

San José State University
Department of Political Science
Public Administration 281: Public Administration Internships
Fall 2015

Professor: Garrick L. Percival

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Office Hours: Monday and Wednesday 12:30-1:30pm, and by appt.

Class Days/Time: Selected Wednesdays 4:30-7:15pm

Classroom: Dudley Moorhead 162

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...

Required 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—appropriate chapters recommended for particular placements.
- 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/>) 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

Earning credit in this course requires the following:

- 1) 260 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 during the course of your internship
- 5) Attendance at monthly classes (August, September, October, November, and December) and submitting monthly one-two page summaries of work hours, activities, and observations. Individual consultation with
- 6) Completion a 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 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 who the person is, 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 September, October, November, and December**. If problems arise during the semester additional individual consultations with the Internship Director may also be required.

Research 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 (10 pages in length) will require you critically analyze your internship experience.

Remember, you are representing the University, the MPA program 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 important due dates for each assignment in the course schedule

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](http://info.sjsu.edu/static/catalog/policies.html) 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](http://www.sjsu.edu/provost/services/academic_calendars/) at http://www.sjsu.edu/provost/services/academic_calendars/. The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/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](http://www.sjsu.edu/advising/) 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), <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.”
 - 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.
 - 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](http://www.sjsu.edu/studentconduct/) 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](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) 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](http://www.sjsu.edu/aec) (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](http://www.sjsu.edu/senate/docs/S14-7.pdf) 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](http://www.sjsu.edu/at/asc/) 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](http://peerconnections.sjsu.edu) 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](http://www.sjsu.edu/writingcenter) 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 281: Public Administration Internships (spring 2015) Schedule*

**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
2	8/26	Class #1: Course Introduction and Overview <u>Readings</u> : Research Questions and Participant Observation (Posted on Canvas)

3	9/2	Internship Field Work
4	9/9	Internship Field Work Assignment: Completed Internship Contract (Turn in hard copy in to Prof. Percival)
5	9/16	Internship Field Work Assignment: Summary of Internship Placement (submit on Canvas)
6	9/23	Class #2 Summary of Internship Work; Understanding Context in Politics and Government Assignment: Summary of Internship Activity (August and September) (submit on Canvas)
7	9/30	Internship Field Work
8	10/7	Internship Field Work
9	10/14	Internship Field Work
10	10/21	Spring Break
11	10/28	Class #3: Term Paper Discussion and Research Questions Assignment: Summary of Internship Activity (October) Due (submit on Canvas)
12	11/4	Internship Field Work
13	11/11	Internship Field Work

14	11/18	Internship Field Work
15	11/25	Internship Field Work
16	12/2	Class #4: Final Class Session Assignment: Summary of Internship Activity (November/December) Due
	12/16	Assignment: Term Paper Due Assignment: Copy of Business Cards and Professional Network Summary Due