

PSCI 4938-800: Internship in Government Fall 2020

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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. **10 Internship Reports, due throughout the semester.** The internship reports provide ongoing review and discussion of what you're 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 your opportunity to document what you have learned. They are also my main avenue for finding out what you are accomplishing, so please be as detailed as possible. The reports are to be submitted on a regular basis, with some flexibility with regard to actual submission dates to allow you to balance the competing demands in your schedule. Each report should be approx. 1 page (250 words) in length.
2. **Individual Meetings.** Plan for at least two individual meetings via Zoom with the instructor during your internship. The initial meeting will take place at the beginning of the semester to make sure everything is in order, to talk about expectations, interests and goals, and to get acquainted. The second meeting will take place at a mutually agreeable time towards the end of the semester and before the final paper is due. Other meetings can be scheduled as needed.
3. **Group Meetings.** An occasional Zoom meeting of the whole group of PSCI interns will be scheduled during the semester. We'll do our best to meet as a group early in the semester so that we may introduce ourselves and our placements, cover expectations and guidelines, ask questions, share insights, and make sure everyone is ready to take full advantage of the internship experience. Other meetings will take place later in the semester and will allow us to share updates and to talk through the research paper requirements.
4. **Research Assignment – see “PSCI Internship in Government Research Assignment” document for details**
 - a. **Initial Paper (due before midnight, Friday, October 30th).** A 2-3 page paper presenting an exploratory proposal (or prospectus) for your semester-long research project, including an annotated bibliography of at least 5 readings.
 - b. **Final Paper (due before midnight, Sunday, Dec 6th).** A 12-15 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.
5. **Thank You Letters (due Monday, Dec 7th).** Each student is expected to write thank-you letters to individuals who played significant roles assisting the intern during the 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 Canvas.

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 reports – 40%
- Initial paper – 10%
- Final paper – 40 %
- Fulfillment of other obligations (meetings, other required documents) – 10%

UNIVERSITY POLICIES

- **Campus leadership guidance for fall 2020 internships:** In-person internships are allowed as long as the campus is maintaining operations that include in-person instruction, and as long as those internships adhere to campus travel restrictions (domestic and international). If CU Boulder moves to remote-only instruction at any point during the semester, then in-person internships must also be suspended, whether or not they are attached to course credit. It is also permissible for employers to conduct an internship entirely remotely or move an internship from in-person to remote participation at any time.
- **Requirements for COVID-19:** As a matter of public health and safety due to the pandemic, all members of the CU Boulder community and all visitors to campus must follow university, department and building requirements, and public health orders in place to reduce the risk of spreading infectious disease. Required safety measures at CU Boulder relevant to the classroom setting include:
 - maintain 6-foot distancing when possible,
 - wear a face covering in public indoor spaces and outdoors while on campus consistent with state and county health orders,
 - clean local work area,
 - practice hand hygiene,
 - follow public health orders, and
 - if sick and you live off campus, do not come onto campus (unless instructed by a CU Healthcare professional), or if you live on-campus, please alert [CU Boulder Medical Services](#).

Students who fail to adhere to these 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 policies on [COVID-19 Health and Safety](#) and [classroom behavior](#) and the [Student Code of Conduct](#). If you require accommodation because a disability prevents you from fulfilling these safety measures, please see the “Accommodation for Disabilities” statement on this syllabus.

Before returning to campus, all students must complete the [COVID-19 Student Health and Expectations Course](#). Before coming on to campus each day, all students are required to complete a [Daily Health Form](#).

Students who have tested positive for COVID-19, have symptoms of COVID-19, or have had close contact with someone who has tested positive for or had symptoms of COVID-19 must stay home and complete the [Health Questionnaire and Illness Reporting Form](#) remotely. In this

class, if you are sick or quarantined plan to communicate your status as soon as possible via email to your professor so that any assignment extensions or accommodations may be adopted.

- **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.
- **Preferred Student Names and Pronouns:** CU Boulder recognizes that students' legal information doesn't always align with how they identify. Students may update their preferred names and pronouns via the student portal; those preferred 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. Violations of the policy may include: 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 at the [Honor Code Office website](#).
- **Sexual Misconduct, Discrimination, Harassment and/or Related Retaliation:** The University of Colorado Boulder (CU Boulder) is committed to fostering an inclusive and welcoming learning, working, and living environment. CU Boulder 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 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 cureport@colorado.edu. Information about the OIEC, university policies, [anonymous reporting](#), and the campus resources can be found on the [OIEC website](#).

Please know that faculty and instructors have a responsibility to inform OIEC when 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 options for reporting and support resources.

- **Religious Holidays:** Campus policy regarding religious observances requires that faculty make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. In this class, plan to communicate your status as soon as possible via email to your professor so that any assignment extensions may be adopted.

See the [campus policy regarding religious observances](#) for full details.