

San José State University
Department of Political Science
POLS 181: Field Work in Politics (Spring 2017)
4 Units

Professor: Garrick L. Percival

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Office Hours: Wednesday 1-3; Thursday 2-3; and by appt.

Class Days/Time: Tuesday and Thursday 10:30-11:45

Classroom: BBC 221

CANVAS Website: <http://sjsu.instructure.com>

Course Description

The Field Work in Politics (political internships) course offers students the opportunity to connect knowledge about politics, government and policymaking learned in the classroom to real life application.

Course Goals and Learning Outcomes

Upon successful completion of this course students will:

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.

Political Science Program Learning Outcomes

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

1. **PLO1. Breadth:** Students should possess a broad knowledge of the theory and methods of the various branches of the discipline.
2. **PLO2. Application:** Students should be able to apply a variety of techniques to identify, understand, and analyze domestic and international political issues and organizations.
3. **PLO3. Disciplinary Methods:** Students 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.
4. **PLO4. 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.
5. **PLO5. 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.

Mapping POLS 181 Course Learning Outcomes to Political Science PLOs	Program Learning Outcomes	Assessment
CLO1: Acquire the practical skills and knowledge required to be active participants in government and public affairs.	PLO4, 5	Internship hours, term paper, assigned readings
CLO2: Learn to think critically about the role of city, county, and state government institutions and organizations in the policy process.	PLO2	Internship hours, term paper
CLO3: Learn about the mechanics of professional networking and develop a deeper understanding of how networks help achieve professional goals.	PLO4, 5	Internship hours, collection of business cards
CLO4: Learn about planning a career in the public sector and develop practical skills that translate into success in the professional workplace.	PLO4	Internship hours, term paper, Resumé

Required Texts/Readings

Textbooks

Katherine Brooks, *You Majored in What? Mapping Your Path From Chaos to Career*

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 monthly meetings.

Be sure to read the *Mercury News* 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 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 learning using the library for research.

His name and contact info is: Paul Kauppila
Librarian (Political Science Liaison)
(408) 808-2042
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 [University Policy S12-3](http://www.sjsu.edu/senate/docs/S12-3.pdf) at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

Credit for this course will be earned by the successful completion of the following tasks and assignments

1. Completion of 160 internship hours over the course of the semester. (330 points)
2. Description of Internship Placement paper. 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. (30 points)

3. Complete (and submit) an internship contract (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. (15 points)

4. Resumé Assignment. 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. (30 points)

4. Participate in monthly classes and submit a monthly summary of internships hours, activities, and observations at the end of February, March, and April. 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 may find it necessary to read all or portions of the assigned readings more than once to comprehend complex material. Students who feel they need additional help with effective reading comprehension strategies should consult with the professor during office hours. (60 points—20 points for each monthly summary).

5. Research paper. The paper (8 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 third week of the semester will provide more detail. (120 points)

6. Collection of business cards of professional contacts. 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. (15 points).

Grading Policy:

According to university regulations grading for this course works on a *credit/no credit* basis. Each of the required components of the class *must* be completed at a “C” level or higher to earn credit. See the course schedule below for relevant due dates. A total of 600 points are awarded in this class. To earn a C or better students need to earn at least 438 points.

Classroom Protocol and Policies

Cell phones should be turned off or placed on silent mode at all times during class. Computers/tablets should be used only for class purposes.

Late papers or Assignments Policy

Make---up exams are only given in cases of excused absences in accordance with the university’s policy on excused absences. Circumstances that may lead to an excused student absence are subpoenas, jury duty, military duty, religious observances, illness, illness of a

dependent, and bereavement for immediate family. If you are a member of a SJSU varsity intercollegiate athletic team, please provide me with your team schedule during the first week of the class. **Papers that are turned in late will be penalized a full letter grade for every 24 hours past the original due date.** For example, a paper submitted 10 minutes past the deadline will be penalized 1 full letter grade. This same penalty will apply to a paper turned in up to 24 hours past the original deadline. For every 24 hours after that, a paper will be penalized an additional letter grade and so on until the start value is an 'F.' Please be aware of this policy and be sure to get your writing assignments turned in on time.

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 181: Field Work in Politics Schedule Spring 2017

**Schedule is subject to change with fair notice and will be announced via email and/or in---class announcement.*

Week	Date	Topics, Readings, Assignments, Deadlines
1	1/31	Class #1: Course Introduction and Overview
2	2/7	Internship Field Work
3	2/14	Internship Field Work <u>Reading</u> "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	2/21	<p>Class #2: Thinking about a “real job”</p> <p><u>Reading</u> Brooks, Chapters 1 and 2.</p> <p>Assignment Due: Description of Internship Placement paper (hard copy due in class)</p> <p>Assignment Due: Completed Internship Contract (hard copy due in class)</p>
5	2/28	Internship Field Work
6	3/7	<p>Internship Field Work</p> <p><u>Reading</u> “How to Write a Masterpiece of a Resumé” (on Canvas)</p> <p>Assignment Due 9/29: Summary of Internship Activity (January and February) (submit on Canvas)</p>
7	3/14 and 3/16	<p>Class #3: Resumé workshop</p> <p>Assignment Due 3/14: Resume draft #1 due at beginning of class</p> <p>Class #4: Review updated Resumés and discuss Term Paper Assignment</p> <p>Assignment Due 31/6: Resumé Draft #2 due at beginning of class</p>
8	3/21	Internship Field Work
9	3/28	Spring Break (if you’re behind on your hours, this is a good time to catch up)

10	4/4	<p>Internship Field Work</p> <p><u>Reading</u> Brooks, Chapters 5-6</p> <p>Assignment Due 4/4: Summary of Internship Activity (March) (submit on Canvas)</p>
11	4/11	<p>Class #5: Outlining your career path</p>
12	4/18	<p>Internship Field Work</p>
13	4/25	<p>Internship Field Work</p> <p><u>Reading</u> David Campbell, "Social Capital and Service Learning," PS: Political Science and Politics (on Canvas)</p>
14	5/2	<p>Internship Field Work</p>
15	5/9	<p>Class #6: Wandering into the Workplace</p> <p><u>Reading</u> Brooks, Chapters 10-11</p> <p>Assignment Due: Summary of Internship Activity (April)</p>
16	5/16	<p>Internship Field Work</p>

	<p>Final Exam Week</p> <p>Assignment Due May 22nd: Internship Term Paper</p> <p>Assignment Due May 22nd: Business Cards and Professional Network Summary</p>
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