

**Political Science 391: Political Science Internship**  
**University of Hawai'i at Hilo**

Spring, 2013  
Wednesday, 11:00am – 11:50am  
UCB 330

Instructor: Dr. Todd Belt  
Phone: 974-7375  
Office: UCB 355  
Website: <http://hilo.hawaii.edu/~tbelt/pols391.html>

Office Hours: Tuesday and Thursday  
2:00pm – 4:30pm,  
and by appointment.

**Note on Email**

I do not consult with students via email for any reason. If you send me an email, I will delete it without reading it. Please call me or see me in person during my regular office hours or a scheduled appointment.

**Course Overview**

Have you ever wondered whether or not the things you learn in class actually apply to the real world? This is the way to find out! The Internship in Political Science offers participating students an opportunity to apply theoretical knowledge from the classroom to public and non-profit agencies, organizations, campaigns, media outlets and courts. The experiences and insights gained through applied, directed activities in public affairs enrich the student's educational program. The Internship program also allows local public and non-profit organizations the opportunity to work with college students and benefit from their service and enthusiasm. Internship programs foster positive relations between the university and community employers and often assist students in obtaining skills, experiences and contacts that will enhance their employment prospects and options after graduation.

The Internship course provides a degree of flexibility to accommodate the needs and work availability of students. Student interns can earn up to 12 credits in PolS 391 in any given semester or a total of 15 credits of PolS 391 and PolS 481 toward graduation. However, no more than 3 credits may be applied to the fulfillment of the Political Science minor. 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.

**Who is Eligible for the Internship Program?**

The Internship Program is *not* open to all students. Students who participate in the Political Science Internship Program represent the university in the community. In order to ensure that interns represent the university with the highest degree of professionalism, students must apply to be admitted into the program. To be admitted, students must demonstrate academic excellence as well strong writing skills, strong communications skills, competency, punctuality, courtesy and professionalism. The application is available on the course website listed above. Students who are known to the instructor should speak with the instructor prior to applying for advice on whether and how to apply. Some students who are known to the instructor may be discouraged from applying. Alternatively, the instructor may waive certain or all elements of the application process for known students with a good record.

**Registration and Course Credit**

Students must receive the approval of the instructor prior to being cleared to register. Students must secure an internship and present the instructor with a signed internship contract (see below) before they are cleared to register. The amount of credit hours earned for the internship will be subject to approval of the instructor and contingent on both the student's schedule and the interests of the host employer. The number of credits and course requirements will be guided by the following table:

Credits	CRN#	Total Hours	Hours/Week	Paper Requirements
3	11556	140	10	7-8 pages, address one policy and two organizational issues
6	11557	280	20	9-10 pages, address one policy and three organizational issues
9	11558	420	30	11-12 pages, address two policies and three organizational issues
12	11559	560	40	13-14 pages, address two policies and four organizational issues

Note that earning 3 credits is the same as taking one Political Science class, and in your paper you must demonstrate that you learned as much as if you were taking a class. Similarly, 12 credits is the equivalent of taking four regular Political Science classes and you will have to demonstrate that you learned as much. Specific details regarding the term paper requirements will be detailed later in the syllabus. Length of the paper is not negotiable, but the content of it may vary from the content specified in the “Paper Requirements” listed in the above table provided the instructor and student agree.

In addition to fulfilling the term paper and work-hour requirements, students will be responsible for obtaining an internship, crafting a contract that includes specific learning objectives to be achieved by the internship, completing all relevant paperwork, and attending monthly meetings with fellow students involved in the internship program.

## **Course Requirements**

There are six requirements for this course:

### **1. Getting an Internship**

Student interns will not be “placed” in internships. Students are required to obtain an internship *before* registering for class and be able to begin work in the second week of classes. Contact information for many internship providers is available on the course website. Once you have selected an organization that appeals to you, make contact. You may do so through email or telephone. Telephone is usually the better choice because it is more personal. Act professionally on the phone, refer to people as Mr. and Ms. where appropriate. You may be asked about your experience. If you have none, be honest about it, but say that you are willing to learn. You might also want to stress your computer skills, especially word processing.

Application processes vary by organization. In some cases, there may be no paperwork to complete. In other cases, you may be required to fill out a formal application, submit a resume, and sign a waiver permitting a background check. In nearly all cases, some form of interview will be required. Be honest in answering all questions asked of you in the interview and whatever application forms you must complete. In an interview, dress professionally, be courteous and respectful, and importantly, be punctual. Being late to an interview is a sure way of denying yourself a position. When you have secured an internship, fill out and sign the internship contract with your supervisor. Always bring a resume with you to an interview. Make sure that you do not have any spelling errors on your resume. If you do not have a resume, see the Career Center for help. The Career center is located in Campus Center Room 202A, and their website is <http://career.uhh.hawaii.edu>

Internships in the place of one’s current employment are not normally approved. However, in exceptional circumstances, an internship may be approved, providing: a) that the internship experience meets the requirements of the Internship in Political Science, as outlined in this syllabus; b) that the internship experience is distinct from the normal work responsibilities and duties; c) and that the internship supervisor is not the student’s normal work supervisor. Such internships require approval from the instructor.

In general, internships located outside of Hilo are not available. However, students may obtain credit for out-of-town internships providing: a) the internship meets the requirements of the Internship in Political Science, as outlined in this syllabus; and b) the student intern and supervising employer are willing to make necessary arrangements with the Instructor. Such internships require approval from the instructor. Most internships are unpaid. However, agencies, in accordance with their own incidental salary/payment policies, are permitted to pay students if they so desire. Moreover, employers are expected to reimburse student interns, in accordance with their own cost/expense policies, for expenses incurred when carrying out assigned responsibilities while in the internship.

### **2. Internship Contract**

Students are required to develop their own internship contract to be signed by themselves, their internship supervisor, and the instructor. The instructor must approve the contract before it is signed. All three parties are to keep a copy of the contract on file. An example of the format of the contract is provided as a downloadable template on the course website. The contract should include the following:

1. Contact information (name, phone, email and address) for the student intern and the supervisor.
2. A summary of the services/goals of the organization/agency.
3. A list of the intern’s goals for the internship, including both broad goals and the development of specific skills.
4. A discussion of the role of the supervisor.

5. A list of the tasks to be undertaken by the student.
6. A statement of commitment of hours to the organization/agency that includes the following:
  - a. A list the total hours of commitment.
  - b. A start and end date (generally, this will be from the start of Week 2 through then end of Week 15).
  - c. Provide a weekly work schedule.
  - d. If applicable, make note of any breaks (such as holidays) in the work schedule.
  - e. If the internship necessarily ends early (such as a political campaign), this section should discuss how the total hour requirement will be accommodated.
  - f. Discuss how missed hours (due to illness or otherwise) are to be made-up.
7. A place for all three parties (student, supervisor and instructor) to sign and date the contract.

### **3. Working at the Internship**

Always show up on time for your work and act professionally. Do not ask to leave early except in cases of emergency—you do not want to develop a reputation as a “slacker.” Do not show up for work drunk or hung-over. If you do not know how to do something asked of you, get help from another employee. Sometimes you may get stuck doing something boring, but try to make the best of it. The more interest you show in the organization 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 for the organization, 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 in the future. Be aware that ethical problems can arise in the workplace. Be sure to report any incidents of sexual harassment immediately to your instructor, who will take appropriate measures. Similarly, if you observe any unethical behavior in the organization, report it right away.

### **4. Mid-Semester Meetings**

Student interns are required to meet as a class once every five weeks to discuss progress in the internship and to receive feedback and guidance on work toward the term paper. At the last meeting, students will meet as a group in a colloquium to give a presentation in which they will discuss their internship experience and their term paper to one another and to the Political Science Faculty.

### **5. Weekly Reports**

Students are required to submit a 2-page weekly report each week. The report is to address what you did and what you learned at the internship. The report is due by Tuesday of the following week. You may not email your report. You must drop it off directly to me during my office hours or you can leave it for me in my mailbox in UCB 308. Do not attach it to my door or attempt to slip it under my door.

### **6. 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 organization/agency itself. You are to evaluate a policy or issue objective of the agency/organization and evaluate certain organizational issues relating to the agency/organization (this means what they do and how they do it). The type of organizational issues you address will depend upon the nature of the agency/organization, and might include the following issues:

- Budgeting
- Organizational structure: hierarchy, management and accountability,
- Intergovernmental relations
- Coalition politics: working with other agencies, organizations, officials and citizens
- Responsiveness: community relations, service recipients
- Effectiveness: efficiency and ethics

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 employees as part of your research. You may deviate from the above content guidelines if you agree to an alternate plan of content with the instructor. Additionally, many students find that keeping a weekly journal of their observations and activities helps in writing their term paper. Late papers will be deducted one full letter grade for every day they are late (e.g. “B” becomes a “C”). 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.

## Grade 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 and presentation at a colloquium at the end of the semester.

The student's grade will be calculated 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 class meetings and contacts with the supervisor that may include phone calls, written communication and work-site visits. 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.

The instructor's evaluation of student performance will be guided by the following table:

Evaluation	Grade	Grade Points
Excellent	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
Satisfactory	C+	2.3
	C	2.0
	C-	1.7
Poor	D	1.0
Failure	F	0.0

## Other Course Policies and Notes:

### Student Consultation Policy (Office Hours)

Students are my highest priority. I want every student to do well. I am *always* happy to meet with students who need help. My office hours are listed at the top of the syllabus, and I am available for drop-in consultation at that time. If you need to see me but cannot make it during my normal office hours, please schedule an appointment with me. Sometimes my office door is left open at other times during the week, and you can drop-in to talk if it is. If my door is closed, I may or may not be available to speak with you (please knock to find out). When I am not working on course material or grading, I am often busy in my office doing research or helping to improve the university through such things as committee work. For these reasons it is best to meet with me during regular office hours or during a scheduled appointment so that we are not disturbed and I can give you my undivided attention. If you want to schedule an appointment with me, you may see me before or after class, or call me.

### Student Conduct Policy

Students engaging in disruptive behavior will be asked to leave class. Disruptive behavior consists of, among other things, talking with other students during lectures and presentations, eating, using a computer or cell phone for non-course related activities (emailing, texting, web surfing, etc.) and electronic noises. Turn off all pagers, phones and other electronic devices prior to entering the classroom. If you have an electronic device that emits noise during class you will be asked to leave—no excuses and no exceptions. Do not pack up your belongings before class is dismissed, this is extremely disrespectful. Do not bring children or other animals to class. Violations of this code will result in a lower participation grade.

### 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.

### **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 Kauanoë A Wing Lounge, 933-0816 (V), 933-3334 (TTY), [uds@hawaii.edu](mailto: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 per semester in order to decide upon courses, check progress towards graduation, and discuss their career options and other educational opportunities provided by UH Hilo. Advising is a shared responsibility, but students have the final responsibility for meeting degree requirements. You can find out who your advisor is on the UHH website. This is the URL: <http://www.uhh.hawaii.edu/studentaffairs/advising/advisors>

### **Course Outline**

#### **Week 1. (1/9). Meet with Instructor for Orientation**

Student interns must have secured an internship by the end of Week 1.  
Signed Internship Contracts due by 4:00 pm, Friday, 1/18.

#### **Week 5. (2/6). Term Paper Topics Due**

Discussion of topic and research process.  
Discussion of internship progress.

#### **Week 10. (3/13). Term Paper Outlines Due**

Discussion of outline and research process.  
Discussion of internship progress.

#### **Week 15. (4/24). Term Paper Rough Drafts Due**

Discussion of outline and research process.  
Discussion of internship progress.

#### **Finals Week. (5/6). Political Internship Colloquium, 9:40am (Monday).**

Term papers due.  
Presentation (10 minutes) to Political Science Faculty and other interns.