

**Field Internship
Political Science 402
Fall 2008
5:00-6:15 Maybank 207**

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Course Objective

This course is designed to accompany a Charleston-based internship for academic credit in Political Science. This seminar is an opportunity for you to join a community of students who are engaged in similar experiences (though placements will vary) and learn from one another by sharing insights and encounters. Further, throughout the course we will tap into the expertise of various individuals from the College of Charleston community who can help you make more of the internship opportunity and think about it critically. This course *provides a common standard of academic engagement* across internship placements and structures this important component in ways that help facilitate your success.

Course Content

Each of you has an established internship placement arranged in conjunction with Erin Blevins that requires working 10-15 hours per week for a total minimum commitment of 140 hours. This work should be carefully balanced with other responsibilities you have such as other course requirements, other paying jobs you may have, and critical aspects of your personal life in ways that ensure you meet your host organization's expectations. We will devote time in class to checking in with you to see how things are going to talk through any issues you may be confronting. You will likely find that your colleagues in the seminar are often your best advisors. We will also devote seminar time to exploring specific topics about work and the workplace relevant to your experiences as interns. This will include inviting guests from the College of Charleston community to talk about critically evaluating your specific set of skills, dealing with workplace dilemmas, and honing your oral presentation/public speaking skill in ways that maximize your performance in work settings.

Reading

Navigating Newbie-ism, Marcia Hall

E-reserves

Local newspapers

Readings for this course include one book and several articles that will be available through e-reserves. In addition, you should be in the habit of reading local newspapers while you are interning because events in the community are likely to impact aspects of your work.

Course Requirements

1. Seminar attendance and participation (15%): You are expected to attend all seminar sessions and participate actively in each session. Additionally, you must submit relevant internship documents in a timely fashion, including the ***Internship Learning Agreement*** within one week of beginning your internship and the ***Student Evaluation of the Host Organization*** at the conclusion of your experience (by November 25).
2. Internship journal (10%): You will keep a reflection journal over the course of your internship in which you reflect upon and record questions, insights, or issues of concern that may emerge so that we can address them in the seminar. At times I may give you a prompt that addresses reading materials or class discussions. You should plan to make entries on a daily or at least bi-weekly basis. You should also use this journal to record the hours you have completed. Your writing here can be informal and personal, but it should still conform to the rules of Standard English. The journal should be maintained as a continuous Word document. Please date each entry. You will be required to submit the reflection journal (in its entirety) as an email attachment prior to the weekly seminar approximately every week during the first half of the semester, and less frequently from there out (see course schedule for due dates).
3. Writing Assignments (15%): You will be required to write four short papers over the duration of this course. Two of the papers are designed to help you to critically reflect on your own and your peers' research and writing. One paper will help you to better understand the power structure at the organization in which you are working. The fourth paper will provide you an opportunity to critically reflect on your experience. The papers must be typed and proofread and will be handed in during class time on the days they are due (see course schedule).
4. Research paper or Research design and presentation (35%): In consultation with me you will select a research topic and produce a research paper or comprehensive research design. The research topic you select should link your first-hand experience as an intern with academic Political Science. Your papers will therefore integrate aspects of your observations with the research literature on whatever topic you select. You will make a short presentation based on your research at the end of the course (see schedule). More information about the general parameters of the research paper will follow in a separate handout.
5. Internship Placement (25%): You will receive a grade based on feedback from your internship supervisor, the formal evaluation completed by your supervisor, and your successful completion of at least 140 hours at your workplace.

There will be a reception honoring and thanking your internship supervisors in the spring that you should plan to attend.

Grading scale: grades for individual assignments and the final grade will be based on the following scale: 93-100 A; 90-92 A-; 88-89 B+; 83-87 B; 80-82 B-; 78-79 C+; 73-77 C; 70-72 C-; 68-69 D+; 63-67 D; 60-62 D-; below 60 F.

Course Schedule (subject to change)

August 26: Course Introduction

Guest: Erin Blevins

September 2: What it means to be professional

Reading: *Navigating Newbie-ism* - all

Reflection journal due by 5:00 9/1 (Word document by email attachment)

September 9: Meyers Briggs

Guest: Meredith Gerber, Career Services

Activity: Complete the Meyers Briggs Inventory online prior to our meeting (deadline TBA)

Reflection journal due by 5:00 9/8

September 16: The changing nature of work

Guest: Dr. Nick Velluzzi

Reading: TBA

Assignment #1: Organizational Analysis (see separate handout for details)

September 23: Conducting research

Reflection Journal due by 5:00 9/22: include reflections on a research topic!

Due: research topic

Activity: library session on doing research, guest Tom Gilson

September 30: Women in the workplace

Guest: Dr. Kendra Stewart

Reading: TBA

Reflection journal due by 5:00 9/29

October 7: Sexual harassment

Guest: Dr. Claire Curtis

Reading: TBA

Annotated Bibliography due in class

October 14: Fall Break - No Class

October 21: Using IT in the workplace

Guests: Bob Cape and Andrew Bergstrom

Reading: TBA

Reflection journal due by 5:00 10/20

October 28: Critical reviews and responding to them

Draft paper due in class (make two copies, one for me, one for a peer reviewer)

November 4: Powerful Presentations

Guest: Deborah McGee

Assignment #2: peer review of research draft

November 11: Ethics

Guest: Dr. Phil Jos

Reading: TBA

Reflection journal due by 5:00 11/10

November 18: presentations

Reflection journal due by 5:00 11/17 for those who are not presenting

November 25: presentations

Internship evaluations due

Reflection journal due by 5:00 11/24 for those who are not presenting

December 2: Wrap up and final thoughts

Assignment # 3: “Internship Review Essay”: In this essay identify what you believe to be the three most important insights you have developed as a result of your internship experience. Reflect on how that learning took place and describe it in your essay. In addition, consider the following questions: What can you draw on from this experience in planning your own future (i.e. choice of graduate education, career path, other)? What might you tell other students considering this type of internship? Review your original expectations for the internship and your learning objectives – in what ways have you realized or exceeded these and in what ways have you not met them? How has your experience challenged or supported what you have learned in your Political Science coursework? What might you do differently if you were to start your internship all over again?

Final Reflection Journal due (entire word document printed out)

December 8:

Research papers due Dec. 8 by 5:00 in my box.

Assignment #4: response to reviewer (include with your final paper)