

COMMUNITY INTERNSHIP

Political Science 403
University of Hawai'i at Mānoa
Spring 2016

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Office Hours: By appointment

COURSE DESCRIPTION

This capstone course provides an opportunity for students to apply academic knowledge in a practical workplace setting. Qualified students will work for approximately ten hours per week for a total of 150 hours (for the 3-credit option) at a local business, community group, or government office, while reading appropriate scholarly literature about their chosen field.

Student learning objectives: 1) the ability to craft and defend evidence-based arguments, 2) the capacity to communicate effectively in public settings, 3) understanding how to behave in a professional environment, and 4) applying academic knowledge in a practical, workplace setting.

Identifying an Internship Site

The community internship course is designed to give you an opportunity to explore careers that contribute to the life of our community. For this reason, we generally approve any internship in any organization that conducts itself in an ethical and responsible manner. Charities, government agencies, political parties, courts, environmental interest groups, cultural organizations and the like are almost always acceptable. Through this course you will develop professional contacts, improve your communication skills, and gain valuable work experience that will ease your transition into full-time employment. Although you are responsible for finding an internship *before* registering for this course, I can provide a list of organizations that have hosted political science interns in the past.

Declaring Your Internship

You must provide a summary description of your internship duties to me before you can register for this class. This should include the following:

- The organization's name and a description of its services
- Your supervisor's name and contact information
- A list of your goals for the internship
- A description of the tasks to be undertaken

Working at the Internship

As a community intern, you are a representative of the University of Hawai'i at Mānoa, and you should be courteous and professional at all times. This means, at a minimum,

that you must arrive to work on time, maintain a regular work schedule, and complete your assigned tasks. Your conduct may determine whether similar opportunities will be available to future students.

Although most students enjoy their internship experience, you may find yourself in an unpleasant situation. If you are having frequent difficulties with your supervisor or problems securing sufficient hours to complete the 150-hour requirement, please let me know immediately. We will work together to find a solution.

EVALUATION AND REQUIREMENTS

Your final grade will be based on your weekly updates, your attendance at our occasional class meetings, a supervisor feedback survey, and a final essay. The breakdown is as follows:

- Instructor Meetings: 5%
- Weekly Updates: 15%
- Supervisor Feedback Survey: 50%
- Final Paper: 30%

At the end of the semester, your final grade will be assigned according to the following scale: A (93-100), A- (90-92), B+ (87-89), B (83-86), B- (80-82), C+ (77-79), C (73-76), C- (70-72), D (60-69), and F (below 59).

Hours of Service

You must complete 150 hours of service over the semester for the 3-credit version of this class. You may receive one additional credit for working another 50 hours; e.g., 200 hours = 4 credits, 250 hours = 5 credits, 300 hours = 6 credits. Failure to meet these requirements will result in a reduced or failing grade for the course.

Weekly Updates

Every week you must submit an update report of 200 – 250 words. Reports are due by 5 p.m. on Monday and should be sent to me over email. Please copy the update directly into the body of the email, rather than attach it as a separate document. Each update should discuss the previous week's work in the following example format:

EMAIL SUBJECT: John's Update #1 (Your name and update number)

PART 1: Date Submitted: February 15, 2015
 Total hours worked this week: 9
 Total cumulative hours to date: 56
 Main tasks/projects: 1 brief paragraph

PART 2: Challenges you faced and how you will turn them into
 opportunities: 1-2 paragraphs

Meetings with Instructor

Although much of your work in this class will be self-directed, we will meet at least two times over the course of the semester so you can discuss your progress, develop a reading list, and receive guidance on your final paper. Your attendance at these meetings is mandatory.

Readings

During your internship, you will be required to read a selection of scholarly books or articles about your field. We will work together to develop an appropriate reading list.

Supervisor's Evaluation

At the end of the semester, your supervisor will have an opportunity to evaluate your performance. This evaluation is worth 50% of your final grade. Your supervisor will be asked, among other things, if you have been fulfilling the ten-hour per week work requirement, arriving for work on time, and generally conducting yourself in a professional manner. The evaluation is due on **May 9th**.

Final Paper

A final paper of 6–8 double-spaced pages is required for this course. The purpose of this paper is not to summarize the day-to-day activities of your internship, but rather to evaluate a particular policy area or the organization itself. Although I must approve your research topic, you will have considerable freedom to develop it. You may, for example, wish to address funding issues at your agency. Perhaps you're interested in intergovernmental relations or in evaluating the effectiveness of your organization. You may also be interested in researching a specific policy related to your organization's mission. The choice is yours. The final product, however, should be a polished academic paper, and you must use at least two books or three scholarly articles to support your study. The paper is due on **May 9th** and must be submitted in hard copy to my department mailbox.

ADDITIONAL COURSE POLICIES

Disability Access

If you have a documented disability, please talk with me about how I can make this course more accessible to you. I will be happy to make any appropriate accommodations. You may also wish to contact the KOKUA Program Office at 956-7511 or to visit the office website online at <http://www.hawaii.edu/kokua>

Academic Integrity

There are many ways to succeed in this course. Cheating and plagiarism are not among them. Serious sanctions may result from academic dishonesty of any sort. Should you have any questions or concerns about these policies, please consult the UHM Student Conduct Code: http://studentaffairs.manoa.hawaii.edu/policies/conduct_code