

San José State University
PADM 281 Public Administration Internships
Fall 2019

Course and Contact Information

Instructor:	Garrick L. Percival
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Office Hours:	Tues 9-10; Wed 12-2 (and by appointment)
Class Days/Time:	Thursdays 6:00pm-8:45pm
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. Please 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.

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.

Mapping PADM 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 Text

Several readings (mostly journal articles and chapters from relevant books on public administration, nonprofits, or city and county governance) 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).

Also, be sure to read the Mercury News www.mercurynews.com on a regular basis (at least 3-4 times a week). The Political Science Department’s main office (Clark 471) also has a print copy of the Mercury News available to read on most weekdays. 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 as is a new website covering San Jose politics “San Jose Spotlight” at <https://sanjosespotlight.com>

Library Liaison

The library liaison for Political Science 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 (Political Science Liaison). He can be reached by telephone (408) 808-2042 or by email 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). Please note, no partial points are granted for the failure to complete the required 260 internship hours by the last day of the semester. Students must reach 260 hours to receive the 300 points for this assignment. Failure to complete the requisite internship hours 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 Description Internship Placement paper is due on Canvas by **11:59pm on 9/12**.
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 to Canvas by **11:59pm on 9/12**. Students will lose 5 points on the assignment for every day the contract is turned in passed the due date until the start value on the assignment is a zero. Please note that students who fail to submit a contract will not be eligible to have their internship hours verified by Prof. Percival. This will result in a “No Credit” grade in the course.
4. Participate in monthly classes and submit a monthly summary of internships hours, activities, and observations at the end of September, October, and November. (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 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. Your summary should be approximately 2 pages in length, double spaced with 12 point font and 1 inch margins. When writing your monthly summary of activities discuss and reflect on one or two major projects you worked on during that month. What were you tasked with? What was the goal(s) of the activity? What did you learn from the process? In what ways did your work tie into your previous activities during your internship? The key here is focus one or two major projects rather than supply a bulleted list of items or activities you did during the month. On each monthly summary please also include the total number of hours you interned during the month and the total number of hours (to date) for the semester. I'll be using these numbers to log your time for the semester. Late summaries will be penalized 5 points for each 24 hour period they are late until the start value on the assignment drops to zero. **Internship summaries are due 9/26; 10/31 and 12/2.**

5. Internship Research paper (120 points). The paper (8-9 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 fifth week of the semester will provide more detail. The internship research paper is **due Thursday December 12th at 7:30pm.**

6. Collection of business cards of 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 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. **Due Thursday December 12th at 7:30pm.**

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 Thursday, December 12th.** This is the end of the final exam period scheduled for this class.

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) the quality (and appropriate quantity) of the sources cited within the paper as well as the proper use of APA, APSA, or Chicago formatting
- 4) the quality of the writing

Determination of Grades

NOTE that [University policy F69-24](http://www.sjsu.edu/senate/docs/F69-24.pdf) 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
Total	600

Grading Policy

According to university regulations grading for this course works on a credit/no credit basis. A total of 600 points are awarded in this class. To earn a C or better students need to earn at least 438 points which requires the completion of 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 research papers and business cards/professional network summaries 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 research papers and late business cards/professional network summaries will **NOT** be accepted after the last scheduled day of final exams. As noted above, monthly internship summaries can be submitted past the due date but will be penalized 5 points for 24 hours they are late until the start value is a zero on the assignment.

Classroom Protocol

Attendance and participation

It is expected that you will attend scheduled classes. Attendance is not recorded, but scheduled class meetings may involve 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 check and respond to email once in the morning and once in the late afternoon before I leave campus. Please give me at least 24 hours to respond before sending me a follow up. If you need assistance on a particularly urgent matter you can also call my office phone or call the main political science department number (408-924-5552).

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 Fall 2019 Course Schedule

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

Week	Date	Topics, Readings, Assignments, Deadlines
1	8/22	Class Meeting #1: Introduction to course (Please note class will begin at 7:15pm at Starbucks in Student Union) Read: Course Syllabus
2	8/29	Internship Field Work
3	9/5	Internship Fieldwork
4	9/12	Internship Fieldwork Assignment Due: Description of Internship Placement paper (submit on Canvas) Assignment Due: Completed Internship Contract (submit scanned pdf copy on Canvas)
5	9/19	Class meeting #2 Summary of Internship Work; Understanding Context in Politics and Public Administration Read: Research Questions and Participant Observation (Posted on Canvas) Note: Students will be assigned a journal article related to your internship area. Read for 10/10 meeting and be prepared to discuss.
6	9/26	Internship Fieldwork Assignment Due 9/26 11:59pm on Canvas. Summary of internship activity (August and September)
7	10/3	Internship Fieldwork Read: Assigned Article Related to Internship Experience
8	10/10	Class Meeting #3 Internship Research Paper Review and Connecting Research to Practical Public Administration
9	10/17	Internship Fieldwork

Week	Date	Topics, Readings, Assignments, Deadlines
10	10/24	Internship Fieldwork
11	10/31	Internship Fieldwork Assignment Due 10/31 11:59pm on Canvas: Summary of Internship Activity (October)
12	11/7	Internship Fieldwork
13	11/14	Internship Fieldwork
14	11/21	Internship Field Work
15	11/28	Internship Fieldwork (Thanksgiving break) Assignment Due 12/2 11:59pm on Canvas: Summary of Internship Activity (November)
16	12/5	Class #4: Lessons learned and Review of Major Themes and Concepts of the Semester
	12/12	Final Evaluation December 12th 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 only be accepted in accordance with the make-up policy. Assignment Due December 12th 7:30pm: Internship Term Paper Assignment Due December 12th 7:30pm: Business Cards and Professional Network Summary