

Syllabus and Contract for POL 495/MPA 595 Internship Course
University of Dayton
Political Science
POL 495/MPA 595 Internship Program

Instructor: Dr. Daniel Birdsong
Email: dbirdsong1@udayton.edu
Twitter: @DrBirdsong1
Office: 208 St. Joseph Hall

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Student Hours: Wednesday 2:00 – 3:00 PM. Individual assistance is always available by appointment (this can be done in the office or over Google Chat.) Stop by.

Course Description

The POL/MPA Internship course will help students learn about real world environments and to cultivate the skillsets that they will need to succeed in their chosen professions. Students will develop problem solving skills. The Internship Coordinator will monitor students throughout the semester. Students must provide all required deliverables to receive academic credit for this course.

Class Prerequisites (only for POL 495):

1. Must have completed 30 credit hours
2. Must have completed two 200-level Political Science courses or equivalent
3. Must have met with Internship Coordinator to approve internship prior to registering for POL 495

Internship POL 495/MPA 595 will give students opportunities:

1. To bridge the gap between university and profession
2. To test theory and concepts they have learned in the classroom
3. To enhance and transform skill sets
4. To confirm career interests
5. To engage in a professional environment where they can learn to navigate in the workplace
6. To develop stronger problem solving skills
7. To cultivate network of professional relationships
8. To build a strong profile and resume

Upon completion, students will:

1. Understand strategies, processes, and tools to identify potential employers and to obtain employment in their chosen fields or professions
2. Demonstrate capacity to apply classroom concepts and abstract theories in both professional environments and the community
3. Demonstrate ability to appreciate the complexities of working with various publics
4. Develop analytical, problem solving and highly effective communication skills necessary to succeed in the workplace
5. Understand the roles of institutions, stakeholders, constituents, and community in society

REQUIREMENTS FOR ACADEMIC CREDIT:

- ✓ Prior to start of internship:
 - Meet with Internship Coordinator to discuss internship goals
- ✓ Complete student orientation:
 - Submit resume & cover letter
 - Submit a fully executed contract
 - Submit a proposed internship schedule signed by both the intern and the supervisor
- ✓ Half-way through internship (Week 7 or 8):
 - Submit a summary from an interview with a supervisor or high-level staffer
- ✓ Completion of internship (Due 7 days prior to Finals Week), submit/complete:
 - Meeting with Internship Coordinator
 - Internship Reflection Essay
 - Supervisor Evaluation (Google Form)
 - Exit Survey for Placement Site (Google Form)

UNIVERSITY OF DAYTON INTERNSHIP AGREEMENT

This Internship Agreement establishes that the intern and a sponsoring organization have agreed to participate in an experiential learning program during the indicated academic semester. The sponsoring organization will teach, train, monitor, and evaluate the intern and in exchange, the intern will complete all course requirements to receive academic credit for the internship.

Definitions:

“Intern”: A student who seeks to gain experiential learning outside a traditional classroom setting and to get the opportunity to apply classroom training, concepts, processes, theories, and hypotheses in real world environments.

“Internship”: An out of the classroom experiential learning opportunity for a student to apply or test classroom concepts and theories in the real world; to discover new insights and perspectives; to learn how to navigate in the workplace; to develop critical thinking and communication skills; and to cultivate a network of professionals.

“Sponsor Organization” or “Sponsoring Organization”: Any organization or entity whether for profit, not for profit, government, or other, that agrees to accept a student who wants to learn in an environment where (s)he may learn or benefit from the internship opportunity.

“Supervisor”: Each student intern will be monitored, supervised, and evaluated by a designated representative of the Sponsor Organization. The Supervisor will serve as the point of contact for the intern, as well as the Internship Coordinator. The Supervisor will designate tasks, projects, other assignments, and communicate with the Internship Coordinator to ensure students’ success during the learning process.

“Internship Coordinator”: The course instructor who oversees the course development, coordinates internship opportunities, communicates with Sponsor Organizations or their agents or representatives, monitors students’ progress, evaluates students’ performance, and submits final grades.

“Work Schedule”: A chart or list of days and hours that the intern will spend time completing internship activities at the designated Sponsoring Organization.

“Compensation”: Any form of payment such as money, or other consideration, or other exchange for actual or anticipated services rendered by an intern and that benefit the intern and cost the Sponsor Organization.

The undersigned student must agree to the following:

Educational Experience. As an Intern, the student agrees to participate in a voluntary educational experience course, and understands that (s)he will not be considered an employee of the University of Dayton or the Sponsor Organization. Furthermore, the intern understands that (s)he is not entitled to any Compensation or other benefit for his/her work, unless the Sponsoring Organization elects to provide such Compensation. The Intern understands that the Internship is an academic/educational experience whereby (s)he will benefit and that the Sponsor Organization, whether for profit or not for profit, will receive no direct gain from instructing the intern. Furthermore, the Intern understands that on occasion, in an effort to train and expose the Intern to real world work place experiences, (s)he will actually impede the Sponsoring Organization’s course of operations. The Intern understands (s)he is not entitled to a job upon the conclusion of the Internship and that (s)he is not entitled to wages or compensation for the time spent while training or participating at the Sponsoring Organization. Finally, the Intern understands that (s)he will be the primary beneficiary of the Internship relationship.

Compensation. In the case where an Intern may work for a Sponsor Organization that provides Compensation during the Internship, the maximum amount of credit that the Department of Political Science will award for a paid internship is three (3) credit hours per 150 credit hours completed during the semester.

Credits. Students will receive three (3) POL 495 credit hours for each 150 hours of Internship they complete during a semester. A minimum of ten (10) hours per week of work is required for each three (3) credit hours registered. Students must be approved for POL 495 before beginning their internships, unless otherwise stipulated by the Internship Coordinator. Interns may be

eligible to receive a maximum of nine (9) credit hours through POL 495. **Note: Only six (6) hours of internship credit will count toward fulfilling upper level elective requirements for the Political Science Major.** MPA 595 – MPA students are eligible to receive up to nine (9) credit hours through POL 595. Students will receive three (3) credit hours for each 300 hours of work they complete during a semester. A minimum of ten (10) hours per week of work is required for each three (3) credit hours registered. Students must be approved for POL 595 before beginning their internships, unless otherwise stipulated by the Internship Coordinator.

Grades. The Political Science Department’s Internship Coordinator will serve as the primary contact for POL 495/MPA 595 and will determine each student’s grade – Pass/Fail – and amount of credit received based on the course requirements. Failure to complete Internship obligations or failure to submit all deliverables in a timely manner may result in “No Credit” or “Incomplete” being awarded for the course.

Program Compliance. The Intern is expected to observe all policies, procedures, and regulations of his/her Sponsoring Organization. In addition, the Intern is expected to observe all policies, procedures, and regulations of the University of Dayton and the Department of Political Science which governs academic requirements and Internship arrangements.

Course Schedule. Each Intern will be required to submit a schedule that indicates days and times of work to the Internship Coordinator prior to the start of the Internship.

Supervisor Evaluation. Evaluation letters from agency Supervisors will be due—via Google Forms—to the Internship Coordinator seven (7) days before the first day of exams during the semester of the internship.

Deliverable Deadline. Assignments are due, through Isidore, in the due date window provided.