

**San José State University**  
**Department of Political Science**  
**Pols 181 Internships, Section 01, Fall 2017**

**Course and Contact Information**

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<b>Office Hours:</b>	Tuesdays and Thursdays 1:00pm-2:30pm (and by appointment)
<b>Class Days/Time:</b>	Tuesdays and Thursdays 4:30pm-5:45pm
<b>Classroom:</b>	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. 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.

***Communication***

YOU MUST CHECK OUR CANVAS COURSE PAGE ROUTINELY. This is a course requirement. All course materials will be posted on Canvas. I will also frequently make announcements on Canvas. I will make every effort to promptly return emails between 8am and 6pm M-F. If I do not respond within 48 hours, please send me another email. I will answer emails on the weekends and evenings periodically and more often before the exam and around paper due dates. I am available to meet with you by appointment if you have class or work during my regularly scheduled office hours.

**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. My office hours

are listed at the top of this syllabus. Please do not hesitate to come by during these scheduled times or contact me to schedule an appointment.

### **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**

Students should be able to apply a variety of techniques to identify, understand, and analyze domestic and international political issues and organizations.

#### **PSPLO3: Disciplinary Methods**

Student should be able to formulate research questions, engage in systematic literature searches using primary and secondary sources, have competence in systematic data gathering using library sources, government documents, and data available through electronic sources, should be able to evaluate research studies, and should be able to critically analyze and interpret influential political texts.

#### **PSPLO4: 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.

#### **PSPLO5: 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 to Political Science PLOs	Program Learning Outcomes	Assessment Methods
CLO1: Acquire the practical skills and knowledge required to be active participants in government and public affairs.	PLO 4, 5	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 2	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 4, 5	Internship hours, business cards paper
CLO4: Learn about planning a career in the public sector and develop practical skills that translate into success in the professional workplace.	PLO 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.

In addition, 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.

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 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](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. Plagiarism Tutorial (5 points)

See the link under the Course Schedule. You must pass all of the modules of this tutorial with a score of at least 75%. If you complete the quiz on time and earn at least 75%, you will receive 5 points for the plagiarism quiz.

Please note the following:

1. The plagiarism tutorial is a requirement for the papers. I will not accept your papers until you submit your tutorial results (with at least 75% on all modules) to me.
2. You must email your plagiarism tutorial results to me at [mary.currinpercival@sjsu.edu](mailto:mary.currinpercival@sjsu.edu).
3. The library will not send your results to me. You must forward your results to me. Please forward to me the email with your quiz results that the library sent to you. It will have your name, your email address, your date of completion, your score for each question, and your total score. Do not email a screenshot of the completed quiz to me.
4. The quiz completion date is not the date of submission. The date I receive your forwarded email from the library is the date of submission. Hard copies will not be accepted.
5. The plagiarism tutorial is due by **12pm on Tuesday, September 5th, 2017. Late quizzes will be penalized 1 point per day, beginning at 12:01pm 9/5/17.**

**\*\*\*\*IMPORTANT\*\*\*\*** You must complete and pass (with at least 75% total grade) the plagiarism quiz in order for your papers to be accepted for this course. I will not accept any paper until you have forwarded the email the library sent to you with your plagiarism quiz results. See the link in the Course Schedule at the end of the syllabus. Even if you failed to complete the plagiarism quiz in time to earn points on the quiz, you must still complete it in order to submit any paper for this course.

### 2. Syllabus Quiz (5 points)

The syllabus quiz is worth 5 points. There will be ten questions on the quiz; each question is worth 1/2 point. The quiz will be available on Canvas on Friday, August 25th. You must complete the quiz by **12pm on Tuesday, September 5th, 2017. Late quizzes will be penalized 1 point per day, beginning at 12:01pm 9/5/17.** The questions are designed to encourage you to read the syllabus thoroughly.

### 3. Completion and Submission of Internship Contract (15 points)

Complete (and submit) an internship contract (I will distribute these during our first class meeting). This contract 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 **5:45pm on Thursday, September 14th, 2017. Late internship contracts will be penalized 1 point per day, beginning at 5:46pm 9/14/17.**

### 4. Description of Internship Placement Paper (25 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 with which you are interning 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 **Thursday, September 21<sup>st</sup>, 2017**. **Late papers will be penalized one letter grade per day beginning at 5:46pm 9/21/17.**

### **5. Internship hours (300 points)**

Your points on this assignment are based on reports from your supervisor. But it is important to note that a requirement for the course is the completion of 150 internship hours, in a preapproved internship, over the course of the semester. Failure to complete the required 150 internship hours by the last day of the semester will result in a “no credit” grade in the course.

### **6. Résumé Assignment (25 points)**

One of the 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 résumé. See draft due dates in course schedule. We will also workshop these résumés in class; therefore, your attendance at this scheduled class meeting will factor into your grade on this assignment. Your final résumé is due at **5:45pm on Thursday, November 16th, 2017**. **Late résumés will be penalized one letter grade per day, beginning at 5:46pm 11/16/17.**

### **7. Monthly summaries of internship activities (25 points per summary; 75 points total)**

You are required to submit a monthly summary of internships hours, activities, and observations at the end of September, October, and November. Individual consultation with the professor may also be required if problems arise. Relate your experiences to the class readings where applicable. Come to class on scheduled meeting days prepared to discuss your internship experiences as these mini-presentations will also factor into your grade on this assignment. The first summary is due via Canvas submission at **5:45pm on Thursday, October 5<sup>th</sup>**. The second summary is due via Canvas submission at **5:45pm on Tuesday, November 7<sup>th</sup>**. The third summary is due at **5:45pm on Thursday, December 7<sup>th</sup>**. Late summaries will be penalized one letter grade per day, beginning at 5:46pm on their respective due dates.

### **8. Business cards paper (25 points)**

In order to encourage students to use the political internship as a professional “networking” opportunity, I ask that students collect 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 short paper (2-3 pages) describing each person, where they met them, and how they might be important to their professional development. **5:45pm on Tuesday, December 5th, 2017**. **Late business card papers will be penalized one letter grade per day, beginning at 5:46pm 12/5/17.**

### **9. Research paper (100 points)**

One of the major assignment for this course is an 8-10-page research paper where you will construct a research question that engages theories of political science. In this paper, you will critically analyze your internship experience. I will elaborate upon this assignment in class and post a detailed prompt on Canvas. The research paper is **due in person (hard copies only) by 5pm on Wednesday, December 13<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 additional information about submission in the final evaluation section below.

### Final Evaluation

There is no in-class final exam in this course. The final evaluation is the research paper. The research paper is **due in person (hard copies only) by 5pm on Wednesday, December 13<sup>th</sup>**. This is the end of the final exam period scheduled for this class.

Submit your research paper **in person to me** in Clark Hall 406L. You must sign the research paper submission sheet when you submit your research paper. Do not place your paper under my office door or in my mailbox. Do not submit it to one of my colleagues or to a member of the Pols Department staff. You must submit it to me personally in order for it to be considered submitted.

**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. Syllabus quiz	5
2. Plagiarism quiz	5
3. Completion and Submission of Internship Contract	15
4. Description of Internship Placement Paper	25
5. Internship hours	300

6. Résumé Assignment	25
7. Monthly summaries of internship activities (25 points per summary)	75
8. Business cards paper	25
9. Research paper	100
<b>Total</b>	<b>575</b>

### **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 575 points are awarded in this class. To earn a C or better students need to earn at least 419 points and complete the 150 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 5:46pm 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.

The research paper is the final evaluation in this course. Late research papers will only be accepted with appropriate documentation of at least one of the following:

- 1) serious medical illness or serious medical emergency. This will require documentation from a medical professional.
- 2) religious holiday (where your emailing your research design would also not be possible)
- 3) pre-approved university-sanctioned event or activity (where your emailing your research design would also not be possible). You must notify me of this event at least three weeks before the research design due date.
- 4) military orders (where your emailing your research design would also not be possible)
- 5) family emergency (where your emailing your research design would also not be possible)

## **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!

### *Cellphones*

YOU MAY NOT USE YOUR CELL PHONE IN CLASS. If you need to have it on for family reasons, please turn it on vibrate and leave it out of sight. If you must make an emergency text, feel free to step outside of class. All other texting needs to take place before or after class.

### *Recording of Lectures*

THERE IS NO AUDIO OR VIDEO RECORDING OF LECTURES OR OTHER CLASS ACTIVITIES ALLOWED WITHOUT INSTRUCTOR PERMISSION IN ADVANCE. It is common courtesy to obtain permission from people before you record them; therefore, out of respect to your colleagues and to me, do not make audio or video recordings of this class without my explicit permission. The syllabus, and prompts are available on Canvas; therefore, please do not take photographs of these materials in class.

### *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/>.



## Political Science 181/Internships, Fall 2017 Course Schedule

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

Week	Date	Topics, Readings, Assignments, Deadlines
0	Thurs, 8/24	<p>Class Meeting #1: Introduction to course  <b>Read:</b> Course Syllabus</p> <p><b>Assignment:</b> online plagiarism tutorial and quiz at:  <a href="http://tutorials.sjlibrary.org/tutorial/plagiarism/index.htm">http://tutorials.sjlibrary.org/tutorial/plagiarism/index.htm</a></p> <p><b>Assignment:</b> Syllabus quiz on Canvas.</p> <p>*Follow the link to read the SJSU Academic Integrity Policy when completing both of these assignments. *</p>
1	Tues, 8/29	Internship Fieldwork
1	Thurs, 8/31	<p>Internship Fieldwork</p> <p><b>Read:</b> “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)</p>
2	Tues, 9/5	<p>Internship Fieldwork</p> <p><b>Assignment:</b> PLAGIARISM QUIZ RESULTS DUE BY EMAIL NO LATER THAN 12PM TODAY. LATE QUIZZES WILL PENALIZED 1 POINT PER DAY BEGINNING AT 12:01PM TODAY.</p> <p><b>Assignment:</b> SYLLABUS QUIZ (ON CANVAS) ALSO DUE NO LATER THAN 12PM TODAY. LATE QUIZZES WILL PENALIZED 1 POINT PER DAY BEGINNING AT 12:01PM TODAY.</p>
2	Thurs, 9/7	Internship Fieldwork
3	Tues, 9/12	Internship Fieldwork

<b>Week</b>	<b>Date</b>	<b>Topics, Readings, Assignments, Deadlines</b>
3	Thurs, 9/14	Class Meeting #2  <b>Read:</b> Newport, chs. 1-3  <b>Assignment:</b> Completion and Submission of Internship Contract due today
4	Tues, 9/19	Internship Fieldwork
4	Thurs, 9/21	Internship Fieldwork  <b>Assignment: Description of Internship Placement Paper due at 5:45pm today.</b>
5	Tues, 9/26	Internship Fieldwork
5	Thurs, 9/28	Internship Fieldwork
6	Tues, 10/3	Internship Fieldwork  <b>Read:</b> How to Write a Masterpiece of a Résumé” (on Canvas)
6	Thurs, 10/5	Class Meeting #3: Résumé workshop Discuss first internship summaries  <b>Assignment:</b> First draft of résumé due today at the beginning of class.  <b>Assignment:</b> Summary of Internship Activity (August and September) due today ( <b>submit on Canvas</b> )
7	Tues, 10/10	Internship Fieldwork
7	Thurs, 10/12	Internship Fieldwork
8	Tues, 10/17	Internship Fieldwork
8	Thurs, 10/19	Internship Fieldwork
9	Tues, 10/24	Class #4: Outlining your career path  <b>Read:</b> Newport, chs. 4-7
9	Thurs, 10/26	Internship Fieldwork

<b>Week</b>	<b>Date</b>	<b>Topics, Readings, Assignments, Deadlines</b>
10	Tues, 10/31	Internship Fieldwork
10	Thurs, 11/2	Class meeting #5  <b>Read:</b> Newport, chs. 8-11  <b>Assignment:</b> Second draft of résumé due today at the beginning of class.
11	Tues, 11/7	Internship Fieldwork  <b>Assignment:</b> Summary of Internship Activity (October) due today <b>(submit on Canvas)</b>
11	Thurs, 11/9	Internship Fieldwork
12	Tues, 11/14	Internship Fieldwork
12	Thurs, 11/16	Class meeting #6 Discuss second internship summaries  <b>Read:</b> Newport, chs.12-15  <b>Assignment:</b> Final résumés due today at 5:45pm.
13	Tues, 11/21	Internship Fieldwork  <b>Read:</b> David Campbell, “Social Capital and Service Learning,” PS: Political Science and Politics (on Canvas)
13	Thurs, 11/23	Thanksgiving Holiday—no classes
14	Tues, 11/28	Class Meeting #7 Discuss Research papers
14	Thurs, 11/30	Internship Fieldwork
15	Tues, 12/5	Class Meeting #8: Networking Discuss third internship summaries  <b>Assignment:</b> Business Card Paper due today

<b>Week</b>	<b>Date</b>	<b>Topics, Readings, Assignments, Deadlines</b>
15	Thurs, 12/7	<p>Internship Fieldwork</p> <p><b>Assignment:</b> Summary of Internship Activity (November) due today <b>(submit on Canvas)</b></p>
16	Tues, 12/12	“Dead Day” no classes
Final Evaluation	December 13 <sup>th</sup>	<p><b>Research Paper Due in person (hard copies only) by 5pm on Wednesday, December 13<sup>th</sup>.</b></p> <p><b>Submit your research paper in person to me in Clark Hall 406L.</b></p> <p>You must sign the research paper submission sheet when you submit your research paper. Do not place your paper under my office door or in my mailbox. Do not submit it to one of my colleagues or to a member of the Pols Department staff. You must submit it to me personally in order for it to be considered submitted.</p> <p>Late research papers will <b>only</b> be accepted in accordance with the make-up policy.</p>