

San José State University
Department of Political Science
Pols 181 Internships, Section 01, Spring 2020

Course and Contact Information

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| Instructor: | Garrick L. Percival |
| Office Location: | Clark Hall 471C |
| Telephone: | (408) 924-5553 |
| Email: | garrick.percival@sjsu.edu |
| Office Hours: | Tues 9-10:30am; Wed 1-2, Thurs 1-2 (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 political internships course offers students the opportunity to connect knowledge of politics, government, and policy making learned in the classroom to real life application through internships with elected officials, non-profit organizations, government agencies, or political campaigns.

Political Science Program Learning Outcomes

Upon completion of the Political Science major program, students should be able to demonstrate the following learning outcomes.

PSPLO1: Breadth

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

PSPLO2: Application and Disciplinary Methods

Students should be able to formulate research questions, engage in systematic literature searches using primary and secondary sources, evaluate research studies, and critically analyze and interpret influential political texts. Students should be able to apply these techniques to identify, understand, and analyze domestic and international political issues and organizations.

PSPLO3: 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.

PSPLO4: 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.

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 affairs.
- 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 sector and develop practical skills that translate into success in the professional workplace.

| Mapping POLS 181 Course Learning Outcomes | Program | Assessment Methods |
|---|---------|--------------------|
|---|---------|--------------------|

| to Political Science PLOs | Learning Outcomes | |
|--|--------------------------|---|
| CLO1: Develop practical skills that facilitates and encourages participation in government and public affairs. | PLO 4 | Internship hours, research paper |
| CLO2: Demonstrate the ability to think critically about the role of city, county, and state government institutions and organizations in the policy process. | PLO 2 | Internship hours, research paper |
| CLO3: Develop skills related to the mechanics of professional networking and identify ways that professional networks help achieve professional goals. | PLO 3, 4 | Internship hours, business cards assignment |
| CLO4: Analyze steps involved in the career planning process and develop practical skills that translate into success in the professional workplace. | PLO 3, 4 | Internship hours, research paper, résumé |

Required Text

So Good They Can't Ignore You (2012). Cal Newport. New York: Hachette Book Group.

The textbook is required and available for purchase in the Spartan Bookstore. You may use the etextbook for this course.

Additional Reading

In addition, several readings (listed directly below and in course schedule) will be posted on the course Canvas site as the semester progresses. These reading will be required and discussed during our class meetings.

“Research Questions and Participant Observation” (on Canvas)

Mary A. Hepburn, Richard Neimi, and Chris Chapman, “Service Learning in College Political Science: Queries and Commentary” (on Canvas)

“How to Write a Masterpiece of a Resumé” (on Canvas)

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. Sanjoseinside.com is another great resource on San Jose city politics as is a relatively new site covering San Jose politics, “San Jose Spotlight,” which can be found at <https://sanjosespotlight.com>. It’s really good, check it out.

The “Internal Affairs” section, published in Sunday’s edition of the paper, is of particular interest given its focus on city and county politics.

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 135 internship hours over the course of the semester (250 points). Please note, no partial points are granted for the failure to complete the required 150 internship hours by the last day of the semester. Students must reach 135 hours to receive the 250 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 2-3 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 2/13**.
3. Complete (and submit) an internship contract (15 points). Professor Percival will distribute these during our first meeting) that when completed, will need to outline 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 2/13**. 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. Resumé Assignment (30 points). One of central goals of this course is to help students prepare themselves for their professional life after college. To get us started, students will be asked to write and critique two drafts of their professional resumé. We will also workshop these résumés in class; therefore,

your attendance at this scheduled class meeting will factor into your grade on this assignment. The final resume assignment is **due on 3/19**.

5. 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 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 2/27; 3/27 and 5/5.**

5. Internship Research paper (200 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 fourth week of the semester will provide more detail. The internship research paper is **due Thursday May 14th at 7:45pm.**

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 May 14th at 7:45pm.**

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 7:45pm on Thursday, May 14th**. 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 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 135 Internship Hours | 250 |
| 4. Résumé Assignment | 30 |
| 5. Monthly summaries of internship activities (20 points per summary) | 60 |
| 6. Internship Research paper | 200 |
| 7. 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 135 internship hours.

Course Letter Grades will be assigned using the following scale:

| Grade | Percentage |
|-----------|---------------|
| Credit | 73 to 100% |
| No Credit | 72.9% or less |

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 (e.g. the final paper) will be graded; however, this assignment will be penalized one letter grade for each day they are late. For example, a late B+ internship research paper would earn a C+. The late period begins at 7:46pm 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

During class time, ***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 (<http://www.sjsu.edu/senate/docs/S16-9.pdf>), relevant information to all courses, such as academic integrity, accommodations, dropping and adding, consent for recording of class, etc. is 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/>” Make sure to review these university policies and resources with students.

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/>.

Political Science 181/Internships, Spring 2020 Course Schedule

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

| Week | Date | Topics, Readings, Assignments, Deadlines |
|------|------|---|
| 1 | 1/23 | Class Meeting #1: Introduction to course Read: Course Syllabus |
| 2 | 1/30 | Internship Fieldwork |
| 3 | 2/6 | Internship Fieldwork Read: “Research Questions and Participant Observation” (on Canvas) Mary A. Hepburn, Richard Neimi, and Chris Chapman, “Service Learning in College Political Science: Queries and Commentary” (on Canvas) |
| 4 | 2/13 | Internship Fieldwork Assignment Due: Description of Internship Placement paper (submit on Canvas) Assignment Due: Completed Internship Contract (submit scanned pdf copy on Canvas) |
| 5 | 2/20 | Class meeting #2 “Thinking about your professional career path” Read: Cal Newport, Chapters 1-3 |
| 6 | 2/27 | Internship Fieldwork Read: “How to Write a Masterpiece of a Resumé” (on Canvas) Assignment Due 2/27 11:59pm on Canvas. Summary of internship activity (January and February) |
| 7 | 3/5 | Internship Fieldwork |
| 8 | 3/12 | Class Meeting #3 Resumé Workshop Assignment Due: Resumé draft #1 due 6pm (bring hard copy to class for “resumé workshop”) |

| Week | Date | Topics, Readings, Assignments, Deadlines |
|------|------|--|
| 9 | 3/19 | Class #4 Review updated Resumé and discuss Term Paper Assignment Assignment Due: Resumé Draft #2 due 6pm (submit final--edited from previous class--version on Canvas) |
| 10 | 3/27 | Internship Fieldwork Assignment Due 3/27 11:59pm on Canvas: Summary of Internship Activity (March) |
| | 4/2 | Spring Break Week (Try to catch up on internship hours if you are behind) |
| 11 | 4/9 | Internship Fieldwork Read: Cal Newport Chapters 4-7 |
| 12 | 4/16 | Internship Fieldwork Class #5: Outlining your Career Path |
| 13 | 4/23 | Internship Fieldwork Read: Cal Newport Chapters 8-11 |
| 14 | 4/30 | Internship Fieldwork |
| 15 | 5/7 | Class #6: Discuss Internship Papers and Lessons Learned from the Semester Read: Cal Newport Chapters 12-14 Assignment Due 5/5 11:59pm on Canvas: Summary of Internship Activity (April) |
| | 5/14 | Final Evaluation May 14th 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 7:45pm. Please submit both on Canvas. See late paper/makeup policy for information on late paper penalties. Assignment Due May 14th 7:45pm: Internship Term Paper Assignment Due May 14th 7:45pm: Business Cards and Professional Network Summary |