

PSCI 4938-800: Internship in Government Fall 2022

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Office Hours: Mon 11:15 am–1:15 pm; Wed 11:15 am–12:15 pm; Thu 2-4 pm via Zoom;
or by appointment

COURSE DESCRIPTION & GOALS

The Political Science internship course provides students the opportunity to integrate theoretical concepts related to government, politics and public policy with practical experience in relevant organizations. Internships are designed for active participation in professional settings allowing students to explore the work of political, governmental, or non-governmental organizations, and the career possibilities that are available. The course also requires an independent research component that builds on internship experiences to broaden and deepen knowledge.

Through this class you will:

- Carry out a hands-on learning experience relevant to political science with a minimum of 144 hours of work (approx. 10 hours per week) completed during the semester to earn 3 academic credits
- Learn and analyze the principles, goals and practices of your organization
- Complete an analytical research project that explores what your internship experience taught you about politics
- Develop professional insights, skills, strategies and connections
- Practice documenting and communicating the skills and experiences gained through your placement

WHAT IS AN INTERNSHIP?

An internship is different from an employment situation or donating your time as a volunteer. An internship is an educational experience. In the selection of a placement, the negotiation of tasks, and the manner in which you approach the completion of tasks, "learning" should be your primary objective and that of the organization in which you are placed. This is in contrast to both an employment situation you have contracted to perform defined tasks in return for remuneration and a volunteer position in which your primary objective is to further the goals of the organization or individual to whom you are donating your services.

While the primary intent of your internship is to further your learning, interns nonetheless contribute to the activities of the host institution. As a result, students are expected to maintain their commitments to their host organization and to complete their duties promptly and efficiently. At the same time, while you are on your placement, you should be reflective and analytical. Be active rather than passive. Ask questions politely and at appropriate times. When you meet or hear of people of interest, follow up and make appointments to talk in greater depth later. Take full advantage of the opportunities your internship presents. Most importantly, always ask yourself the theoretical significance of what you are experiencing. In other words, try to make connections between what you have learned in classes and what you are experiencing first-hand.

Students are also reminded that while on their placement they are representing the University of Colorado and the Department of Political Science. You are expected to dress and act appropriately. You may not use your position for personal political advantage. Of course, if you are working in a political office, you would be expected to advance the office-holder's agenda.

Finally, while you are in your internship, enjoy yourself. Work and learning should be positive experiences; take full advantage of the opportunities your internship presents.

COURSE REQUIREMENTS

- 1. Work a minimum of 144 hours across the semester** (approx. 10 hours per week) in an internship position approved by the PSCI internship coordinator.
- 2. Complete the *Political Science-Student Internship Agreement and Learning Plan* form – due by Friday, September 9**

This agreement is required by the University of Colorado Boulder to ensure a high-quality experience for both the student intern and the organization providing the internship. The student intern will need to (a) complete the form describing the learning plan, (b) sign the agreement form, (c) submit the completed form to the internship supervisor for review and signature, and (d) return the finalized and signed form to the Department of Political Science Internship Coordinator. Completing and submitting the Internship Agreement and Learning Plan ensures understanding of responsibilities of both the student and the organization providing the internship. The Agreement form can be found on Canvas and the completed form should be submitted to the appropriate folder on Canvas.

- 3. Regular Internship Update Reports – a total of 10 reports due across the semester**

In general, the internship update reports are your opportunity to document what you are doing and observing, challenges you're facing, new skills being developed, and other insights on your work or the organization with which you are interning. These reports are also designed to aid in the development of your research paper. You will be given specific prompts for response, but more general observations from the internship experience and what else you are doing while exploring DC are welcome as well. Think of this as your journal of your internship learning and experiences.

The internship update reports are to be submitted to the course Canvas site. You should find ten folders for submission of write-ups across the semester, with a schedule of due dates on Sunday evenings (though you can certainly submit before the deadlines as suits your schedule). Each report should be approx. 1 page (250 words) in length. Submit to the appropriate folders in Canvas.

- 4. Meetings – group & individual**

Plan for several meetings during your internship, which may be either in-person or via Zoom. The dates for most of these are to be determined, based on individual schedules. You are also welcome to set up additional meetings as desired or needed, and to maintain regular contact via email.

5. Research Assignment – see “Internship Research Assignment” document on Canvas for details

- a. **Research Proposal (due on or before Sunday, November 6).** A 2-3 page paper presenting an exploratory proposal (or prospectus) for your planned research project, together with an annotated bibliography of at least five sources being used to inform your project.
- b. **Final Research Paper (due on or before Wednesday, December 7).** A 10-15 page analytical paper that presents a research question, findings and discussion, including a comparison of how your experiences in your internship and other information gathered matches the expectations outlined in your initial paper.

6. Thank You Note(s) (due no later than Monday, December 12). Each student is expected to write thank-you notes to individuals who played significant roles assisting the intern during her/his placement. Copies of these letters (either photocopies of hand-written letters or the text of letters given to the individuals with whom you worked this semester) are to be submitted to the appropriate folder in Canvas.

SCHEDULE OF ASSIGNMENTS & DUE DATES

As a graded academic course, you are expected to adhere to the scheduled due dates, produce quality work, and submit all required materials. All items are due no later than 11:59 pm on the scheduled date, and all can be submitted before the deadline. As needed, and depending on your internship schedule, plan to contact the professor with any requests for alternative assignment scheduling adjustments.

Fri, Aug 26	Submit to Canvas a basic internship status report (internship secured / application pending / still looking)
Sun, Aug 28	Update Report #1, self-introduction (specific prompt on Canvas)
Thu, Sept 1	5:30 pm intern group meeting for introductions & review of expectations & guidelines. Bring your questions! Plan to be there if at all possible (recognizing that schedule conflicts are possible). Zoom link on Canvas
Fri, Sept 9	<i>Political Science-Student Internship Agreement and Learning Plan</i> form due with signatures of both student and internship supervisor
Sun, Sept 11	Update Report #2, introducing your organization
Sun, Sept 18	Update Report #3, lessons learned to date
Sun, Sept 25	Update Report #4, the one-month check-in
Sun, Oct 2	Update Report #5, highlights & lowlights of interning so far
Sun, Oct 9	Update Report #6, initial research paper ideas
Sun Oct 16	Update Report #7, report on ongoing updates & changes
Sun, Oct 23	Update Report #8, how your internship has added to your knowledge of political science
Sun, Nov 6	Research Proposal due (exploratory essay + annotated bibliography covering at least 5 research sources)
Sun, Nov 13	Update Report #9, how this experience has shaped your future plans

- Sun, Dec 4 Update Report #10, the final report, reviewing the internship experience
- Wed, Dec 7 Final research paper due
- Mon, Dec 12 Thank you note(s) due

COURSE GRADING

The internship placement should prove to be an enjoyable and beneficial learning experience. At the same time, it is crucial to note the academic evaluation in this course is separate from any benefits gained from the participatory experience itself. Grading will be solely the responsibility of the instructor. The grade will be determined by academic performance.

Grading components:

- Internship update reports, a total of 10 – 40%
- Initial paper and annotated bibliography – 15%
- Final research paper – 40 %
- Fulfillment of other obligations (other listed items, including submission of the *Internship Agreement and Learning Plan* form, participation in meetings, completion of thank you letters) – 5%

UNIVERSITY POLICIES

- **Student Behavior – in the classroom & in the professional internship setting:** All members of the CU community are responsible for maintaining an appropriate learning environment in all instructional settings, whether in person, remote or online. Those who fail to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation or political philosophy. For more information, see the policies on [classroom behavior](#) and the [Student Conduct & Conflict Resolution policies](#).
- **Campus leadership guidance for Fall 2022 internships:** The university supports internships even while Covid-19 conditions continue. For off-campus internships, the student should follow public health orders for work/businesses, which might include conducting an internship entirely remotely, or shifting from remote to in-person, or back to remote participation at any time. Don't hesitate to communicate any questions or concerns to either your internship supervisor or to the PSCI internship coordinator.
- **Requirements for COVID-19:** As a matter of public health and safety, all members of the CU Boulder community and all visitors to campus must follow university, department and building requirements and all public health orders in place to reduce the risk of spreading infectious disease. CU Boulder currently requires COVID-19 vaccination and boosters for all faculty, staff and students. Students, faculty and staff must upload proof of vaccination and boosters or file for an exemption based on medical, ethical or moral grounds through the [MyCUHealth portal](#).

The CU Boulder campus is currently mask-optional. However, if public health conditions change and masks are again required in classrooms, students who fail to adhere to masking requirements will be asked to leave class, and students who do not leave class when asked or who refuse to comply with these requirements will be referred to [Student Conduct and Conflict Resolution](#). For more information, see the

policy on [classroom behavior](#) and the [Student Code of Conduct](#). If you require accommodation because a disability prevents you from fulfilling these safety measures, please follow the steps in the “Accommodation for Disabilities” statement on this syllabus.

If you feel ill and think you might have COVID-19, if you have tested positive for COVID-19, or if you are unvaccinated or partially vaccinated and have been in close contact with someone who has COVID-19, you should stay home and follow the further guidance of the [Public Health Office \(contacttracing@colorado.edu\)](mailto:contacttracing@colorado.edu). If you are fully vaccinated and have been in close contact with someone who has COVID-19, you do not need to stay home; rather, you should self-monitor for symptoms and follow the further guidance of the [Public Health Office \(contacttracing@colorado.edu\)](mailto:contacttracing@colorado.edu). **You do not need to state the nature of any illness being experienced, and no “doctor’s note” is needed for missed classes or late assignments.**

- **Accommodation for Disabilities:** If you qualify for accommodations because of a disability, please submit your accommodation letter from Disability Services to your faculty member in a timely manner so that your needs can be addressed. Disability Services determines accommodations based on documented disabilities in the academic environment. Information on requesting accommodations is located on the [Disability Services website](#). Contact Disability Services at 303-492-8671 or dsinfo@colorado.edu for further assistance. If you have a temporary medical condition, see [Temporary Medical Conditions](#) on the Disability Services website.
- **Student Names and Pronouns:** CU Boulder recognizes that students' legal information doesn't always align with how they identify. Students may update their names and pronouns via the student portal; those names and pronouns are listed on instructors' class rosters. In the absence of such updates, the name that appears on the class roster is the student's legal name.
- **Honor Code:** All students enrolled in a University of Colorado Boulder course are responsible for knowing and adhering to the Honor Code academic integrity policy. Violations of the Honor Code may include, but are not limited to: plagiarism, cheating, fabrication, lying, bribery, threat, unauthorized access to academic materials, clicker fraud, submitting the same or similar work in more than one course without permission from all course instructors involved, and aiding academic dishonesty. All incidents of academic misconduct will be reported to the Honor Code (honor@colorado.edu); 303-492-5550). Students found responsible for violating the academic integrity policy will be subject to nonacademic sanctions from the Honor Code as well as academic sanctions from the faculty member. Additional information regarding the Honor Code academic integrity policy can be found on the [Honor Code website](#).
- **Sexual Misconduct, Discrimination, Harassment and/or Related Retaliation:** CU Boulder is committed to fostering an inclusive and welcoming learning, working, and living environment. The university will not tolerate acts of sexual misconduct (harassment, exploitation, and assault), intimate partner violence (dating or domestic violence), stalking, or protected-class discrimination or harassment by or against members of our community. Individuals who believe they have been subject to misconduct or retaliatory actions for reporting a concern should contact the Office of Institutional Equity and Compliance (OIEC) at 303-492-2127 or email cureport@colorado.edu. Information about university policies, [reporting options](#), and the support resources can be found on the [OIEC website](#).

Please know that faculty and graduate instructors have a responsibility to inform OIEC when they are made aware of incidents of sexual misconduct, dating and domestic violence, stalking, discrimination, harassment and/or related retaliation, to ensure that individuals impacted receive information about their rights, support resources, and reporting options. To learn more about reporting and support options for various concerns, visit [Don't Ignore It](#).