**Internship in Political Science**

**790:481:01**

Rutgers University Fall 2014

W 7:40-9:00 Dr. William Field

Scott 203 Office hours: W 6:45-7:30 RSC Atrium

The Internship in Political Science is an experiential learning program through which students may earn 3 academic credits for interning in a political setting. Unpaid political internships are readily available in the offices of federal, state, and local officials, in nonprofit agencies, NGOs, law firms, lobbying firms, and news organizations. Internships are also available during election campaigns and for firms that support political campaigns. Students generally have the best experience when they intern at a site which has an ongoing relationship with this internship program, but students may reach beyond the program’s connections with the permission of the instructor.

Your internship experience will enable you to observe the political process in action, which will allow you to test some of the ideas, theories, and material presented in other political science classes. You will also witness first-hand some of the career possibilities available to political science majors, and you will play a meaningful role in important real-world endeavors. Attending the class will broaden your experience as the other students share their internship experiences through invited guest speakers and class discussion.

A maximum of six credits of internship, independent study, or honors thesis, may be counted toward the graduation requirements of the political science major. An additional total of 27 credits of internship and independent study may be counted toward Rutgers graduation, but will not count for major credit.

COURSE REQUIREMENTS

There are four components to this course: the time and effort you devote to your internship, your term paper, class attendance and participation, and your class presentation. They all contribute to your course grade, as follows:

1. Performance at the internship (40% of your grade).

Hours worked. Your grade on this component of the course will be based primarily on the number of hours you devote to your internship. **You must work at least 120 hours at your internship.**

**120-129 hours = B**

**130-139 hours = B+**

**140 hours + = A**

Remember the following points:

* 120 hours is a minimum. If you work fewer, your grade will suffer.
* Commuting time does not count. What counts is time *on the job*
* Your supervisor must certify your time each week. I have posted a time sheet on sakai; download and use it weekly! Hand it in each Tuesday. Do not photocopy your supervisor’s signature and hand that in; original signatures only!
* Keep a tally of your time, so you’ll have a running total of your hours.
* All time sheets must be handed in by December 11.

I may approach your supervisor for an evaluation of your performance. Supervisors expect interns to be dependable, courteous, conscientious, industrious, trustworthy, and properly attired for the job. They will complain to me if you fall short. Treat the internship as a real job.

1. Term paper (30% of your grade)

* The paper shall be 10 pages long
* The first page lists your name and the organization with which you interned. Below this, describe in your own words the organization. Then, give your supervisor’s name and contact information: phone and email. This page will serve as your title page, but counts as page one of your paper. In the next six pages, describe in detail what you did at the internship. In the next two pages (pages 8 and 9), draw connections between what you observed at your internship and what you have learned in other Political Science classes. Make **three** specific observations, ideally relating to three different courses. On the final page (page 10), give an overall appraisal of your experience. How did it benefit you (if it did; perhaps it was a bust)? Would you recommend the placement to someone else? Why or why not?
* Remember to write well. Be organized. Write in full sentences and paragraphs. Proofread your paper, and avoid typos and wordos. Poor writing will hurt your grade.
* The paper is due at the beginning of class on December 11. That’s the last day of class. I will assess a 5 point penalty for every 24 hour period, starting from the beginning of class, that the paper is late.

1. Class attendance and participation (20% of your grade)

Class meets weekly, and attendance is expected. There are no excused absences, except for religious holidays. A certain amount of illness will happen, but I will not suspend my attendance policy unless the H1N1 virus explodes across campus again. I expect you to show up on time, participate in class discussions, and ask questions of our guest speakers. You may NOT use cell phones or computers during class time.

1. Class presentation (10% of your grade)

You are responsible for making a presentation to the class at one of our weekly sessions. The presentation must be related to your internship. The presentation and follow-up Q&A will take approximately half the class period. You have two options:

* Invite a guest speaker. You may bring in a speaker from your internship placement. This may be your supervisor, a co-worker (not a fellow intern), or someone you met while performing your duties at your placement. The speaker need not be famous (fame won’t affect your grade), but should be informative and interesting. Don’t be shy about inviting someone – most people you meet will be flattered to be asked to speak at Rutgers. Part of your grade results from the way you introduce your speaker – give 2-3 minutes of biography before handing the floor over. The speaker should talk about the overall goals of the office where you work, what s/he does there, and what impact the work has on other people.
* Speak yourself. You may give your own presentation about your placement. If you choose to do this, prepare an outline of your talk to distribute the class at the beginning of your talk (we have about 30 students). Follow the outline to give your talk organization and structure, and speak loudly and distinctly.
* We will spend part of the first class selecting dates for your presentations. With two per week, we’ll need to start scheduling immediately. Assignment will be a combination of first-come, first-served volunteering, and assignment by the instructor.

HOW TO CONTACT ME

If you wish to contact me, the best way is by email. My address is [whfield@rci.rutgers.edu](mailto:whfield@rci.rutgers.edu), and is listed at the top of the syllabus as well. Do NOT telephone me, and do NOT leave a phone message with the department or on my office phone. I check my email pretty regularly, and will get back to you as quickly as I can.

Should you wish to speak with me directly, you may do so before or after class in our classroom. You can also find me in office hours, in the lounge of the Student Activities Center or in 411 Hickman Hall.

Please bring time sheets to class, or drop them off in my mailbox, on the 5th floor of Hickman Hall (Douglass campus)

CLASS SCHEDULE

We will meet at the following times. There are NO excused absences except for documented religious observances.

September 3

September 10

September 17

September 24

October 1

October 8

October 15

October 22

October 29

November 5

November 12

November 19

November 26 NO CLASS

December 3

December 10 PAPERS and TIME SHEETS DUE