

San José State University
Master of Public Administration
PADM 281: Public Administration Internship, Section 01, Fall 2017

Course and Contact Information

Instructor:	Dr. Mary Currin-Percival
Office Location:	Clark Hall 406L
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Office Hours:	Tuesdays and Thursdays 1:00pm-2:30pm (and by appointment)
Class Days/Time:	Tuesdays and Thursdays 4:30pm-5:45pm (see syllabus for scheduled class meetings)
Classroom:	HGH 116

Faculty Web Page and MYSJSU Messaging

Course materials such as the syllabus, handouts, notes, assignment instructions, etc. can be found on the on Canvas Learning Management System course login website at <http://sjsu.instructure.com>. You are responsible for regularly checking with the messaging system through MySJSU at <http://my.sjsu.edu> to learn of any updates.

By enrolling in this course, you consent to all course requirements listed in this syllabus, published on our Canvas site, and announced in class. You accept responsibility for accessing the Canvas course website to download any required handouts, assignments, or readings. You also accept responsibility for checking the course website regularly for any announcements. You also accept responsibility for receiving any messages sent via the MySJSU email system. Make sure that MySJSU has your current email address. Contact me within the first week if you cannot access the Canvas website, download and read .pdf files, link to other websites, or send or receive email.

Communication

YOU MUST CHECK OUR CANVAS COURSE PAGE ROUTINELY. This is a course requirement. All course materials will be posted on Canvas. I will also frequently make announcements on Canvas. I will make every effort to promptly return emails between 8am and 6pm M-F. If I do not respond within 48 hours, please send me another email. I will answer emails on the weekends and evenings periodically and more often before paper due dates. I am available to meet with you by appointment if you have class or work during my regularly scheduled office hours.

Course Description

The public administration internship is intended to contribute to students' academic, professional, and personal development. It gives students an opportunity to apply what they've learned in class, inform their course work with real-world professional experiences, and reflect upon and refine their career

plans. Students will perform mutually agreed professional tasks in the field placement. They also will accomplish specified written work, participate in seminars, and consult with the instructor.

The Public Administration Internship is intended for new professionals and those making a career change into public, higher education or non-profit service. It is required for anyone with less than three years of fulltime professional administrative experience.

Master of Public Administration Program Learning Outcomes

Upon completion of the MPA program, students should be able to demonstrate the following learning outcomes.

MPAPLO1: Lead and manage in public governance.

MPAPLO2: Participate in and contribute to the public policy process.

MPAPLO3: Analyze, synthesize, think critically, solve problems and make decisions.

MPAPLO4: Articulate and apply a public service perspective.

MPAPLO5: Communicate and interact productively with a diverse and changing workforce and citizenry.

Course Learning Outcomes

Upon successful completion of this course, students will be able to:

1. **CLO1:** Acquire the practical skills and knowledge required to be active participants in government and public administration.
2. **CLO2:** Learn to think critically about the role of city, county, and state government institutions and organizations in the policy process.
3. **CLO3.** Learn about the mechanics of professional networking and develop a deeper understanding of how networks help achieve professional goals.
4. **CLO4.** Learn about planning a career in the public or nonprofit sector and develop practical skills that translate into success in the professional workplace.

Mapping POLS 281 Course Learning Outcomes to MPA PLOs	Program Learning Outcomes	Assessment Methods
CLO1: Acquire the practical skills and knowledge required to be active participants in government and public administration.	PLO 1, 2, 3, 4	Internship hours, research paper

CLO2: Learn to think critically about the role of city, county, and state government institutions and organizations in the policy process.	PLO 1, 2, 3	Internship hours, research paper
CLO3: Learn about the mechanics of professional networking and develop a deeper understanding of how networks help achieve professional goals.	PLO 1, 5	Internship hours, business cards paper
CLO4: Learn about planning a career in the public or nonprofit sector and develop practical skills that translate into success in the professional workplace.	PLO 1, 3, 5	Internship hours, research paper

Required and Recommended Text and Other Readings

Several readings (mostly journal articles and chapters from relevant books on city and state politics) will be posted on the course Canvas site as the semester progresses. These readings will be required and discussed during our class meetings.

Terry Christensen and Tom Hogen-Esch, *Local Politics*, 2nd edition. This is only recommended for interns in city or county government.

Larry Gerston and Terry Christensen, *California Government and Politics*, any recent edition—I will recommend appropriate chapters for particular placements (the book is not a required).

Be sure to read the Mercury News www.mercurynews.com on a regular basis (at least 3-4 times a week). The “Internal Affairs” section, published in Sunday’s edition of the paper, is of particular interest given its focus on city and county politics. Sanjoseinside.com is another great resource on San Jose city politics.

Library Liaison

The library liaison for Political Administration is available to answer questions and provide one-on-one help using the library for research. His name and contact info is: Paul Kauppila, Librarian, telephone (408) 808-2042 and email Paul.Kauppila@sjsu.edu.

University Credit Hour Requirement

“Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.” At SJSU, students are expected to spend two hours outside of class for every one hour of class time.

Course Requirements and Assignments

1. Graduate-level plagiarism Tutorial (5 points)

See the link under the Course Schedule. You must pass all of the modules of this tutorial with a score of at least 75%. If you complete the quiz on time and earn at least 75%, you will receive 5 points for the plagiarism quiz.

Please note the following:

1. The plagiarism tutorial is a requirement for the papers. I will not accept your papers until you submit your tutorial results (with at least 75% on all modules) to me.
2. You must email your plagiarism tutorial results to me at mary.currinpercival@sjsu.edu.
3. The library will not send your results to me. You must forward your results to me. Please forward to me the email with your quiz results that the library sent to you. It will have your name, your email address, your date of completion, your score for each question, and your total score. Do not email a screenshot of the completed quiz to me.
4. The quiz completion date is not the date of submission. The date I receive your forwarded email from the library is the date of submission. Hard copies will not be accepted.
5. The plagiarism tutorial is due by **12pm on Tuesday, September 5th, 2017. Late quizzes will be penalized 1 point per day, beginning at 12:01pm 9/5/17.**

******IMPORTANT****** You must complete and pass (with at least 75% total grade) the plagiarism quiz in order for your papers to be accepted for this course. I will not accept any paper until you have forwarded the email the library sent to you with your plagiarism quiz results. See the link in the Course Schedule at the end of the syllabus. Even if you failed to complete the plagiarism quiz in time to earn points on the quiz, you must still complete it in order to submit any paper for this course.

2. Syllabus Quiz (5 points)

The syllabus quiz is worth 5 points. There will be ten questions on the quiz; each question is worth 1/2 point. The quiz will be available on Canvas on Friday, August 25th. You must complete the quiz by **12pm on Tuesday, September 5th, 2017. Late quizzes will be penalized 1 point per day, beginning at 12:01pm 9/5/17.** The questions are designed to encourage you to read the syllabus thoroughly.

3. Completion and Submission of Internship Contract (15 points)

Complete (and submit) an internship contract (I will distribute these during our first class meeting). This contract outlines the duties of the internship, your proposed work schedule (with beginning and end dates), and learning objectives. Both you and your internship supervisor will need to sign the contract. You must submit the completed contract by **5:45pm on Thursday, September 14th, 2017. Late internship contracts will be penalized 1 point per day, beginning at 5:46pm 9/14/17.**

4. Internship Placement Paper (25 points)

Complete a 3-4-page paper describing your internship placement. The paper should offer a brief history and goals of the agency, office, or organization with which you are interning this semester. In the case of elected officials, discuss the official's party identification, ideological orientation, constituency, policy goals, and relevant committee assignments. Also describe what your major roles and responsibilities will be over the course of the semester and what you hope to learn. The Internship Placement Paper is due at the end of our class period on **Thursday, September 21st, 2017. Late papers will be penalized one letter grade per day beginning at 5:46pm 9/21/17.**

5. Internship hours (325 points)

Your points on this assignment are based on reports from your supervisor. But it is important to note that a requirement for the course is the completion of 260 internship hours, in a preapproved internship, over the course of the semester. Failure to complete the required 260 internship hours by the last day of the semester will result in a “no credit” grade in the course.

6. Monthly summaries of internship activities (25 points per summary; 75 points total)

You are required to submit a monthly summary of internships hours, activities, and observations at the end of September, October, and November. Individual consultation with the professor may also be required if problems arise. Relate your experiences to the class readings where applicable. Come to class on scheduled meeting days prepared to discuss your internship experiences as these mini-presentations will also factor into your grade on this assignment. The first summary is due via Canvas submission at **5:45pm on Thursday, October 5th**. The second summary is due via Canvas submission at **5:45pm on Tuesday, November 7th**. The third summary is due at **5:45pm on Thursday, December 7th**. Late summaries will be penalized one letter grade per day, beginning at 5:46pm on their respective due dates.

7. Business cards paper (25 points)

In order to encourage students to use the political internship as a professional “networking” opportunity, I ask that students collect business cards of people they meet during the internship. Then, at the end of the semester, students should choose their “top ten” cards, copy and submit them with a short paper (2-3 pages) describing each person, where they met them, and how they might be important to their professional development. **5:45pm on Tuesday, December 5th, 2017. Late business card papers will be penalized one letter grade per day, beginning at 5:46pm 12/5/17.**

8. Research paper (100 points)

One of the major assignment for this course is an 8-10-page research paper where you will construct a research question that engages theories of public administration. In this paper, you will critically analyze your internship experience. I will elaborate upon this assignment in class and post a detailed prompt on Canvas. The research paper is **due in person (hard copies only) by 5pm on Wednesday, December 13th**. This is the end of the final exam period scheduled for this class. Late research papers will only be accepted in accordance with the make-up policy. **If your research paper is late and your reason for submitting it late does not fall under the make-up policy, you will receive a “0” on the research paper.** See additional information about submission in the final evaluation section below.

Final Evaluation

There is no in-class final exam in this course. The final evaluation is the research paper. The research paper is **due in person (hard copies only) by 5pm on Wednesday, December 13th**. This is the end of the final exam period scheduled for this class.

Submit your research paper **in person to me** in Clark Hall 406L. You must sign the research paper submission sheet when you submit your research paper. Do not place your paper under my office door or in my mailbox. Do not submit it to one of my colleagues or to a member of the Political Science Department staff. You must submit it to me personally in order for it to be considered submitted.

Late research papers will only be accepted in accordance with the make-up policy. If your research paper is late and your reason for submitting it late does not fall under the make-up policy, you will receive a “0” on the research paper. See the Late/Make-up Policy in this syllabus for further information.

Grading Information

Detailed prompts for the papers will be posted on Canvas. Each paper assignment will have specific requirements that must be addressed. Please refer to the individual prompts on Canvas for further information. Your individual paper grades will be based upon the following:

- 1) how well the paper addresses the points/questions in the prompt
- 2) the quality of arguments and conclusions—are these logical and backed up by research in public administration and related disciplines?
- 3) adherence to methodological design—does the paper use appropriate public administration research methods?
- 4) the quality (and appropriate quantity) of the sources cited within the paper as well as the proper use of APA, APSA, or Chicago formatting
- 5) the quality of the writing

Determination of Grades

NOTE that **University policy F69-24** at <http://www.sjsu.edu/senate/docs/F69-24.pdf> states that “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading.”

You may keep track of your grade in the class on the CANVAS course website. Assignment point breakdown:

	Points
1. Syllabus quiz	5
2. Plagiarism quiz	5
3. Completion and Submission of Internship Contract	15
4. Internship Placement Paper	25
5. Internship hours	325
6. Monthly summaries of internship activities (25 points per summary)	75
7. Business cards paper	25
8. Research paper	100
Total	575

Grading Policy:

According to university regulations grading for this course works on a credit/no credit basis. In order to receive a “credit” grade, the required components of the course must be completed at a “C” level or higher. In addition, in order to receive a “credit” grade in this course, all 160 internship hours must be completed. A total of 575 points are awarded in this class. To earn a C or better students need to earn at least 419 points and complete the 160 internship hours.

Make-up/Late Policy

There are no make-up assignments without appropriate documentation (serious medical illness or serious medical emergency, religious holiday, pre-approved university-sanctioned event or activity, military orders, family emergency) that you were unable to complete the assignment on time.

This also applies to in-class assignments. If you are seriously ill, you must notify me as soon as possible by email or on my office phone that you will be unable to complete an assignment on time. Except in cases of medical emergency, you **MUST** notify me before the scheduled assignment. Out of fairness to your colleagues, work, missing an alarm, and generally not feeling well will not be accepted excuses for missing assignments. Be certain that you schedule all of our assignments right away. If you have a vacation or similar event planned during one of these assignment days, take this course during another semester.

Late internship placement papers and business cards papers will be graded; however, these will be penalized one letter grade for each day they are late. For example, a late B+ internship placement paper would earn a C+. The late period begins at 5:46pm on the day the paper is due. Late internship placement papers and late business cards papers will **NOT** be accepted after the last day of class.

The research paper is the final evaluation in this course. Late research papers will only be accepted with appropriate documentation of at least one of the following:

- 1) serious medical illness or serious medical emergency. This will require documentation from a medical professional.
- 2) religious holiday (where your emailing your research paper would also not be possible)
- 3) pre-approved university-sanctioned event or activity (where your emailing your research paper would also not be possible). You must notify me of this event at least three weeks before the research paper due date.
- 4) military orders (where your emailing your research paper would also not be possible)
- 5) family emergency (where your emailing your research paper would also not be possible)

Classroom Protocol

Attendance and participation

It is expected that you will attend scheduled classes. Attendance is not recorded, but scheduled class meetings often require in-class activities that are part of larger assignments. Therefore, missing class will negatively affect your grade. If you miss class, it is your responsibility to obtain class notes from a colleague in class. If you are late to class, please do not be disruptive. If you know that you need to leave early, let me know before class. Every student is expected to participate in class discussion regularly. Regular participation makes the class more interesting and exciting for all of us!

Cellphones

YOU MAY NOT USE YOUR CELL PHONE IN CLASS. If you need to have it on for family reasons, please turn it on vibrate and leave it out of sight. If you must make an emergency text, feel free to step outside of class. All other texting needs to take place before or after class.

Recording of Lectures

THERE IS NO AUDIO OR VIDEO RECORDING OF LECTURES OR OTHER CLASS ACTIVITIES ALLOWED WITHOUT INSTRUCTOR PERMISSION IN ADVANCE. It is common courtesy to obtain permission from people before you record them; therefore, out of respect to your colleagues and to me, do not make audio or video recordings of this class without my explicit permission. The syllabus, and prompts are available on Canvas; therefore, please do not take photographs of these materials in class.

Intellectual Property

All instructor-provided materials (e.g., paper prompts, syllabus) remain my intellectual property. They are to be used for private, study purposes only, and cannot be shared publicly or uploaded without my explicit written approval, in advance.

University Policies

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/>

Public Administration 281/Public Admin Internship, Fall 2017 Course Schedule

This schedule is subject to change with fair notice via class or Canvas announcement.

Week	Date	Topics, Readings, Assignments, Deadlines
0	Thurs, 8/24	No class meeting
1	Tues, 8/29- Thurs, 8/31	<p>Thursday, 8/31: Class Meeting #1: Introduction to course Read: Course Syllabus</p> <p>Assignment: online plagiarism tutorial and quiz at: http://library.sjsu.edu/video/plagiarism-graduate-level</p> <p>Assignment: Syllabus quiz on Canvas.</p> <p>*Follow the link to read the SJSU Academic Integrity Policy when completing both of these assignments. *</p>
2	Tues, 9/5- Thurs, 9/7	<p>Internship Fieldwork</p> <p>Read: “Research Questions and Participant Observation” (on Canvas) Mary A. Hepburn, Richard Neimi, and Chris Chapman. “Service Learning in College Political Science: Queries and Commentary” (on Canvas)</p> <p>Assignment: PLAGIARISM QUIZ RESULTS DUE BY EMAIL NO LATER THAN 12PM TODAY. LATE QUIZZES WILL PENALIZED 1 POINT PER DAY BEGINNING AT 12:01PM TODAY.</p> <p>Assignment: SYLLABUS QUIZ (ON CANVAS) ALSO DUE NO LATER THAN 12PM TODAY. LATE QUIZZES WILL PENALIZED 1 POINT PER DAY BEGINNING AT 12:01PM TODAY.</p>
3	Tues, 9/12- Thurs, 9/14	<p>Internship Fieldwork</p> <p>Assignment: Completion and Submission of Internship Contract due Thursday, 9/14. Place in my office mailbox or submit to me in person in Clark Hall 406L.</p>

Week	Date	Topics, Readings, Assignments, Deadlines
4	Tues, 9/19- Thurs, 9/21	Thursday, 9/21: Class Meeting #2 Assignment: Internship Placement Paper due at 5:45pm Thursday, 9/21.
5	Tues, 9/26-Thurs, 9/28	Internship Fieldwork
6	Tues, 10/3-Thurs, 10/5	Internship Fieldwork Assignment: Summary of Internship Activity (August and September) due Thurs, 10/5 (submit on Canvas)
7	Tues, 10/10-Thurs, 10/12	Internship Fieldwork
8	Tues, 10/17- Thurs, 10/19	Internship Fieldwork
9	Tues, 10/24 Thurs, 10/26	Thursday, 10/26: Class #3 Discuss first internship summaries
10	Tues, 10/31- Thurs, 11/2	Internship Fieldwork
11	Tues, 11/7- Thurs, 11/9	Thursday, 11/9 Class Meeting #4: Discuss Research papers Discuss second internship summaries Read: David Campbell, “Social Capital and Service Learning,” PS: Political Science and Politics (on Canvas) Assignment: Summary of Internship Activity (October) due Tues, 11/7 (submit on Canvas)
12	Tues, 11/14-Thurs, 11/16	Internship Fieldwork
13	Tues, 11/21- Thurs, 11/23	Internship Fieldwork <i>Thurs, 11/23: Thanksgiving Holiday—no classes</i>
14	Tues, 11/28- Thurs, 11/30	Internship Fieldwork

Week	Date	Topics, Readings, Assignments, Deadlines
15	Tues, 12/5- Thurs, 12/7	<p>Thursday, 12/7: Class Meeting #5: Networking</p> <p>Assignment: Business Card Paper due Tues, 12/5</p> <p>Assignment: Summary of Internship Activity (November) due Thurs, 12/7 (submit on Canvas)</p>
16	Tues, 12/12	“Dead Day” no classes
Final Eval.	December 13 th	<p>Research Paper Due in person (hard copies only) by 5pm on Wednesday, December 13th.</p> <p>Submit your research paper in person to me in Clark Hall 406L.</p> <p>You must sign the research paper submission sheet when you submit your research paper. Do not place your paper under my office door or in my mailbox. Do not submit it to one of my colleagues or to a member of the Pols Department staff. You must submit it to me personally in order for it to be considered submitted.</p> <p>Late research papers will only be accepted in accordance with the make-up policy.</p>