

**San José State University**  
**Public Administration 281: Public Administration Internships**  
**Spring 2018**

**Course and Contact Information**

<b>Instructor:</b>	Garrick L. Percival
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<b>Office Hours:</b>	Monday and Wednesday 1:00pm-2:30pm (and by appointment)
<b>Class Days/Time:</b>	Thursdays 6:00pm-8:45pm
<b>Classroom:</b>	HGH 116

**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.

**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.

<b>Mapping PADM 281 Course Learning Outcomes to MPA PLOs</b>	<b>Program Learning Outcomes</b>	<b>Assessment Methods</b>
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*, 2<sup>nd</sup> 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](http://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](http://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](mailto:Paul.Kauppila@sjsu.edu).

## Course Requirements and Assignments

### *Succeeding in a Four-Unit Course*

At SJSU, students are expected to spend two hours outside of class for every one hour of class time. Because this is a four-unit class, you can expect to spend a minimum of eight hours per week in addition to time spent in class and on scheduled tutorials or activities. Careful time management will help you keep up with readings and assignments and enable you to be successful in all of your courses. In this class, one of the four units is an engagement unit, which consists of online quizzes and community-based assignments. You are expected to spend 45 hours this semester (both to prepare for and to complete the work) to successfully complete this unit. More details about student workload can be found in <http://www.sjsu.edu/senate/docs/S12-3.pdf>

## Course Requirements and Assignments

1. Completion of 260 internship hours over the course of the semester (360 points). 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.
2. Description of Internship Placement paper (30 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 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. The Internship Placement Paper is due at the end of class on May 17<sup>th</sup> at 7:30pm.
3. Complete (and submit) an internship contract (15 points). Professor Percival will distribute these during our first meeting) that 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 February 15<sup>th</sup> during our second class meeting.
4. Participate in monthly classes and submit a monthly summary of internships hours, activities, and observations at the end of February, March, and April. (60 points—20 points for each monthly summary). Individual consultation with the professor may also be required if problems arise. All assigned readings are required. It is expected students complete the assigned readings before attending class each month. Students may find it necessary to read all or portions of the assigned readings more than once to comprehend complex material. Students who feel they need additional help with effective reading comprehension strategies should consult with the professor during office hours. Please see the course schedule below for the relevant due dates of the internship summary papers. Late summaries will be penalized one letter grade per day.

5. Internship Research paper (120 points). The paper (10 pages in length) will require students to construct a research question that engages theories of political science and then critically analyzes the internship experience. A separate memo posted on Canvas at the end of the third week of the semester will provide more detail. The internship research paper is **due May 17<sup>th</sup> at 7:30pm**.

6. Collection of business cards or professional contacts (15 points). In order to encourage students to use the political internship as a professional “networking” opportunity, I ask that students collect 10 business cards of people they met during the internship (alternatively, students may substitute the name and contact info of new professional contacts if business cards are not available). 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.

### **Final Evaluation**

There is no in-class final exam in this course. The final evaluation is the internship research paper. The research paper is **due on Canvas by 7:30pm on Wednesday, May 17<sup>th</sup>**. 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 the Late/Make-up Policy in this syllabus for further information.

### **Grading Information**

Detailed prompts for the papers will be posted on Canvas. 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 political science and related disciplines?
- 3) adherence to methodological design—does the paper use appropriate political science 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

Each paper assignment will have specific requirements that must be addressed. Please refer to the individual prompts on Canvas for further information.

### **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. Completion and Submission of Internship Contract	15
2. Description of Internship Placement Paper	30
3. Completion of 260 Internship Hours	360
4. Monthly summaries of internship activities (20 points per summary)	60
5. Internship Research paper	120
6. Business cards/Professional Network paper	15
<b>Total</b>	600

### **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 150 internship hours must be completed. A total of 600 points are awarded in this class. To earn a C or better students need to earn at least 438 points *and* complete the 260 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 7:31pm 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.

### **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!

### **Proper Use of Technology**

At times, we will be using our tablets, smartphones, and laptops to work on assignments and group projects in class. ***Aside from those times, your phones and computers need to be turned off and put away.*** In the classroom environment, texting, social networking, web searching—or any of the myriad things we all can do with our phones—hurts our ability to listen and communicate as effectively as possible. If you absolutely must use your phone, please leave the classroom. Students who violate this policy more than once will be asked to leave.

### **Email Communication**

The easiest way to contact me is via email. Please be aware though that I will not (unless in unusual circumstances) respond to email after normal working hours (Monday through Friday 8am-5pm). During busy times of the semester I receive a high volume of emails so please give me at least 24 hours to respond (not counting weekends for reasons just described) before sending me a follow up.

### *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/>

### **Political Science Department Writing Policy**

Students of political science should develop the ability to write in clear, grammatical English. Spelling and grammar count! Students must take care that appropriate citations are used. Direct quotations must be so indicated with quotation marks. Ideas from others must also be referenced. Failure to cite your sources constitutes academic misconduct, which carries with it serious sanctions. A tutorial on citations is available at <http://libguides.sjsu.edu/writeandcite>. 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 <http://www.sjsu.edu/writingcenter/>.

## Public Administration 281/Public Admin Internship, Spring 2018 Course Schedule

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

Week	Date	Topics, Readings, Assignments, Deadlines
1	1/25	Individual consultations with students finalizing internship placements
2	2/1	<b>Class #1:</b> Introduction to course  <b>Read:</b> Course Syllabus
3	2/8	Internship Fieldwork
4	2/15	Internship Field Work  <b>Assignment Due: Description of Internship Placement paper</b> (please submit on Canvas by 11:59pm 2/15)  <b>Assignment Due: Completed Internship Contract</b> (Please provide a hard copy to Professor Percival)
5	2/22	<b>Class #2:</b> Class #2 Summary of Internship Work; Understanding Context in Politics and Public Administration  <u>Readings:</u> Research Questions and Participant Observation (Posted on Canvas) <b>Assignment Due: Summary of Internship Activity (January and February)</b> Note: Students will be assigned a journal article related to your internship area. Read for 3/22 meeting and be prepared to discuss.
6	3/1	Internship Fieldwork
7	3/8	Internship Fieldwork  Read: Assigned Article
8	3/15	Internship Fieldwork
9	3/22	<b>Class #3:</b> Term Paper Review and Discussion of Research Questions <b>Assignment Due 3/23: Summary of Internship Activity (March)</b>
10	3/29	Spring Break (if you're behind on your internship hours, this is a good time to catch up)

<b>Week</b>	<b>Date</b>	<b>Topics, Readings, Assignments, Deadlines</b>
11	4/5	Internship Fieldwork
12	4/12	Internship Fieldwork
13	4/19	Class #4: Lessons learned and Review of Major Themes and Concepts
14	5/3	<b>Assignment Due 5/3: Summary of Internship Activity (April)</b>
15	5/10	Internship Field Work
	5/17	<p>Final Evaluation  May 17<sup>th</sup> is the “final exam” day for this course. You will need to submit your final internship paper and business card assignment by the end of our final exam period, which is 7:30pm. Please submit both on Canvas. Late research papers will <b>only</b> be accepted in accordance with the make-up policy.</p> <p><b>Assignment Due May 17<sup>th</sup>, 7:30pm: Internship Term Paper</b></p> <p><b>Assignment Due May 17<sup>th</sup>, 7:30pm: Business Cards and Professional Network Summary</b></p>