Political Science 481: Political Science Legislative Internship (WI)
University of Hawai‘i at Hilo

Spring, 2015
CRN# 12195
15 Credits

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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 Legislative Internship 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.

Student Learning Outcomes
Upon completion of this course, students will be expected to do the following:
- Identify points of similarity and difference between political science theory and the real-world practice of politics.
- Perform the various staffing duties necessary to the functioning of a legislative office.
- Explain how the various staffing duties performed lead to the effectiveness of a legislative office.

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 (2/23).
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. 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 at your internship. This means having completed all necessary employment paperwork so that you can legally work. Note that holidays may vary from place to place, so be sure to confirm which holidays are observed by your office. 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. Depending on your living arrangements, you may need to have extra financial resources beyond what is provided.

Sick days and Personal Time
You will be at your internship for two reasons: to work and to learn. Any sightseeing 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 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 and total hours worked for the week. The weekly report is due the Tuesday of the following week. Please note the week and the days corresponding to it on your report. The schedule appears on the last page.

4. Term Paper and Colloquium Presentation
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 13-14 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. At the close of the internship experience, students will be responsible for making a 10 minute oral presentation to the Political Science Faculty and other student interns. This presentation will involve highlights of the student internship experience and the 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:

40% of grade: Term paper
10% of grade: Colloquium presentation
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**

Because the University is an academic community with high professional standards, its teaching, research, and service purposes are seriously disrupted and subverted by academic dishonesty. Academic dishonesty includes cheating and plagiarism as defined below. Choosing to join the University community obligates each student to adhere to standards of honesty and integrity. By enrolling in the University, students accept the responsibility to become fully acquainted with the University’s regulations and to comply with the University’s authority. Ignorance of the definitions of cheating and plagiarism does not provide an excuse for engaging in acts of academic dishonesty.

*Cheating* includes but is not limited to:
1. Using any unauthorized assistance in taking quizzes, tests, or examinations;
2. Using sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
3. Acquiring, without permission, tests or other academic material belonging to a member of the UH faculty, staff or student; and
4. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

*Plagiarism* includes but is not limited to using, by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgment. It also includes using unacknowledged materials prepared by another person or agency engaged in the selling of term papers or other academic materials (http://hilo.hawaii.edu/catalog/academic-dishonesty.html).

Cheating and plagiarism will not be tolerated. Submitting the same paper for more than one course without the prior approval of both instructors is considered 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). 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 assignment and may be reported to the University administration for further possible action, including expulsion from the university.

UH Hilo Sexual Assault Policy
UH Hilo provides confidential assistance for victims of sexual assault. Counseling Services on-campus and the YWCA Sexual Support Services off-campus offer guidance regarding medical assistance and emotional help and can discuss options for reporting sexual assaults to law enforcement. All conversations are private and confidential. The UH Hilo Sexual Assault Policy can be found at:
For assistance during the day, contact UH Hilo Counseling Services at (808) 932-7465; or, after hours and on weekends, contact the YWCA Sexual Assault Support Services at (808) 935-0677.

Note on Academic Support
Kilohana: The Academic Success Center provides academic support opportunities for all UH Hilo students that foster their development into independent, self-motivated learners. Students who visit Kilohana have access to subject-specific and academic skills tutoring from UHH students selected for their academic achievement and dedication to helping others succeed. Kilohana is located on the lower level of the Mookini Library and on the web at: http://hilo.hawaii.edu/kilohana/

Note on Disability Services
Any student with a documented disability who would like to request accommodations should contact the Disability Services Office — Hale Kauanoe A Wing Lounge, 932-7623 (V), 932-7002 (TTY), uds@hawaii.edu — as early in the semester as possible.

Note on Academic Advising
Advising is a very important resource designed to help students complete the requirements of the University and their individual majors. Students should consult with their advisor at least once a semester to decide on courses, check progress towards graduation, and discuss career options and other educational opportunities provided by UH Hilo. Advising is a shared responsibility, but students have final responsibility for meeting degree requirements. Please feel free to contact the Advising Center at 932-7776 if you have any questions or concerns.

Course Outline (in addition to weekly journals)

Begin Internship on or before January 12th.


Week 5 (2/13). Term paper topics due.

Week 10 (3/20). Term paper outlines due.

Week 15 (5/1). Term Paper rough drafts due.

End Internship on May 8th.

Finals Week (5/11). Term papers due and brief (10-minute) presentation at the Internship Colloquium, Monday, Monday, May 11th, 11:50am, UCB 330).
## Schedule for Weekly Reports

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