

PSCI 498-002:

Internship | Office Campus

Fall 2022

Professor: Dr. Benjamin Gross

Office: Brewer Hall 205D

Office Hours:

Physical – T/R: 8-9 am & 2:30-4:00 pm

Virtual – W: 9:00 am – 2:00 pm

Appointment – contact for mutually

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“Excuse me. If you can hear me, I'd like you to look around at all these companies and know that none of them are good enough for you. H&R Block? Come on, I mean I don't even know what they do. Frank Regan Funeral Home? Too much formaldehyde! The Air Force? [Airforce recruiter glares at Michael] Air Force is cool. The refreshments? Bush league! You know, that's not what you want. Dunder- they, well, okay I see security is coming so I just want to say, come to Dunder Mifflin. Dunder Mifflin, a great place to work! Anybody? Show of hands, anybody want to intern at Dunder Mifflin? We do not offer college credit, we cannot give you any sort of pay, but it is a really fun work environment. Anybody? Show of hands? Damn... it. Okay, I'm gonna wrap it up here. Thank you for your time, and drive safe.”

- Michael Scott, *The Office*: “Job Fair” (season 4, episode 13)

Course Rational:

Unlike the fictional [Dunder Mifflin](#), you do get college credit for your internship through the [Political Science Program](#). Like Michael Scott, it is our hope that your internship is a fun and safe work environment that is good for you. The program, however, offers college credit for more reasons than Michael Scott shares.

As a program, we offer internship opportunities because we think they provide a [bridge](#) between the academic and career experiences. An internship allows you to:

- **See if the career you envision is the career you experience** – You may have dreamed of a job since you were a child. The internship [allows](#) you to see if you really want to pursue a career in that area or if it is not how you envisioned it. For example, some students dream of a career in politics. Getting to work on a political campaign or with a political consultant allows these students to confirm their resolve or find that the work is not what they thought it would be. Either way, the internship has great value for the student, as it allows them to see if their ideal and reality match or differ;
- **Get practical work experience that benefits your application for careers, graduate programs, or law schools** – Your resume/vitae is [enhanced](#) through this opportunity. But something on paper is meaningless without the [practical experiences](#) to back it. Be it a career, graduate program, or law school, the applied knowledge you gain through your internship will be useful;
- **Apply knowledge relevant to your interests** – There is always a gap between what we learn in class and how we apply that knowledge. An internship helps you to [bridge](#) that cavity, as you utilize the theories we have studied in the classroom to produce effective work on the job;
- **You build networks** – Knowing someone is not enough to get a job. You still have to have the skills for the job. There are, however, many people who have the skills for the job. This is where your [network](#) comes in. By showing people you have what it takes to be an [excellent coworker](#), you will build a network that can support you in all your future endeavors. From formal (e.g. a letter of recommendation) to informal manners of support (e.g. passing your name along), an internship allows you to [develop](#) your professional network.

For these reasons, we as a department find the opportunity for you to earn college credit while also reflecting on real world experience is a worthwhile endeavor.

Course Goals:

By the end of the course, you will be able to:

- Demonstrate professional workplace behavior in a place of employment;
- Acquire content knowledge through the experiences of the internship;
- Describe how your course work knowledge is connected to your internship duties;
- Explain the function & organization of the business/campaign/office you interned with;
- Comprehend how the internship fits into your broader career goals;
- Evaluate the value of your internship as it meets your personal, educational, & professional aspirations.

Required Texts:

* None

Assessments and Grading:

Student Specific	
Learning Goals	10%
Weekly Log of Work Activities	20%
Mid-Semester Evaluation	20%
Final Semester Evaluation	20%
Internship Presentation	30%

Grading Scale:

P = $\geq 70\%$

F = $\leq 69\%$

Assessments Details¹:

Student Specific Learning Goals:

By 5 pm on Friday, September 2, students will submit their student specific learning goals worksheet. Using this worksheet, students will set at least six specific learning goals they want to accomplish. Each course goal must be connected to at least one specific learning goal (although it is possible for a course goal to be connected to multiple specific learning goals). The professor and internship supervisor will use the student's specific learning goals to evaluate his/her performance. As such, students should explain in detail how we should evaluate their progress on these goals.

Weekly Log of Work Activities:

Students are required to complete a weekly log of all their work activities. A week is considered activities starting on Monday and ending on Sunday. Students need to submit their weekly logs to Dr. Gross by 11:59 pm on the Sunday of the week they are reporting on. For example, the weekly log of work activities for week 5 (i.e., Monday through Sunday of week 5) is due on the Sunday of week 5 by 11:59 pm.

Late logs are not accepted. Starting with the third weekly log of work activities (the week of Monday, September 5), students must connect their activities to both their course and student specific learning goals.

Students must log at least 135 hours of work activity during the semester to complete this course. **Students who do not complete at least 135 hours of work activities will automatically fail this course.**

¹ In addition to our Canvas shell, you can download all documents for the assessments from Dr. Gross' [website](#).

Mid-Semester and Final Semester Evaluation:

The internship supervisor will provide the professor with a mid- and final semester evaluation of the intern. These evaluations are confidential. The professor, however, may use them to provide the intern with feedback regarding concerns of the supervisor, areas the intern is excelling in, and/or how to improve his/her performance. The mid-semester evaluation must be submitted between 12:01 am on Monday, October 10 through 5 pm on Wednesday, October 12. The final semester evaluation can be submitted any time after 12:01 am on Monday, November 28, but it must be sent by at least 5 pm on Friday, December 9.

Internship Presentation:

Near the end of the internship, the intern, internship supervisor, and professor will work together to find a mutually agreed upon time for the intern to present his/her experiences. This presentation is open for all political science students, political science faculty, and those affiliated with the political science program at Jacksonville State University to attend. The intern is welcome to invite others to attend the presentation too.

The presentation will highlight what the intern learned from the internship. In particular, the presentation will demonstrate what coursework and classroom experiences the student applied during his/her internship. Furthermore, the presentation will examine areas of the internship that challenge or deviate from concepts and ideas that were presented in the intern's coursework. Additionally, the presentation will suggest how current courses in the program or the creation of new courses in the curriculum can be improved given the experiences of the internship (e.g., how can the curriculum in a current course better prepared a student for this work or what would a new course look like that will prepare students for this internship).

The intern and professor will have a meeting by Friday, October 7 to discuss the details of this presentation. The presentation will occur sometime between Monday, November 14 and Tuesday, December 6.

Role of the Professor:

As the internship coordinator, I am the official instructor for your internship course. This means I prepared the syllabus, composed the assignments, will review your work, intend to have meetings with you, plan to communicate with your internship supervisor, and will submit your course grade to JSU.

Please let me emphasize, however, that my commitment to you and your supervisor goes well beyond these duties. My most important job is to make sure you both have a great internship experience. This means I am here to help with any problems that may arise and to answer questions you may have. You do not have to deal with a situation alone, as I am here to assist you with any issues that comes up during your internship. Please do not hesitate to call me or send me a message. My goal is to be of assistance so the internship is a positive experience.

Other Policies:

Questions About Your Grades:

I cannot discuss grades over [e-mail or phone](#) due to FERPA regulations. These protect your privacy; see [here](#) for more information.

I post individual assessments grades on Canvas. I do not, however, display the grade summary (i.e., percentage in the course). This is because this "grade" is misleading. The

reported percentage includes dropped assessments and considers performance on submitted work without reference to the weight of those assessments to your course grade. Multiple times, students have thought they had a grade due to this “tool” only to discover their grade was different by a full letter grade.

To ensure students fully understand their course grades, I have created a grade calculator tool that can be downloaded from our Canvas page. **Please use this tool to understand your grade.** If you need to discuss your grade, we can arrange a meeting during office hours. At the end of the semester, your course grade will only change if it can be demonstrated that there is a mathematical error in the calculation of your grade.

Attendance and Make-up Exams:

Your internship supervisor will inform you what her/his policies are concerning punctuality and work hours. Furthermore, there are no exams in this course. As such, there are no make-up exams.

Late Work:

This course does not accept late assessments. As a reminder, here are the due dates for all assessments:

<u>Assignment</u>	<u>Due Date</u>
Student Specific Learning Goals	5 pm on Friday, September 2
Weekly Log of Work Activities	By 11:59 pm of the Sunday of that week
Mid-Semester Evaluation	Between 12:01 am on Monday, October 10 and 5 pm on Wednesday, October 12
Internship Presentation	Between Monday, November 14 and Tuesday, December 6
Final Semester Evaluation	Between 12:01 am on Monday, November 28 and 5 pm on Friday, December 8

Health/Wellness:

Health is a necessary precondition for learning. Thus, if you are sick, please inform the professor and take the necessary steps to fully recover. The professor is reasonable and will work with you. If you communicate and provide documentation of your medical absence, then the professor do his best to work with you.

In addition, if you are experiencing issues or struggling with mental health, I suggest you contact [Counseling Services](#) at the university. This service is free to all currently enrolled students. In addition, this office offers additional [groups](#) that can support you.

Academic Integrity:

This course does not tolerate academic dishonesty. The professor adheres to and enforces JSU’s policy on academic honesty (e.g., cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty, and sabotage). I address violations of academic integrity in compliance with the procedures laid out in JSU’s [student handbook](#) (see page 97). You can learn more about academic dishonesty [here](#).

Tutoring resources at JSU:

All JSU students can access online tutoring assistance through tutor.com. To access tutor.com, log into Canvas and click the tutor.com link in the navigation pane.

For more information about tutor.com contact Debra James at dmjames@jsu.edu.

Military-Connected Student Statement:

The Office of Veteran Services serves all active duty, guard, reserve, veteran, and dependent students at JSU. If you have any questions about Veteran Services, please contact them at (256) 782-8838, veterans@jsu.edu, or at the physical location in the basement of Daugette Hall.

If you are a student currently serving in the military (Active Duty, Guard, or Reserves) with the potential of being called to military service or training during the course of the semester, you are encouraged to contact me no later than the first week of class to discuss the class attendance policy. I may make accommodations for this absence or suggest that you take the course at another time.

Religious Observances:

If assigned work conflicts with your religious holidays, please tell me in advance so we can make alternative plans. Informing me of religious obligations after the fact, however, will not count as an excuse.

Accommodations:

Jacksonville State University is committed to creating an inclusive learning environment that meets the needs of its diverse student body. If you are currently experiencing or anticipate that you will have any barriers to learning in this course, please feel welcome to discuss your concerns with me.

It is my goal to create a learning experience that is as accessible as possible. If you have a disability, or think you may have a disability, that may have some impact on your work in this course and for which you may require academic adjustments or accommodations, please work with a staff member in [Disability Resources](#) so that accommodations can be considered. Students that receive accommodation letters, or Individualized Post-Secondary Plans (IPPs) should meet with me to discuss the provisions of your accommodations as early in the semester as possible.

You can find more information about the Office of Disability Resources on the [web](#) or by visiting the Student Success Center on the 2nd Floor of the Houston Cole Library. You may also call (256) 782-8380 or email at disabilityresources@jsu.edu. All discussions will remain confidential.

Withdraws:

Please be advised, the last date to withdraw from the course without academic penalty is Friday, November 11. There are other important dates regarding withdrawing from the course concerning refunding your tuition and if you receive an academic penalty, which you can find [here](#). If you choose to stop attending the course, it is your responsibility to withdraw from the course. If you do not withdraw from the course, the professor will enter the grade you have earned as your final grade.

Student Notifications:

I post all notifications on Canvas via the Announcements section of our course. Be sure to check these for all notifications.

Title IX:

JSU does not discriminate on the basis of sex in the educational programs or activities that it operates. JSU is required, by Title IX of the Education Amendments of 1972 and the Department of Education regulations to implement Title IX, not to discriminate in such a manner. This requirement to not discriminate in educational programs and activities extends to employment by the university and to admission thereto. This may include sexual harassment, sexual misconduct, domestic violence, dating violence, stalking and other conduct that is addressed in our ["Sex-Based Harassment and Misconduct Policy."](#)

Anyone with knowledge of this type of conduct is asked to immediately report such incidents to the University Police Department at (256) 782-5050 or the Title IX Coordinator at (256) 782-5769. If an individual wishes to keep the information confidential, the individual speak with a counselor at the Counseling Services office at (256) 782-5475 or a medical provider at JSU's Health Center (256) 782-5310.

For more information about Title IX or to report a concern, please visit the JSU Title IX webpage at <http://www.jsu.edu/titleix>.

E-mail Policy:

I will do my best to respond to all e-mails within 24 hours. **All e-mails that can be answered via the syllabus will receive the response: "Please refer to your syllabus." and a picture of Alf.**

To ensure you have read the syllabus prior to e-mailing me, the first e-mail you send me must include a picture of a **platypus**. If your first e-mail does not have a picture of a platypus, I will respond to your e-mail with: "Please review the syllabus." This policy ensures that you have helped yourself by using the tools I have provided you.

To help response time, please include an appropriate subject line in your e-mail. Furthermore, please take time to construct a formal e-mail with proper etiquette and language. **E-mails constructed in a manner like, "Yo, Mrs B i will b submitting the thing late 2day" or using emojis to represent words/ideas will receive the response, "Please refer to your syllabus." and a picture of Godzilla.**

COVID-19 Statement:

To protect the health and safety of all employees, visitors, and students during the COVID-19 pandemic, Jacksonville State University publishes its policies [here](#).

Please speak with your internship supervisor to know what the policies and protocols regarding COVID-19 are in this workplace. The university is not providing any special accommodations to students that are unable to complete coursework due to COVID-19.

How to be Successful in this Class:

The best way to be successful is to be prepared. One part of being prepared means communicating with your internship supervisor and internship coordinator. Ensure that you communicate what your goals are of the internship and be an active partner in determining how the internship can achieve some of these goals, may require some of these goals to be modified, and is unable to achieve some of these goals (which may require new goals). Through communicating in a clearly and timely manner expectations will be clear, feedback will flow, and tasks will be completed.

Being prepared also means to practice professionalism. You are representing the political science program, Jacksonville State University, and your internship supervisor. Remember to always act in a professional manner. This includes your interactions in

the physical and digital world. Realize that your social media accounts, emails, and other virtual exchanges are now an extension of this internship.

Finally, being prepared means to do your best. No one expects perfection from you. An internship is the beginning of an apprenticeship. You are learning. You, however, can still do your best possible work. Furthermore, you are not alone in this endeavor. Remember, the internship coordinator (Dr. Gross) and your internship supervisor are here to assist you. If you begin to struggle to complete your work activities, reach out to these individuals for help. It is better to ask for help when you first notice that you need it than to hope things get better on their own.

Tentative Class Schedule:

<u>Week</u>	<u>Duties / Tasks</u>	<u>Assessments Due</u>
8/22	To be determined by supervisor	Log
8/29	To be determined by supervisor	Log & Goals
9/5	To be determined by supervisor	Log
9/12	To be determined by supervisor	Log
9/19	To be determined by supervisor	Log
9/26	To be determined by supervisor	Log
10/3	To be determined by supervisor	Log
10/10	To be determined by supervisor	Log & Mid Eval
10/17	To be determined by supervisor	Log
10/24	To be determined by supervisor	Log
10/31	To be determined by supervisor	Log
11/7	To be determined by supervisor	Log
11/14	To be determined by supervisor	Log & Presentation
11/21	To be determined by supervisor	NONE (Happy Thanksgiving)
11/28	To be determined by supervisor	Log & Presentation & Final Eval
12/5	To be determined by supervisor	Presentation & Final Eval

Assessment abbreviations:

Weekly Log of Work Activities = **Log**

Mid-Semester Evaluation = **Mid Eval**

Internship Presentation = **Presentation³**

Student Specific Learning Goals = **Goals**

Final Semester Evaluation = **Final Eval²**

² The Final Semester Evaluation is only submitted once. Its windows exist over these weeks

³ The Internship Presentation only occurs once. Its window exist over these weeks.