

Field Work in Government and Politics

POL 5452, Spring/ 2017

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I usually reply to any of my students' emails within 24 hours. So, just in case if I don't reply to your email in a day, it means that I didn't get your email. In that case, please email me again.

COURSE DESCRIPTION & GOALS

This course is designed to help internship students with added supervision and guidance as they acclimate to working independently in the field of government and public affairs. Interns are encouraged to work together and exchange ideas to benefit all class members. This course is cross-listed as PUB 5452. Students may receive credit for either POL 5452 or PUB 5452, not both. In order to receive credit for PUB 5452, students must fulfill that department's prerequisites.

COURSE MATERIALS

The internship does not require any specific course materials. Students should use [Blackboard course site](#) to view all course assignments and grades. Students should check with their supervising organization to determine if they require any special materials.

CLASS ASSIGNMENTS & GRADING

Assignments: All assignment templates can be found on the course Blackboard, as well as instructions for each assignment. Your assignments must be submitted via email or online through the Blackboard course site.

Assignment	Grade Distribution	Due Date
Student Information Form	5%	Feb. 5
Attending CUNY Forum Series	10%	
Informational Interview	15%	March 5
1 st Monthly Progress Report	15%	April 2
2 nd Monthly Progress Report	15%	May 7
Supervisor Evaluation Form	35%	May 14
Student Evaluation Form	5%	May 14

Submitting Student Information Form

This assignment confirms that both the intern and the intern supervisor are aware of the internship responsibilities and due dates. It also provides the contact information for the intern and the intern

supervisor during the semester of the internship. It's due by **Feb. 5**. Please note that the **Student Information Form must be typed directly in the PDF file or it will not be accepted.**

Attending Spring 2017 CUNY Forum Series

You are required to attend one of the following CUNY Forum series during the semester. The schedule for the Spring 2017 CUNY Forum Series is as follows:

- *Wednesday, March 1, 7:30 PM*
- *Wednesday, April 5, 7:30 PM*
- *Wednesday, May 3, 7:30 PM*
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Informational Interview/ Thank You Letter

An Informational Interview is a meeting between you and a professional (or your supervisor) that is focused on learning more about an organization, industry, and career options. In order to engage the interviewee, frame all questions in terms of their personal experience.

Benefits of an Informational Interview include:

- Discovering a day in the life for someone in the field
- Learning about organizational structure including hiring processes, internal promotions and more
- Identifying specific skills, interests, and abilities that make someone successful in this field
- Expanding your network of contacts in your field of interest for future opportunities

Identify an individual connected to the organization in which you are interning and request a 15-20 minute Informational Interview (this may be the Site Supervisor or any other professional based the career interests of the intern). Use a worksheet with several sample questions provided by the instructor. It is equally important that the Intern develop at least 3 additional questions to ask this interviewee.

Note: It's due by **March 5**. An Informational Interview, like any interview, should be followed with a Thank You Letter sent within 24 hours. Please refer to the Blackboard course website for a sample Thank You Letter. Including the Thank You letter, it will be 15% in your final grade.

Two Monthly Progress Reports (MPRs)

Purpose: The internship progress reports are the primary place for demonstrating meaningful reflection as students address the learning objectives of the course; resolve problems and challenges; and document observations and feelings related to his/her internship. The goals of these reports are to:

- Provide a forum for reflection on the internship experience (i.e. observations, projects/tasks, challenges, etc.);
- Provide an opportunity to highlight the progress towards achieving the course learning objectives;
- Provide a venue for consistent monitoring, coaching and assessment of the internship experience.

Assignment Requirements: There are two MPRs which are due throughout the semester. Each report should be **3 to 5 pages** (double-spaced). A total of two reports should be submitted over the course of the internship.

Internship reports must address some of the topics below (if applicable).

- Specifics about jobs/tasks/projects accomplished
- Problems encountered with job assignments or work environment and efforts towards resolution
- Progress towards achieving Learning Objectives: What did you learn and how?

Deadline: Reports are due **by 11:59 p.m of the due date.**

Assignment	Grade Distribution	Due Date
1 ^s Progress Report	15%	April 2
2 nd Progress Report	15%	May 7

Submission Instructions: Reports should be submitted by using the Blackboard course site or by email.

Tip: Keeping a brief daily log that documents your experience will be very beneficial. Not only will it aid in your internship report, but as the weeks fly by you will have a small record of your experience for future reflection. Consider addressing the following questions on a daily basis:

1. What did I learn today?
2. What challenges or frustrations did I encounter today?
3. How did I use critical thinking or problem solving to address this issue?

Grading: Each report will be worth 10% of your grade. If your internship is less than 10 weeks long, you are still required to submit three reports. If your internship is 18 weeks long, you will still only need to submit three reports. Collectively, all the reports will make up 30% of your grade.

Late Policy: Reports submitted after the deadline will receive zero points. If you miss a report, please account for the hours worked in your next report.

Format: All direct quotes must be in quotation marks and cited. Please note that your reports will be checked carefully for plagiarism. If plagiarism occurs, you will receive a “0” on these reports.

Supervisor Evaluation

Purpose: The evaluation is an assessment tool for the on-site supervisor to provide his or her feedback regarding the student’s performance during the internship experience. The on-site supervisor is strongly encouraged to discuss the evaluation with the student upon completion.

Assignment Requirements: The supervisor evaluation must be completed by an appropriate and responsible management-level individual in your organization, indicating your successful completion of the requirements of your internship—preferably your supervisor with whom you have worked most closely during the semester. Some organizations have their own standard evaluation forms, which may be substituted for the CUNY form, provided the same basic evaluation criteria are covered.

NOTE: It is your responsibility to ensure that we receive your supervisor evaluation by the due date. Your internship requirement is not complete, nor will you be assigned a grade, until it is received, as it constitutes a substantial percentage of your final grade!

Deadline: The supervisor evaluation must be submitted by **May 14.**

Submission Instructions: Evaluations should be submitted by directly emailing or mailing to the instructor.

Tip: It is strongly encouraged that you write a “thank you” letter to your on-site supervisor for the internship experience. Please contact your internship instructor if you need information on how to write a “thank you” letter.

Grading: The supervisor evaluation is part of your internship performance measure and is worth 35% of your overall grade. Evaluations will receive full credit when completed fully, with good marks, and on time. A poor evaluation from the supervisor will result in a lowered grade on this assignment.

Student Evaluation

Purpose: The student evaluation is an assessment tool for the student to provide feedback regarding his or her internship experience. It will help the department determine how to better prepare students for internships as well as whether or not certain internships should continue to be approved for academic credit.

Assignment Requirements: It is the **student's responsibility** to complete the evaluation form. The student should fill out the evaluation completely and answer each question accurately and honestly.

Deadline: The student evaluation must be submitted by **May 14**.

Submission Instructions: Evaluations should be submitted either online (Blackboard) or email as an attached file

Grading: The student evaluation is part of your learning and reflection measure and is worth 5% of your overall grade. Evaluations will receive full credit when completed thoroughly, thoughtfully, and on time.

Late Policy: Late evaluations will not be accepted.

Students with disabilities

Students with disabilities may be eligible for a reasonable accommodation to enable them to participate fully in courses at Baruch. The student who wants to get auxiliary aids and services, and need appropriate academic accommodations with disabilities, such as a longer time for taking exams, must provide documentation of disability to me. If not, no special accommodations with disabilities will be provided.

Academic Dishonesty Issues

Cheating and plagiarism are serious offenses. My policy is to give a **failing course grade** to any students committed plagiarism or cheating in an exam. In addition, I am required by College policy to submit a report of suspected academic dishonesty to the Office of the Dean of Students. This report becomes part of your permanent file.

The following definitions are based on the College's Academic Honesty website:

Cheating is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise. Examples include but are not limited to:

- Copying from another student during an examination or allowing another to copy your work
Unauthorized collaborating on a take home assignment or examination
- Using unauthorized notes during a closed book examination
- Using unauthorized electronic devices during an examination
- Taking an examination for another student
- Asking or allowing another student to take an examination for you
- Changing a corrected exam and returning it for more credit

- Submitting substantial portions of the same paper to two classes without consulting the second instructor
- Preparing answers or writing notes in a blue book (exam booklet) before an examination
- Allowing others to research and write assigned papers including the use of commercial term paper services
- **Plagiarism** is the act of presenting another person's ideas, research or writing as your own, such as:
 - Copying another person's actual words without the use of quotation marks and footnotes (a functional limit is four or more words taken from the work of another)
 - Presenting another person's ideas or theories in your own words without acknowledging them
 - Using information that is not considered common knowledge without acknowledging the source
 - Failure to acknowledge collaborators on homework and other assignments

If you ever have questions about whether something might count as plagiarism, feel free to contact me. I also highly recommend the online tutorial prepared by the Newman Library:
<http://newman.baruch.cuny.edu/help/plagiarism/default.htm>.