

San José State University
Public Administration 281: Public Administration Internships
Spring 2017

Professor: Garrick L. Percival

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Office Hours: Wednesday 1-3; Thursday 2-3; and by appt.

Class Days/Time: Selected Thursdays 4:30-6pm

Classroom: TBD

CANVAS Website: <http://sjsu.instructure.com>

Course Description

The Public Administration Internships course gives students the opportunity to connect knowledge about politics, administration and policymaking learned in the classroom to real life application.

Course Learning Outcomes

In addition, this course will contribute to the following MPA program Learning Outcomes

1. Participate in and contribute to the public policy process
 - a. Apply techniques for program evaluation and policy analysis
2. Articulate and apply a public service perspective
 - a. Behave ethically and with integrity: tell the truth, keep confidences, admit mistakes...

Texts/Readings

- Article on Research Questions and Participant Observation (on Canvas)
- 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 editions—professor will recommend appropriate chapters for particular placements (book not required).
- Other readings appropriate to individual placements as suggested by the professor.

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, and the “Political Blotter” blog (<http://www.ibabuzz.com/politics/>) are of particular interest given their focus on city, county, and regional politics. Sanjoseinside.com is another great resource on San Jose city politics.

Course Requirements and Assignments

Credit for this course will be earned by the successful completion of the following tasks and assignments

1. Completion of 260 internship hours over the course of the semester. (360 points)
2. Description of Internship Placement paper. 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 you’re interning with 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. (30 points)
3. Complete (and submit) internship contract Professor Percival will distribute this during our first meeting or via email) which 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. (15 points)
4. Participate in monthly classes and submit a monthly summary of internships hours, activities, and observations at the end of February, March, and April. Individual consultation with the professor may also be required if problems arise. (60 points—20 points for each monthly summary).
5. Research paper. The paper (10 pages in length) will require students to construct a research question that engages theories of public administration to critically analyze the internship experience. A separate memo posted on Canvas at the end of the fourth week of the semester will provide more detail. (120 points)
6. Collection of business cards of professional contacts. In order to encourage students to use the public administration internships as a professional “networking” opportunity, I ask that students collect 10 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 description of each person, where they met them, and how they might be important to their professional development. (15 points).

Grading Policy:

According to university regulations grading for this course works on a *credit/no credit* basis. Each of the required components of the class *must* be completed at a “C” level or higher to earn credit. See

the course schedule below for relevant due dates. A total of 600 points are awarded in this class. To earn a C or better students need to earn at least 438 points.

Classroom Protocol and Policies

Cell phones should be turned off or placed on silent mode at all times during class. Computers/tablets should be used only for class purposes.

Late papers or Assignments Policy

Make-up exams are only given in cases of excused absences in accordance with the university’s policy on excused absences. Circumstances that may lead to an excused student absence are subpoenas, jury duty, military duty, religious observances, illness, illness of a dependent, and bereavement for immediate family. If you are a member of a SJSU varsity intercollegiate athletic team, please provide me with your team schedule during the first week of the class. **Papers that are turned in late will be penalized a full letter grade for every 24 hours past the original due date.** For example, a paper submitted 10 minutes past the deadline will be penalized 1 full letter grade. This same penalty will apply to a paper turned in up to 24 hours past the original deadline. For every 24 hours after that, a paper will be penalized an additional letter grade and so on until the start value is an ‘F.’ Please be aware of this policy and be sure to get your writing assignments turned in on time.

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/>

Political Science 281: Public Administration Internships (Spring 2017)

**Schedule is subject to change with fair notice and will be announced via email and/or in-class announcement.*

Week	Date	Topics, Readings, Assignments, Deadlines
1	2/2	Class #1: Course Introduction Internship Field Work
2	2/9	Internship Field Work

3	2/16	<p>Internship Field Work</p> <p>Paper Due: Description of Internship Placement (Please provide hard copy to Professor Percival)</p> <p>Assignment Due: Completed Internship Contract (Please provide hard copy to Professor Percival)</p>
4	2/23	<p>Class #2: Class #2 Summary of Internship Work; Understanding Context in Politics and Public Administration</p> <p><u>Readings:</u></p> <p>Research Questions and Participant Observation (Posted on Canvas)</p> <p>Assignment Due: Summary of Internship Activity (January and February)</p>
5	3/2	<p>Internship Field Work</p>
6	3/9	<p>Internship Field Work</p>
7	3/16	<p>Internship Field Work</p>
8	3/23	<p>Class #3: Term Paper Discussion and Submission of Research Question</p> <p>Assignment Due 3/23: Summary of Internship Activity (March)</p>
9	3/30	<p>Spring Break</p>
10	4/6	<p>Internship Field Work</p>

11	4/13	Internship Field Work
12	4/20	Internship Field Work
13	4/27	Internship Field Work
14	5/4	Class #4: Planning your professional life after Graduate School_ Assignment Due: Summary of Internship Activity (April)
15	5/11	Internship Field Work
		Final Exam Week Assignment Due May 22nd: Internship Term Paper Assignment Due May 22nd: Business Cards and Professional Network Summary