

**Political Science 391: Political Science Internship  
University of Hawai'i at Hilo**

Fall, 2008  
Monday 9:00-9:50pm  
UCB 330

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Phone:	974-7375	Office Hours:	Monday and Wednesday 12:30 pm – 3:00 pm, and by appointment.
Email:	tbelt@hawaii.edu		
Website:	<a href="http://www.uhh.hawaii.edu/~tbelt/pols391.html">http://www.uhh.hawaii.edu/~tbelt/pols391.html</a>		

**Course Overview**

Have you ever wondered whether or not the things you learn in class actually apply to the real world? This is the way to find out! The Internship in Political Science offers participating students an opportunity to apply theoretical knowledge from the classroom to public and non-profit agencies, organizations, campaigns, media outlets and courts. The experiences and insights gained through applied, directed activities in public affairs enrich the student's educational program. The Internship program also allows local public and non-profit organizations the opportunity to work with college students and benefit from their service and enthusiasm. Internship programs foster positive relations between the university and community employers and often assist students in obtaining skills, experiences and contacts that will enhance their employment prospects and options after graduation.

The Internship course provides a degree of flexibility to accommodate the needs and work availability of students. Student interns can earn up to 12 credits in PolS 391 in any given semester or a total of 15 credits of PolS 391 and PolS 481 toward graduation. However, no more than 3 credits may be applied to the fulfillment of the Political Science minor. Internship credits may be applied toward university upper-division course requirements and graduation requirements. Additionally, 6 credits may be applied to the Sociology Major and 3 credits to the Sociology Minor. It should be noted that no internship credits may be "double-counted" for purposes of satisfying more than one major's upper division requirements.

**Who is Eligible for the Internship Program?**

The Internship Program is not open to all students. Students who participate in the Political Science Internship Program represent the university in the community. In order to ensure that interns represent the university with the highest degree of professionalism, students must apply to be admitted into the program. To be admitted, students must demonstrate academic excellence as well strong writing skills, strong communications skills, competency, punctuality, courtesy and professionalism. The application is available on the course website listed above. Students who are known to the instructor should speak with the instructor prior to applying for advice on whether and how to apply. Some students who are known to the instructor may be discouraged from applying. Alternatively, the instructor may waive certain or all elements of the application process for known students.

**Registration and Course Credit**

Students must receive the approval of the instructor prior to being cleared to register. Students must secure an internship and present the instructor with a signed internship contract (see below) they are cleared to register. The amount of credit hours earned for the internship will be subject to approval of the instructor and contingent on both the student's schedule and the interests of the host employer. The number of credits and course requirements will be guided by the following table:

Credits	CRN#	Total Hours	Hours/Week	Paper Requirements
3	14090	140	10	7-8 pages, address one policy and two organizational issues
6	14091	280	20	9-10 pages, address one policy and three organizational issues
9	14092	420	30	11-12 pages, address two policies and three organizational issues
12	14093	560	40	13-14 pages, address two policies and four organizational issues

Note that earning 3 credits is the same as taking one Political Science class, and in your paper you must demonstrate that you learned as much as if you were taking a class. Similarly, 12 credits is the equivalent of taking four regular Political Science classes and you will have to demonstrate that you learned as much. Specific details regarding the term paper requirements will be detailed later in the syllabus. Length of the paper is not negotiable, but the content of it may vary from the content specified in the “Paper Requirements” listed in the above table provided the instructor and student agree.

In addition to fulfilling the term paper and work-hour requirements, students will be responsible for obtaining an internship, crafting a contract that includes specific learning objectives to be achieved by the internship, completing all relevant paperwork, and attending monthly meetings with fellow students involved in the internship program.

## Course Requirements

There are five requirements for this course:

### 1. Getting an Internship

Student interns will not be “placed” in internships. Students are required to obtain an internship *before* registering for class and be able to begin work in the second week of classes. Contact information for many internship providers is available on the course website. There are six internship tracks available in the Political Science Internship:

1. *Government Administration*. This track is relevant for students interested in gaining insights for preparing for careers in managing public and non-profit agencies. Students are encouraged to compliment the internship with courses relevant to this track (PoLS 305, 360, 460). Students who want credits in the Administration of Justice program should see Dr. Castberg.
2. *Human Services*. This track is relevant for students interested in gaining insights or preparing for careers in delivering social and human services. Students are encouraged to compliment the internship with courses relevant to this track (PoLS 330, SOC 301).
3. *Law*. This track is relevant for students interested in gaining insights or preparing for careers in the legal profession. Students are encouraged to compliment the internship with courses relevant to this track (PoLS 220, 321, 342, 420).
4. *Administration of Justice*. This track is relevant for students interested in gaining insights or preparing for careers in probation and correction services or policing. Students are encouraged to compliment the internship with courses relevant to this track (PoLS 322, 324).
5. *Media*. This track is relevant for students interested in gaining insights or preparing for careers in journalism and/or the mass media. Students are encouraged to compliment the internship with courses relevant to this track (PoLS 433, COM 260, 285).
6. *Political Campaigns*. This track is relevant for students interested in gaining insights or preparing for careers in political campaigns and elections. Students are encouraged to compliment the internship with courses relevant to this track (PoLS 331, 334).

These tracks allow students to participate in specific internship experiences relevant to their career and academic interests. Each of the six track areas of the internship are administered in the same manner, with the exception of the type of employing organization and the nature of the student’s internship project. Students are encouraged to visit with the instructor well in advance of the beginning of the semester in order to clarify their interests.

Once you have selected an organization that appeals to you, make contact. You may do so through email or telephone. Telephone is usually the better choice because it is more personal. Act professionally on the phone, refer to people as Mr. and Ms. where appropriate. You may be asked about your experience. If you have none, be honest about it, but say that you are willing to learn. You might also want to stress your computer skills, especially word processing.

Application processes vary by organization. In some cases, there may be no paperwork to complete. In other cases, you may be required to fill out a formal application, submit a resume, and sign a waiver permitting a background check. In nearly all cases, some form of interview will be required. Be honest in answering all questions asked of

you in the interview and whatever application forms you must complete. In an interview, dress professionally, be courteous and respectful, and importantly, be punctual. Being late to an interview is a sure way of denying yourself a position. When you have secured an internship, fill out and sign the internship contract with your supervisor.

Always bring a resume with you to an interview. Make sure that you do not have any spelling errors on your resume. If you do not have a resume, see the Career Center for help. The Career center is located in Campus Center Room 202A, and their website is <http://career.uhh.hawaii.edu>.

Internships in the place of one's current employment are not normally approved. However, in exceptional circumstances, an internship may be approved, providing: a) that the internship experience meets the requirements of the Internship in Political Science, as outlined in this syllabus; b) that the internship experience is distinct from the normal work responsibilities and duties; c) and that the internship supervisor is not the student's normal work supervisor. Such internships require approval from the instructor.

In general, internships located outside of Hilo are not available. However, students may obtain credit for out-of-town internships providing: a) the internship meets the requirements of the Internship in Political Science, as outlined in this syllabus; and b) the student intern and supervising employer are willing to make necessary arrangements with the Instructor. Such internships require approval from the instructor.

Most internships are unpaid. However, agencies, in accordance with their own incidental salary/payment policies, are permitted to pay students if they so desire. Moreover, employers are expected to reimburse student interns, in accordance with their own cost/expense policies, for expenses incurred when carrying out assigned responsibilities while in the internship.

## **2. Internship Contract**

Students are required to develop their own internship contract to be signed by themselves, their internship supervisor, and the instructor. The instructor must approve the contract before it is signed. All three parties are to keep a copy of the contract on file. An example of the format of the contract is provided as a template on the course website. The contract should include the following:

1. Contact information (name, phone, email and address) for the student intern and the supervisor.
2. A summary of the services/goals of the organization/agency.
3. A list of the intern's goals for the internship, including both broad goals and the development of specific skills.
4. A discussion of the role of the supervisor.
5. A list of the tasks to be undertaken by the student.
6. A statement of commitment of hours to the organization/agency that includes the following:
  - a. A list the total hours of commitment.
  - b. A start and end date (generally, this will be from the start of Week 2 through then end of Week 15).
  - c. Provide a weekly work schedule.
  - d. If applicable, make note of any breaks (such as holidays) in the work schedule.
  - e. If the internship necessarily ends early (such as a political campaign), this section should discuss how the total hour requirement will be accommodated.
  - f. Discuss how missed hours (due to illness or otherwise) are to be made-up.
7. A place for all three parties (student, supervisor and instructor) to sign and date the contract.

## **3. Working at the Internship**

Always show up on time for your work and act professionally. Do not ask to leave early except in cases of emergency—you do not want to develop a reputation as a “slacker.” Do not show up for work drunk or hung-over. If you do not know how to do something asked of you, get help from another employee. Sometimes you may get stuck doing something boring, but try to make the best of it. The more interest you show in the organization and what it does, the more likely you will be to receive more interesting work. Remember: you are representing the University when you are in an internship. If you fail to do a good job for the organization, you may cost the University a contact that would have otherwise provided opportunities for students in the future. On the flip side, doing a good job enhances the reputation of the University and can provide you with a good reference and enhanced job opportunities in the future.

Be aware that ethical problems can arise in the workplace. Be sure to report any incidents of sexual harassment immediately to your instructor, who will take appropriate measures. Similarly, if you observe any unethical behavior in the organization, report it right away.

#### **4. Mid-Semester Meetings**

Student interns are required to meet as a class once every five weeks to discuss progress in the internship and to receive feedback and guidance on work toward the term paper. At the last meeting, students will meet as a group in a colloquium to give a presentation in which they will discuss their internship experience and their term paper to one another and to the Political Science Faculty.

#### **5. Term Paper and Colloquium Presentation**

The point of the term paper is not to discuss the specific tasks you performed at your internship. Instead, you are to discuss what you have learned about the organization/agency itself. You are to evaluate a policy or issue objective of the agency/organization and evaluate certain organizational issues relating to the agency/organization (this means what they do and how they do it). The type of organizational issues you address will depend upon the nature of the agency/organization, and might include the following issues:

- Budgeting
- Organizational structure: hierarchy, management and accountability,
- Intergovernmental relations
- Coalition politics: working with other agencies, organizations, officials and citizens
- Responsiveness: community relations, service recipients
- Effectiveness: efficiency and ethics

Your paper does not necessarily require library research and text references, although you may find them helpful. You may need to interview your supervisor and/or other employees as part of your research. You may deviate from the above content guidelines if you agree to an alternate plan of content with the instructor. Additionally, many students find that keeping a weekly journal of their observations and activities helps in writing their term paper. Late papers will be deducted one full letter grade for every day they are late (e.g. "B" becomes a "C").

At the close of the internship experience, students will be responsible for making a 10 minute oral presentation to the Political Science Faculty and other student interns. This presentation will involve highlights of the student internship experience and the term paper.

#### **Grade Evaluation**

The student internship grade will be based upon an evaluation provided by the supervisor, an evaluation conducted by the instructor, and the completion of a term paper and presentation at a colloquium at the end of the year. The student's grade will be calculated as follows:

- 40% of grade: Term paper
- 10% of grade: Colloquium presentation
- 40% of grade: Supervisor's evaluation
- 10% of grade: Instructor's evaluation

The Instructor will evaluate the intern's performance through class meetings and contacts with the supervisor that may include phone calls, written communication and work-site visits. The supervisor will provide an evaluation by means of a standardized form that will consist of both open and closed ended questions that assess the performance of the student intern. Students will be permitted access to their supervisor's evaluation.

The instructor's evaluation of student performance will be guided by the following table:

Evaluation	Grade	Grade Points
Excellent	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
	C+	2.3
Satisfactory	C	2.0
	C-	1.7
Poor	D	1.0
Failure	F	0.0

### Other Course Policies and Notes:

#### Student Consultation Policy (Office Hours)

Students are my highest priority. I want every student to do well. I am *always* happy to meet with students who need help. My office hours are listed at the top of the syllabus, and I am available for drop-in consultation at that time. If you need to see me but cannot make it during my normal office hours, please schedule an appointment with me. Sometimes my office door is left open at other times during the week, and you can drop-in to talk if it is. If my door is closed, I may or may not be available to speak with you (please knock to find out). When I am not working on course material or grading, I am often busy in my office doing research or helping to improve the university through such things as committee work. For these reasons it is best to meet with me during regular office hours or during a scheduled appointment so that we are not disturbed and I can give you my undivided attention. If you want to schedule an appointment with me, you may see me before or after class, call me or email me. When you email me, please be sure to say who you are and the class in which you are enrolled.

#### Academic Integrity Policy

Academic honesty is required of all students. Each student is responsible for understanding and following campus policies on academic honesty. Academic dishonesty defrauds all those who depend on the integrity of University courses and is a serious offense. The UHH Catalog defines academic dishonesty as:

“Plagiarism includes, but is not limited to: submitting, to satisfy an academic requirement, any document that has been copied in whole or in part from another individual’s work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student’s language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or drylabbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results” (p. 63).

Cheating and plagiarism will not be tolerated. Note that submitting the same paper for more than one course *without the prior approval of both instructors* is considered to be a case of academic dishonesty. You must use quotation marks (“these things”) if you are directly copying another author’s words. Simply citing the author is not enough unless you are paraphrasing (rewriting the idea in your own words). Copying material off of websites and pasting it in your paper is plagiarism. You are encouraged to paraphrase wherever possible, as it is preferable to using too many quotes.

If plagiarism or any other form of academic dishonesty (including cheating on examinations) is suspected, the incident will be thoroughly investigated. If you are caught cheating in any form or plagiarizing any part of a test, paper, or other assignment, you will receive an “F” for the course (not just the assignment) and may be reported to the University administration for further possible action, including expulsion from the university.

**Note on Disability Services**

Any student with a documented disability who would like to request accommodations should contact the University Disability Services Office—Hale Kauano'e A Wing Lounge, 933-0816 (V), 933-3334 (TTY), shirachi@hawaii.edu. Please do so as early in the semester as possible. Internship providers are expected to make reasonable accommodations for persons with disabilities.

**Note on Academic Advising**

Advising is a very important resource designed to help students complete the requirements of the University and their individual majors. Students should consult with their advisor at least once per semester in order to decide upon courses, check progress towards graduation, and discuss their career options and other educational opportunities provided by UH Hilo. Advising is a shared responsibility, but students have the final responsibility for meeting degree requirements. You can find out who your advisor is on the UHH website. This is the URL: <http://www.uhh.hawaii.edu/studentaffairs/advising/advisors>

**Course Outline****Week 1. (8/25).**

Meet with instructor for Orientation.

Student interns must have secured an internship by the end of Week 2.

**Week 2.**

*No Meeting.*

Signed Internship Contracts due by 4:00 pm, Friday, 9/5.

**Week 5. (9/22).**

Term paper topics due at this meeting.

Discussion of topic and research process.

Discussion of internship progress.

**Week 10. (10/27).**

Term paper outlines due at this meeting.

Discussion of outline and research process.

Discussion of internship progress.

**Week 15. (12/1).**

Rough draft of term paper may be submitted at this time for comments (not required).

Discussion of outline and research process.

Discussion of internship progress.

**Finals Week. (12/17).**

Political Internship Colloquium, Wednesday, 12/17, 7:30 am.

Term papers due.

Presentation (10 minutes) to Political Science Faculty and other interns.