

San José State University
Department of Political Science
Pols 181C Internships Capstone
Spring 2021

Course and Contact Information

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| Instructor: | Mary Currin-Percival |
| Office Location: | Clark Hall 406L |
| Telephone: | (408) 924-5569 (messages will rarely be checked) |
| Email: | mary.currinpercival@sjsu.edu (preferred mode of contact) |
| Office Hours: | (Tuesdays 5-6pm, Thursdays 1-2pm, and by appointment) |
| Class Days/Time: | Tuesdays 6:00pm-8:45pm (see schedule) |
| Classroom: | Online, synchronous (with Canvas content). See course schedule for class meeting dates). |
| Prerequisites: | Pols 100W, Pols 100M, and instructor consent |

Course Description

The political internships capstone 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. Students will also complete a major capstone paper. Prerequisite: POLS 100W and POLS 100M, and instructor consent. A minimum grade of C- is required to pass POLS 181C.

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 Format

The course is online synchronous format. See the course meeting schedule in the syllabus. We will not be meeting every week. Work will also be completed on Canvas (e.g., workshops, discussions).

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:** Develop practical skills that facilitates and encourages participation in government and public affairs.
- 2. CLO2:** Demonstrate the ability to think critically about the role of city, county, and state government institutions and organizations in the policy process.
- 3. CLO3.** Develop skills related to the mechanics of professional networking and identify ways that professional networks help achieve professional goals.
- 4. CLO4.** Analyze steps involved in the career planning process and develop practical skills that translate into success in the professional workplace.

| Mapping POLS 181C Course Learning Outcomes to Political Science PLOs | Program Learning Outcomes | Assessment Methods |
|--|----------------------------------|--|
| CLO1: Develop practical skills that facilitates and encourages participation in government and public affairs. | PLO 4 | Internship hours, internship journal reflection project |
| 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 journal reflection project, capstone paper outline, capstone paper outline workshop, capstone 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 journal reflection project, internship hours, internship contract |
| CLO4: Develop skills related to the mechanics of professional networking and identify ways that professional networks help achieve professional goals. | PLO 3, 4 | Internship journal reflection project, internship hours, internship contract, resumé writing workshop |

Required Readings

Several required readings (listed directly below and in course schedule) will be posted on the course Canvas site. These reading will be required and discussed during our class meetings.

Holyoak, L. (2013). Are all internships beneficial learning experiences? An exploratory study. *Education+ Training*.

Hepburn, M. A., Niemi, R. G., & Chapman, C. (2000). Service learning in college political science: Queries and commentary. *PS: Political science and politics*, 33(3), 617-622.

Hunter, S., & Brisbin, R. A. (2000). The impact of service learning on democratic and civic values. *PS: Political Science and Politics*, 33(3), 623-626.

English, A. In Their Own Words: Norms of Civic Engagement in a Political Science Internship Program.

Read the Mercury News www.mercurynews.com on a regular basis (at least 2-3 times a week). Sanjoseinside.com is another great resource on San Jose city politics as is a relatively new website covering San Jose politics, “San Jose Spotlight” <https://sanjosespotlight.com>.

Other technology requirements /equipment

Class meeting will be on Zoom and the class use the Canvas course management system. You will need reliable access to the internet to attend class meetings, complete online assignments, upload assignments, and access the syllabus, announcements, and course updates on Canvas. Laptops may be checked out at no cost from the [IRC https://sjsuequipment.getconnect2.com](https://sjsuequipment.getconnect2.com).

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

“Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.” Careful time management will help you effectively complete your internship work, assigned readings and graded assignments.

Course Requirements and Assignments

1. Plagiarism Tutorial (5 points). **Due Feb 16th 8pm**. 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:

- The plagiarism tutorial is a requirement for the capstone paper. ***I will not accept this paper until you submit your tutorial quiz results (with at least 75% score) to me.***
- You must **email** your plagiarism tutorial quiz results to me mary.currinpercival@sjsu.edu.
- **Please note: The library will not send your results to me. You must forward to me the results the library sends to you. Do not send a screenshot of your quiz results.**
- **The date I receive your email with the forwarded results is the date of submission**, regardless of the date you actually completed the quiz. **The plagiarism quiz results are due by 8pm on 02/16**. Late quizzes will be penalized one point per day, beginning at 8:01pm on 02/16.
- If you have completed this quiz **within the last year** for another class, you may forward your previous results to me. You do not have to complete this quiz again (unless you earned lower than 75%).
- The tutorial can be found here: <https://libguides.sjsu.edu/plagiarism>

2. Completion of 135 internship hours over the course of the semester (250 points). Please note, no partial points are granted for the incomplete internship hours by the last day of the semester. Students must reach 135 hours to receive the 300 points for this assignment. **Failure to complete the requisite internship hours will result in a failing grade in the course.**

3. Complete (and submit) Program Learning Document (internship contract) (10 points). **Due February 9th 8pm**. I will distribute these during or before our first meeting), and when completed, will need to outline the duties of the internship, your proposed work schedule (with beginning and end dates), learning objectives, and mapping internship work back to previous courses taken in political science. Both you and your on-site internship supervisor will need to sign the document. The late penalty is 2 points on the assignment for every day the contract is turned in after the due date until the start value on the assignment is a zero. Students are required to submit a contract regardless of whether credit is received for this particular assignment. Students who fail to submit a contract will not be eligible to have their internship hours verified by the instructor. This will result in a failing grade in the course.

4. Internship Journal Reflection Project (75 points—25 points for each monthly summary). Individual consultation with me may also be required if problems arise. One of the assignments for the course is to reflect upon the internship experience. Traditionally this has been in the form of a monthly journal submitted to the internship coordinator. Students also share their internship experiences in class discussion. Assigned readings are required and should be incorporated into the journal reflection project. It is also expected students complete the assigned readings before attending class. Students who feel they need additional help with effective reading comprehension strategies should consult with me during office hours.

You may journal in multiple ways. You may submit your monthly journal as video, in audio or podcast style format, or as a GoogleDoc. If there is another format you would prefer, you can consult with me.

Your summary each month should be approximately 2 pages in length, double spaced with 12-point font and 1-inch margins (or the equivalent audio or video length). When completing 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. The due dates are noted in the course schedule.

5. Resumé Writing Workshop (25 points). **Due April 13th 8pm.** 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 a Canvas workshop.

6. Capstone Paper Outline (25 points). **Due March 9th 8pm.** I will post a more detailed prompt for the Capstone paper and the paper outline on Canvas. But in short, in the capstone paper outline, students will provide the following: 1) the capstone research paper research question and thesis, 2) an outline of the central arguments in the paper, 3) 1-2 sentences on how the internship will be incorporated into the paper, and 4) a list of 10-12 academic sources in APA format.

7. Capstone Paper Outline Workshop (50 points). **Due March 23rd 8pm.** The capstone research paper outlines will be workshopped on Canvas. In teams of 2-3 students, classmates will provide to each other the following in the workshop: 1) 100-word constructive comments on the RQ and thesis. 2) Ask at least two questions about the paper. 3) Two additional academic source recommendations.

8. Final Examination or Evaluation: Internship Capstone Paper (200 points). **Due May 25th 7:30pm.** The capstone paper (15-20 pages in length) will require students to either 1) construct a research question that engages theories of political science and then critically analyzes the internship experience or 2) Complete an applied research paper that identifies a community problem or issue that is particularly relevant to your internship placement/or work. After consultation with me and reviewing existing research, you will outline a series of actionable items/policy approaches designed to address the issue or problem under study. A separate memo posted on Canvas at the end of the third week of the

semester will provide more detail of the capstone paper assignment. The internship capstone paper is due at end of our final exam period, which is **Tuesday, May 25th, 7:30pm.**

Delineation of Workload for Four-Unit Course

| Course Component | Student Work | Instructor Engagement |
|--------------------------------|--|--|
| Regular 3 units (9 hours/week) | Participation and completion of 135 hours of community-based internship work, assigned readings, plagiarism tutorial, completion of program learning document, resumé workshop, in-class participation, capstone outline, workshop, and paper. | Class contact hours, prepare in-class activities, provide written feedback on program learning document, journal reflection assignment, résumés, capstone paper, and outlines, meetings with students about capstone papers, read drafts of papers by request. |
| Activity 1 unit (3 hours/week) | Regular consultation with on-site internship supervisor outlining the purpose, scope, and goals of capstone project, community-based or online research conducted for the capstone paper. | Conduct virtual site visit(s) to students’ internship placements (e.g. city hall; non-profit organizations; state elected representatives’ offices) |

Determination of Grades

NOTE that [University policy F69-24](http://www.sjsu.edu/senate/docs/F69-24.pdf) 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 page. Assignment point breakdown:

| | Points |
|---|------------|
| 1. Plagiarism Tutorial | 5 |
| 2. Completion of 135 Internship Hours | 250 |
| 3. Internship Journal Reflection Project | 75 |
| 4. Completion and Submission of Program Learning Document (Internship Contract) | 10 |
| 5. Résumé Writing Workshop | 25 |
| 6. Capstone Paper Outline | 25 |
| 7. Capstone Paper Outline Workshop | 50 |
| 8. Internship Capstone Paper | 200 |
| Total | 640 |

Grading Policy

Your final grade will be calculated by dividing your total points by 640. For example, a student earning 580 points would calculate their grade using this method: $580/640 = .906 = 91\%$. Using the scale below, this student would be assigned an A-. **Note: all internship hours must be completed in order to earn a passing grade in this class.** Final letter grades for the course will be assigned based on the following scale:

| Grade | Percentage |
|---------|-------------|
| A plus | 98 to 100% |
| A | 93 to 97% |
| A minus | 90% to 92% |
| B plus | 87% to 89% |
| B | 83% to 86% |
| B minus | 80% to 82% |
| C plus | 77% to 79% |
| C | 73% to 76% |
| C minus | 70% to 72% |
| D plus | 67% to 69% |
| D | 63% to 66% |
| D minus | 60% to 62% |
| F | 59% or less |

Make-up/Late Policy

There are no make-up assignments, including make-up internship hours after end of the semester, without appropriate documentation (serious medical illness or serious medical emergency, religious holiday, pre-approved university-sanctioned event or activity, military orders, family emergency) indicating you were unable to complete the assignment on time. Students who cannot successfully fulfill their scheduled internship hours during the semester, for any of the reasons just described, should contact the instructor immediately to work out an alternative schedule.

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 capstone papers will not be accepted, except in cases of medical emergency, family emergency, or military orders, or university-sanctioned events (approved in advance). Documentation must be provided in order for an excuse to be considered. If your internship capstone paper is late and your reason for submitting it late does not fall under this policy, you will receive a “0” on the capstone paper.

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 or instructions from a colleague in class. Every student is expected to participate in class discussion regularly. Regular participation makes the class more interesting and exciting for all of us! Zoom fatigue affects us all, but since we will not meet often, do your best to keep your camera on so we can try to support each other during this stressful time.

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. Please give me at least 24 hours to respond before sending me a follow up. If you need assistance on a particularly urgent matter, note this in the subject line in the email.

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/>”

Consent for Recording of Class and Public Sharing of Instructor Material

[University Policy S12-7](#), requires students to obtain instructor’s permission to record the course and the following items to be included in the syllabus:

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. **You must obtain the instructor’s permission to make audio or video recordings in this class.** Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
- It is suggested that the greensheet include the instructor’s process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.
- In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. **You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.**”

- **You may not share Canvas notes, paper prompts, online activities, PDFs, PowerPoints, or other materials from this course with any person, entity, or institution without my explicit consent.**
- **You may not record office hours for this course.**

Additional Information

Please email by the end of Week 3 if you are eligible for academic accommodations.

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/>

Academic integrity

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy F15-7](#) requires you to be honest in all your academic course work. **Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development.** Visit the [Student Conduct and Ethical Development](#) website for more information.

I am more than happy to answer questions you have about the course during this short time we will spend together. Feel free to send me an email or visit me in office hours.

Political Science 181C/Internships Capstone, Spring 2021 Course Schedule

| Week | Date | Topics, Readings, Assignments, Deadlines |
|------|----------------|--|
| 1 | Tuesday 02/02 | <p>Class Meeting #1: Introduction to course</p> <p>Read: Canvas course website Assignment: Internship fieldwork</p> |
| 2 | Tuesday, 02/09 | <p>Assignment: Internship fieldwork Assignment: Complete internship contract (submit scanned pdf copy on Canvas) Due today at 8pm.</p> |
| 3 | Tuesday, 02/16 | <p>Class Meeting #2: What is Service Learning?</p> <p>Read: Hepburn, M. A., Niemi, R. G., & Chapman, C. (2000). Service learning in college political science: Queries and commentary. <i>PS: Political science and politics</i>, 33(3), 617-622.</p> <p>Assignment: Internship fieldwork Assignment: Complete Plagiarism Tutorial. Due today at 8pm</p> |
| 4 | Tuesday, 02/23 | <p>Assignment: Internship fieldwork</p> |
| 5 | Tuesday, 03/02 | <p>Class Meeting #3: Internships and Civic Engagement</p> <p>Read: Hunter, S., & Brisbin, R. A. (2000). The impact of service learning on democratic and civic values. <i>PS: Political Science and Politics</i>, 33(3), 623-626.</p> <p>Read: English, A. In Their Own Words: Norms of Civic Engagement in a Political Science Internship Program.</p> <p>Assignment: Internship fieldwork Assignment: Summary of internship activity (January and February)—submit on Canvas Due by 8pm today</p> |
| 6 | Tuesday, 03/09 | <p>Assignment: Internship fieldwork Assignment: Capstone paper outline Due today 8pm</p> |
| 7 | Tuesday, 03/16 | <p>Class Meeting #4: Capstone Paper check-in meetings today</p> <p>Assignment: Internship fieldwork</p> |

| Week | Date | Topics, Readings, Assignments, Deadlines |
|-------------|--|--|
| 8 | Tuesday, 03/23 | Assignment: Internship fieldwork Assignment: Capstone paper outline workshop Due today 8pm |
| 9 | Tuesday, 03/30 | Spring Break (no classes or office hours) Assignment: Internship fieldwork |
| 10 | Tuesday, 04/06 | Assignment: Internship fieldwork Assignment: Summary of Internship Activity (March)—submit on Canvas. Due today 8pm today. |
| 11 | Tuesday, 04/13 | Class Meeting #5: Résumé Workshop Assignment: Internship fieldwork Assignment: Résumé Workshop Due today 8pm |
| 12 | Tuesday, 04/20 | Class Meeting #6: Individual meetings about papers. Assignment: Internship fieldwork |
| 13 | Tuesday, 04/27 | Class Meeting #7: Optional Library Research Workshop Assignment: Internship fieldwork |
| 14 | Tuesday, 05/04 | Assignment: Internship fieldwork Assignment: Submit on Canvas Summary of Internship Activity (April) Due today by 8pm. |
| 15 | Tuesday, 05/11 | Class Meeting #8 Lessons Learned from the Semester Holyoak, L. (2013). Are all internships beneficial learning experiences? An exploratory study. <i>Education+ Training</i> . |
| Final Exam | Tuesday, May 25 th , 7:30pm | Final Evaluation: Internship Capstone Paper. You will need to submit your internship capstone paper by end of our final exam period, which is Tuesday, May 25th, 7:30pm. |