

**San José State University
Department of Political Science
Pols 181C, Internships Capstone
Fall 2022**

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Class Days/Time: Tuesdays 12:00-1:15pm
Location: Dudley Moorhead Hall 149A

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.

Course Format: In-person lecture/discussion with substantial Canvas activity and internship hours.

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>. Regularly check the messaging system through [One.SJSU](#) 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. Be certain that SJSU 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.

Program Information--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.

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.

1. Holyoak, L. (2013). Are all internships beneficial learning experiences? An exploratory study. *Education+ Training*.
2. 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.
3. 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.
4. English, A. In Their Own Words: Norms of Civic Engagement in a Political Science Internship Program.
5. 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 / material

[Associated Students Print & Technology Center](#) offers a computer lab for students in *Diaz Compean Student Union, 2nd Floor, Suite 2600*.

[Martin Luther King, Jr. Library at SJSU](#). SJSU students, faculty, and staff can borrow laptops, iPads, hotspots, and more at no charge from Student Computing Services, located on the 4th floor of the King Library.

[SJSU IRC](#). Laptops and other technology may be checked out at no cost from the IRC.

Course Workload Expectations: 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 3 hours per unit per week, with 3 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus. Because this is a four-unit course, you can expect to spend a minimum of 9 hours per week, in addition to the time spent in class, on readings, assignments, and other course activities. Careful time management will help you keep up with readings and assignments and enable you to be successful in all of your courses. More details about student workload can be found in [University Policy S12-3](#).

Course Assignments

Plagiarism Tutorial (5 points)

Due 9/6 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:

- To complete this assignment, first, log in [here](#). **Add your email address, not mine**, so you will receive a copy of your results.
- Next, pass the tutorial/quiz with at least a 75% overall score. **Then, forward to me the email that the library sends to you. Do not send a screenshot or a PDF. Forward the actual email.** That way, we both have a copy of it. The day you forward to me the email from the library is the day you have submitted this assignment to me. Be sure to do this by **September 6, by 8pm** to avoid the 2 points/day late penalty, which begins on September 6 at 8:01pm.
- **If you have completed this quiz within the last two years 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%). I encourage you to do so if you are unsure about what constitutes plagiarism though. A quick refresher can't hurt.**

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.** Assesses CLO1,CLO2, CLO3, and CLO4.

Complete (and submit) Program Learning Document (internship contract) (10 points). Due 8/30 by 8pm. The contract will need to outline the duties of the internship, your proposed work schedule (with beginning and end dates), and learning objectives and then map 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. Assesses CLO1,CLO2, CLO3, and CLO4.

Internship Journal Reflection Project (75 points—25 points for each monthly summary).

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.

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 a detailed summary of your internship hours that month (use time in/time out method) and the total number of hours (to date) for the semester.

The due dates are noted in the course schedule. Assesses CLO1,CLO2, CLO3, and CLO4.

Capstone Paper Outline (25 points). Due 10/11 by 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. Assesses CLO1 and CLO2.

Capstone Paper Outline Workshop (50 points). Due 10/20 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. Assesses CLO1 and CLO2.

Resumé Writing Workshop (25 points). Due 11/29 by 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 workshop these résumés in a Canvas workshop.

Final Examination or Evaluation: Internship Capstone Paper (250 points). Due December 8, 12pm. 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. Assesses CLO1 and CLO2.

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	250
Total	690

Grading Policy

Your final grade will be calculated by dividing your total points by 690. For instance, total points = 615, then $615/690 = .891$ (89%). Using the scale below, this individual would be assigned a B+.

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

Extra credit

There may be occasional extra credit opportunities offered in class, usually consisting of attending other department and university civic engagement events and doing a short response paper. No extra credit opportunities will be offered unless they are offered to the entire class.

Make-up/Late Policy—Please pay close attention to the different assignments.

The Internship Capstone Paper can be submitted or completed late only in the event of a documented serious medical illness or emergency, family emergency, religious holiday, pre-approved university-sanctioned event, or military orders). Documentation must be provided to me within 72 hours of the emergency.

The internship paper outline must be submitted no later than 5 days late in order for you to participate in the Internship Paper Outline Workshop.

All other assignments can be submitted late with a penalty applied for each day late (see individual assignments for more details).

Attendance and participation

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.”

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!

Classroom Protocol

This is an electronics-free classroom, except during assignments and projects where laptops and other devices may be authorized. To avoid distraction, please keep laptops, tablets, phones, and other devices in your backpack. Keep cell phones on vibrate.

In accordance with university policy, face-masks must be worn over the mouth and nose in class.

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.**"

Important: You may not record images, lectures, discussion, online discussions, or any other material from this class without the explicit permission of every person in this class. You may not share Canvas notes, papers, online activities, paper prompts, PDFs, PowerPoints, material from readings, or other materials from this course with any person, entity, or institution without my explicit consent. Violation of these policies will be reported to the Office of Student Conduct and Ethical Development. I will not be recoding this class. I am happy to meet with you to review material after you obtain class notes from a colleague.

Notetaking services can be obtained for students with disabilities. Please contact the AEC for additional information. **Please email by Friday of Week 1 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/>.

Library Liaison

The library liaison for Political Science is available to answer questions and provide one-on-one help using the library for research. Contact info: Essy Barosso-Ramirez (essy.barosso-ramirez@sjsu.edu); 408.808.2041.

University Policies

Per [University Policy S16-9](http://www.sjsu.edu/senate/docs/S16-9.pdf) (<http://www.sjsu.edu/senate/docs/S16-9.pdf>), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo) (<http://www.sjsu.edu/gup/syllabusinfo>), which is hosted by the Office of Undergraduate Education. Make sure to visit this page to review and be aware of these university policies and resources.

**Political Science 181C-01 Political Science Internships
Fall 2022, Course Schedule**

**Schedule is subject to change with fair notice and will be announced via email and/or Canvas.*

Week	Date	Topics, Readings, Assignments, Deadlines Assignment deadlines are included here.
1	Aug 23 Read	Class Meeting #1: Introduction to course Canvas course website; Course syllabus
	Assignment	Internship fieldwork
	Aug 30 Assignment	<ol style="list-style-type: none"> 1. Internship fieldwork 2. Complete internship contract (submit scanned pdf copy on Canvas) Due tonight by 8pm.
3	Sept 6 Read	Class Meeting #2: What is Service Learning? <ol style="list-style-type: none"> 1. 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.
	Assignment	<ol style="list-style-type: none"> 1. Internship fieldwork 2. Complete Plagiarism Tutorial. Due tonight by 8pm.
4	Sept 13 Assignment	Class Meeting #3: Optional Library Research Workshop <ol style="list-style-type: none"> 1. Internship fieldwork
5	Sept 20 Assignment	National Voter Registration Day—Join your colleagues at the SJSU Votes Festival. <ol style="list-style-type: none"> 1. Internship fieldwork
6	Sept 27 Assignment	<ol style="list-style-type: none"> 1. Internship fieldwork
7	Oct 4 Assignment	Class Meeting #4: Internship Paper individual meetings today (or tomorrow) <ol style="list-style-type: none"> 1. Internship fieldwork 2. Internship Reflection (August and September)—submit via email by 8pm today.
8	Oct 11 Assignment	<ol style="list-style-type: none"> 1. Internship fieldwork 2. Capstone paper outline Due today 8pm
9	Oct 18 Read	Class Meeting #5: Internships and Civic Engagement <ol style="list-style-type: none"> 1. 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. 2. English, A. In Their Own Words: Norms of Civic Engagement in a Political Science Internship Program.
	Assignment	<ol style="list-style-type: none"> 1. Internship fieldwork

Week	Date	Topics, Readings, Assignments, Deadlines Assignment deadlines are included here.
10	Oct 25 Assignment	<ol style="list-style-type: none"> 1. Internship fieldwork 2. Capstone paper outline workshop Due today 8pm
11	Nov 1 Assignment	<p>Class Meeting #6: Group meeting about papers.</p> <ol style="list-style-type: none"> 1. Internship fieldwork 2. Internship Reflection (October). Due today 8pm today.
12	Nov 8 Assignment	<p>Election Day. If you are eligible to vote, be sure to you have dropped off your ballot. You can register and vote at the on-campus vote center if you have not already!</p> <ol style="list-style-type: none"> 1. Internship fieldwork
13	Nov 15 Read Assignment	<p>Class Meeting #7: Résumé Workshop Primer</p> <ol style="list-style-type: none"> 1. SJSU Career Center Résumé Guide 2. Internship fieldwork
14	Nov 22 Assignment Nov 24	<ol style="list-style-type: none"> 1. Internship fieldwork <p>Thanksgiving—campus closed Non-instructional Day</p>
15	Nov 29 Assignment	<ol style="list-style-type: none"> 1. Internship fieldwork 2. Résumé Workshop Due today 8pm
16	Dec 6 Read Assignment	<p>Class Meeting #8 Lessons Learned from the Semester</p> <ol style="list-style-type: none"> 1. Holyoak, L. (2013). Are all internships beneficial learning experiences? An exploratory study. <i>Education+ Training</i>. <ol style="list-style-type: none"> 1. Internship Reflection (November). Due today by 8pm. 2. Internship fieldwork
Final Exam	12/8/22	Final Evaluation: Internship Capstone Paper. Submit your internship capstone paper via Canvas by end of our final exam period, which is Tuesday, December 8, 8pm