

**Political Science 481: Political Science Legislative Internship
University of Hawai'i at Hilo**

Spring, 2013
CRN# 11563
15 Credits

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2:00pm – 4:30pm
and by appointment.

Course Overview

The Legislative Internship in Political Science offers participating students the opportunity to apply theoretical knowledge from the classroom to the real-world working of the State and Federal Legislatures. The experiences and insights gained through applied, directed activities in legislative offices enrich the student's educational program. This internship program fosters positive relations between the university and the legislature, and students obtain skills, experiences and contacts that will enhance their employment prospects and options after graduation. Students are expected to work 40 hours per week for the duration of the semester as well as write a term paper.

Through this internship experience, student interns earn a total of 15 credits of PolS 481 toward graduation. *Grading for PolS 481 is Credit / No-Credit only.* Internship credits may be applied toward university upper-division course requirements and graduation requirements. It should be noted that no internship credits may be "double-counted" for purposes of satisfying more than one major's upper division requirements.

Eligibility for the Internship

The Internship in Political Science is open only to a limited number of students. Through a specific application process involving the Political Science Faculty and the placement office, students are selected to participate. Eligibility criteria are determined by the Political Science Department, and applications are available from the instructor.

Course Requirements

There are four requirements for this course:

1. Statement of Internship Goals

Students are required to develop a list of their goals for the internship, including both broad goals and the development of specific skills. This list of internship goals should be submitted to the instructor and your supervisor by the end of the second week of classes (1/18).

2. Working at the Internship

Always show up on time for your work and act professionally. It is your responsibility to know and conform to the office dress code. Do not ask to leave early except in cases of emergency. Do not make social or other plans that will conflict with your schedule. Spring Break is 3/25-3/29, and you should consult with your office as to whether or not you will be required to work during that week. If you do not know how to do something asked of you, get help from the intern coordinator and/or the legislative assistant that assigned the task to you. Sometimes you may get stuck doing something boring, but try to make the best of it. The more interest you show in the office 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, 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. Be aware that ethical problems can arise in the workplace. Be sure to report any incidents of sexual harassment, ethical violations, or a hostile workplace immediately to the intern coordinator.

Working on the job

You must be prepared to work when you arrive in Honolulu. This means having completed all necessary employment paperwork so that you can legally work. When you work for the legislator, you are representing the legislator him/herself, and whatever you do reflects directly on him/her. Unprofessional and unethical behavior on your part will disgrace the legislator and will not be tolerated. You must show up on time and be prepared to work every day as scheduled. Do not check personal email, do online shopping, engage in video gaming, or do any personal web surfing while on the job.

Financial Considerations

The Dean of the College of Arts and Sciences of UH Hilo will provide a tuition stipend to help offset a portion of your tuition expenses (conditional on continued funding). Other financial awards may be available either directly through your office of employment or elsewhere. Unfortunately, since Honolulu is an expensive area to live, this will be probably not be enough money, and you will need to have extra financial resources prior to arriving in Honolulu.

Sick days and Personal Time

You will be in Honolulu for two reasons: to work and to learn. Any sightseeing, beach-going or other personal activities must be done on your own time (after work or on the weekend). Sick days are for illness *only*. You are not to use sick days as personal time. If you take a sick day, you may be asked to provide a doctor's note.

Credit and Grading

This is a full-time credit/no-credit course for 15 credits. You cannot take another class while involved in the internship. You must satisfactorily complete all of your work on the job as well as your academic work in order to receive credit for the course. Failure to complete the term paper on time will result in no credit for the course.

3. Weekly Journal and Monthly Contacts

Student interns are required to schedule a monthly contact with the instructor as a means of regular supervision and progress evaluation. This contact may be by phone or email. You are also required to submit a weekly report (about one page) summarizing your activities for the week.

4. Term Paper

The point of the term paper is not to discuss the specific tasks you performed at your internship. Instead, you are discuss what you have learned about the legislative process beyond what you have already learned in your other classes. The paper should be approximately 10 pages long. Choose an issue being addressed by the legislature, and consider the following legislative aspects (among others that you may come up with) in writing your paper:

- The process of moving a specific piece of legislation through the legislature
- Budgeting
- Intergovernmental relations
- Interest groups and Think Tanks
- Public Opinion
- Mass media
- Implementation

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 staff members as part of your research. Additionally, many students find that keeping a weekly journal of their observations and activities helps in writing their term paper.

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 as follows:

50% of grade: Term paper

40% of grade: Supervisor's evaluation

10% of grade: Instructor's evaluation

The Instructor will evaluate the intern's performance through contacts with the supervisor and intern that will include phone calls, emails and written communication. 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 upon request.

Other Course Policies and Notes:

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:

“The term ‘plagiarism’ includes but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.” (The 2012-2013 Catalog Statement on the Student Conduct Code can be found here: <http://hilo.hawaii.edu/catalog/student-conduct-code.html>)

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). Changing one or two words is *not* paraphrasing. 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 will be reported to the University administration for further disciplinary action.

Course Outline (in addition to weekly journals)

Begin Internship on or before January 7.

Week 2 (1/18). Statement of Internship Goals due.

Week 5 (2/8). Term paper topics due.

Week 10 (3/15). Term paper outlines due.

Week 15 (4/26). Term Paper rough drafts due.

Finals Week (5/6). Term papers due and presentation at Internship Colloquium (Monday).

End Internship on or after May 1.