San José State University
Department of Political Science
Political Science 181: Field Work in Politics
Spring 2016

Professor: Garrick L. Percival

Office Location: Clark Hall 453

Telephone: (408)-924-5553

Email: garrick.percival@sjsu.edu (preferred contact)

Office Hours: Tuesdays 12:30-1:30pm, Wednesdays 2-3pm, and by appt.

Class Days/Time: Selected Tuesdays 10:30am-11:45

Classroom: Dudley Moorhead 149A

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

Course Description

The Field Work in Politics (political internships) course gives students the opportunity to connect knowledge about politics, government and policymaking learned in the classroom to real life application.

Course Learning Outcomes
In this course students will:

• Acquire practical skills and information necessary to be an active participant in local political affairs—whether in a role as engaged/concerned citizen, or as a public or private professional.
• Learn to think critically about the role and function of local and state governments in the broader American federalist system
• Develop a deeper understanding of the politics, issues, and governing processes of San Jose and/or other Bay Area communities.
In addition, this course will contribute to the Political Science Program Learning Outcomes, which are expected to be reached by political science students upon graduation.

- **Breadth** Students should possess a broad knowledge of the theory and methods of the various branches of the discipline.

- **Application** Students should be able to apply a variety of techniques to identify, understand, and analyze domestic and international political issues and organizations.

- **Disciplinary methods** Students should be able to formulate research questions, engage in systematic literature searches using primary and secondary sources, have competence in systematic data gathering using library sources, government documents, and data available through electronic sources, should be able to evaluate research studies, and should be able to critically analyze and interpret influential political texts.

- **Communication Skills** Students should master basic competencies in oral and written communication skills and be able to apply these skills in the context of political science. This means communicating effectively about politics and/or public administration, public policy, and law.

- **Citizenship** Students should acquire an understanding of the role of the citizen in local, state, national, and global contexts and appreciate the importance of lifelong participation in political processes.

**Required Texts/Readings**

There are no required textbooks for this course. 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.

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/) is 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**

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in University Policy S12-3 at http://www.sjsu.edu/senate/docs/S12-3.pdf.
Earning credit in this course requires the following:

1) Completion of 150 intern hours in your placement during the course of the semester

2) Completion of a brief one-two page overview of your placement assignment

3) Completion of a signed internship contract that states the duties of the internship, proposed work schedule (with beginning and end dates) and learning objectives.

4) Collection of at least 10 business cards/contacts during the course of your internship

5) Attendance at monthly classes (February, March, April, and May) and submitting monthly one-two page summaries of work hours, activities, and observations.

6) Completion of an internship research paper.

Notes on Course Requirements

The one-two page overview of your placement assignment should state the history and goals of the agency, office, or organization. In the case of elected officials, discuss their party identification, ideological orientation, constituency, policy goals, and relevant committee assignments.

Collection of Ten Business Cards. In order to encourage you to use your internship to build your professional “network,” I ask that you compile a collection of business cards or contacts during the course of your internship. Then, at the end of the semester, choose your “top ten” cards, copy and submit them to me with a description of each person, where you first met them, and how they might be important to your professional network.

Summary and Internship Activities and Hours Log. Interns are required to report their work hours, activities and observations in a monthly one or two page summary. Summaries must be submitted on Canvas before class meetings in March, April, and May. If problems arise during the semester additional individual consultations with the Internship Director may also be required.

Research Term Paper. The research paper assignment will be detailed in a separate memo published on Canvas at the end of the fourth week of the semester. In short, the paper (8 pages in length) will require you critically analyze your internship experience.

**Remember, you are representing the University, the Department of Political Science and most importantly, YOURSELF, during the course of your internship. This means that everything you do MUST be done in a courteous and professional manner.
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.

University Policies

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester’s Catalog Policies section at http://info.sjsu.edu/static/catalog/policies.html. Add/drop deadlines can be found on the current academic year calendars document on the Academic Calendars webpage at http://www.sjsu.edu/provost/services/academic_calendars/. The Late Drop Policy is available at http://www.sjsu.edu/aars/policies/latedrops/policy/. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the Advising Hub at http://www.sjsu.edu/advising/.

Consent for Recording of Class and Public Sharing of Instructor Material

University Policy S12-7, http://www.sjsu.edu/senate/docs/S12-7.pdf, requires students to obtain instructor’s permission to record the course.

• “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
  o It is suggested that the greensheet include the instructor’s process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.
  o In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
• “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical
Development. The policy on academic integrity can be found at http://www2.sjsu.edu/senate/S04-12.pdf. SJSU rules against plagiarism are set forth in the SJSU Catalog, which defines plagiarism as the act of representing the work of another as one’s own (without giving appropriate credit) regardless of how that work was obtained, and submitting it to fulfill academic requirements.”

The Student Conduct and Ethical Development website is available at http://www.sjsu.edu/studentconduct/.

Plagiarism at San Jose State University includes, but is not limited to: the act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another’s work, without giving appropriate credit, and representing the product as one’s own work. It is the role and obligation of each student to know the rules that preserve academic integrity and abide by them at all times.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the Accessible Education Center (AEC) at http://www.sjsu.edu/aec to establish a record of their disability.

Accommodation to Students' Religious Holidays

San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See University Policy S14-7 at http://www.sjsu.edu/senate/docs/S14-7.pdf.

Other Helpful Resources and Information

Student Technology Resources

Computer labs for student use are available in the Academic Success Center at http://www.sjsu.edu/at/asc/ located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.
SJSU Peer Connections

Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. You are encouraged to take advantage of their services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other related topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10th and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit Peer Connections website at http://peerconnections.sjsu.edu for more information.

SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at http://www.sjsu.edu/writingcenter.

Academic Counseling Center for Excellence in the Social Sciences: ACCESS

All College of Social Sciences students and interested students are invited to stop by the Center for general education advising, help with changing majors, academic policy related questions, meeting with peer advisors, and/or attending various regularly scheduled presentations and workshops. Looking for academic advice or maybe just some tips about how to navigate your way around SJSU? Check out the COSS Student Success Center (Clark Hall Room 240). It’s also a great place to study.
http://www.sjsu.edu/socialsciences/ACCESS/

Final Notes

I want to reiterate that I’m more than happy to help answer any questions you have about the course at any time during the semester. If my office hours do not work with your schedule please don’t hesitate to make an appointment with me outside of normal office
hours. The best way to contact me to set up an appointment is via email. Work hard and good luck!

**Political Science 181: Field Work in Politics (spring 2016) Schedule**

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics, Readings, Assignments, Deadlines</th>
</tr>
</thead>
</table>
| 1    | 2/2    | Class #1: Course Introduction and Overview  
Readings: Research Questions and Participant Observation (Posted on Canvas) |
| 2    | 2/9    | Internship Field Work                                                       |
| 3    | 2/16   | Internship Field Work  
**Assignment: Completed Internship Contract** (Turn in hard copy in to Prof. Percival) |
| 4    | 2/23   | Internship Field Work  
**Assignment: Summary of Internship Placement** (submit on Canvas) |
| 5    | 3/1    | Internship Field Work                                                       |
| 6    | 3/8    | Class #2 Summary of Internship Work; Understanding Context in Politics and Government  
**Assignment: Summary of Internship Activity (January and February)** (submit on Canvas) |
| 7    | 3/15   | Internship Field Work                                                       |
| 8    | 3/22   | Internship Field Work                                                       |
| 9    | 3/29   | Internship Field Work (Spring Break)                                        |
| 10   | 4/5    | Class #3: Term Paper Discussion and Research Questions  
**Assignment: Summary of Internship Activity (March) Due** (submit on Canvas) |
<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>4/12</td>
<td>Internship Field Work</td>
</tr>
<tr>
<td>12</td>
<td>4/19</td>
<td>Internship Field Work</td>
</tr>
<tr>
<td>13</td>
<td>4/26</td>
<td>Internship Field Work</td>
</tr>
<tr>
<td>14</td>
<td>5/3</td>
<td>Class #4: Planning your professional life after college</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Assignment: Summary of Internship Activity (April) Due</strong></td>
</tr>
<tr>
<td>15</td>
<td>5/10</td>
<td>Internship Site Visits</td>
</tr>
<tr>
<td></td>
<td>5/18</td>
<td><strong>Assignment: Term Paper Due</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Assignment: Copy of Business Cards and Professional Network Summary Due</strong></td>
</tr>
</tbody>
</table>