.

Signature and title of supervisor completing this form

Date_____

Organization_____

Location_____

Please provide the student with a copy of this evaluation and review your evaluation with the student before s/he concludes the internship.

Has this evaluation been discussed with the student? Yes() No ()

Adapted from materials found in: A Handbook for Campus-Based Coordinators and Adviser, NSEE.