

Syllabus and Contract for POL 495 Internship Course

University of Dayton

Political Science

POL 495 Internship Program

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Course Description

The POL 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 problems 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 Pre-requisites:

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

Internship POL 495 will give students opportunities:

- To test what they have learned in the classroom to help bridge the gap between university and profession
- To confirm career interests
- To engage in a professional environment where they can learn to navigate in the workplace
- To enhance and transform skill sets and go beyond theory and concepts
- To develop stronger problem solving skills and forms of unforeseen learning
- To cultivate network of professional relationships
- To build a strong profile or resume

Upon completion, students should be able to:

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:
 1. Student Orientation/Success Guide statement signed by student
 2. Resume & cover letter
 3. A fully executed contract (*See page #6*)
 4. A proposed internship schedule signed by both the intern and the supervisor

Half-way through internship:

- Submit a summary from an interview with a supervisor or high-level staffer (*See page #7*)

Completion of internship, submit:

1. Exit interview with Internship Coordinator
2. Updated resume & cover letter – **NOTE:** Cover letter should be directed to a future employer
3. Major Project Summary (*See page #8*)
4. Major Reflection Essay (*See page #9*)
5. Supervisor Evaluation (*See page #10*)
6. Exit Survey for Placement Site (*See page #11*)

Required Reading:

- POL Internship Success Guide
- POL Orientation Video (*upon availability*)

UNIVERSITY OF DAYTON INTERNSHIP AGREEMENT

This Internship Agreement establishes that the intern student 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 student and in exchange, the student 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, 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 student, 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:

1. **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 student 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.

2. **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.
3. **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.

Intern students 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.

4. **Grades.** The Political Science Department's Internship Coordinator will serve as the primary contact for POL 495 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.

5. **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.
6. **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.

7. **Supervisor Evaluation.** Evaluation letters from agency Supervisors will be due—*via fax or email mail*—to the Internship Coordinator seven (7) days before the first day of exams during the semester of the internship. (*See page 10 of this document for Supervisor Evaluation Form.*)

8. **Deliverable Deadline.** Assignments are due, via email, to the Internship Coordinator seven (7) days before the first day of exams for the semester. (*See page 11 of this document for Placement Survey Form.*)

University of Dayton Academic Program
POL 495 Internship Agreement

Return this page to the Internship Coordinator. Fax: 937-229-1400

Student Intern Information

Printed Name: _____

Student's Signature: _____

Email: _____

Semester Registered for Academic Credit: _____

Semester Working at Internship: _____

Credit Hours Registered:

Political Science [] Human Rights [] (Graduation requirement)

3 Hours [] 6 Hours [] 9 Hours []

Name of Sponsoring Organization: _____

Supervisor's Information:

Printed Name: _____

Signature: _____

Supervisor's Title: _____

Supervisor's Phone: _____

Supervisor's Email: _____

Internship Coordinator Contact Information:

Instructor Name: Angela J. Busby-Blackburn

Course: POL 495-P1

Department: Political Science

Institution: University of Dayton

Office: 937-229-3688

Fax: 937-229-1400

Leadership/Supervisor Interview

Interview Instructions

Goal: To conduct an interview with a person of leadership or someone within the Sponsoring Organization who interests you and to learn about that chosen person's position, responsibilities, background, education, challenges, and priorities.

Directions: This assignment is designed to help ensure that you engage and learn from co-workers. Communicate with your co-workers as appropriate and on a regular basis; you will benefit from their experiences.

- Interviews should be conducted midway through your Internship experience
- Write-up from the interview must be submitted to the Internship Coordinator
- Write-up must incorporate the following types of question, plus 2-3 additional questions created by the student
- Minimum: 3 pages

Stock Questions:

1. What about your background has benefitted you professionally?
2. What education—academic or 'on the job'—have you received?
3. How has your education prepared you for this job?
4. What do you like and dislike about your job?
5. What should I know about your profession or career field?
6. What is the most challenging aspect of your job?
7. How would you describe your organization's culture?
8. What aspects of your organization's culture encourage or discourage productive work?
9. Why are you committed to your profession?
10. Are you satisfied with the hours you work, the compensation you receive, and the environment you get to work in?
11. What makes you proud to work in your current position and profession?
12. What advice would you give to someone who is planning to enter into your profession?

Due Date: Write-up must be turned in halfway through your internship experience.

Note: *A Leadership/Supervisor Interview must be submitted for a student to receive a grade for POL 495.*

Major Project Summary

Goal: At the completion of an Internship, Interns should understand how the experience developed and/or improved their knowledge about community, public service, public policy, and work skills. This assignment provides the student with the chance to summarize how his/her Internship affected his/her current professional skills. A student's ability to demonstrate an understanding of the development of such skills will be extremely helpful for future job interviews and assignments.

Directions:

THE AUDIENCE FOR THIS PAPER SHOULD BE A FUTURE EMPLOYER.

Feel free to be as creative as you wish with this summarization.

1. **Identify a major project(s) you worked on during your Internship.** If you did not work on any large project, summarize several smaller projects
2. **Outline the project(s) and discuss your work**
 - A. Discuss the preparation completed prior to the start of the project
 - B. Reflect critically on your experiences and observations
 - C. Focus directly on what job skills you developed or improved while working on this project(s)
 - D. Discuss what you learned from your Internship experience – how will these lessons help you to be successful in the real world?
 - E. Discuss any unanticipated lessons obtained as a result of the Internship and your assignments
3. **Submit this assignment to the Internship Coordinator** (minimum: 4 pages)

Due Date: Seven (7) days before Final Exams for the semester in which you worked at the Internship.

Note: *A Major Project Summary must be submitted for a student to receive a grade for POL 495.*

Reflection Essay

Goal: The conclusion of an internship provides students with excellent opportunities to reflect upon their work and how their internship relates to their career aspirations. This reflection paper invites the student to assess how his/her internship contributed to his/her career considerations and direction.

Directions:

- Reflect critically on your experience, focusing on how you believe you performed during the internship and how that performance will relate to your future career plans. This reflection could take any number of different directions. Feel free to be creative.
- Use the prompts listed below to get started
- Minimum: 4 pages

Reflection Prompts:

- What did you learn about yourself during your internship?
- What strengths and weaknesses did you discover you have?
- Were you able to apply any classroom concepts, theories, or processes during your internship?
- What did you enjoy about your internship?
- What did you dislike about your internship?
- What job functions did or did you not enjoy performing?
- Did any of the job functions you enjoyed performing have anything in common?
- Do any of the job functions you disliked performing have anything in common?
- Would you consider interning again with this organization or a similar organization to further develop your skills sets?
- Would you consider interning in another position or at another organization?
- Has this internship made you re-evaluate your future career plans?
- What steps are you taking to realize your career plans?

Due Date: Seven (7) days before Final Exams for the semester in which you worked at the internship.

Note: *A Reflection Essay must be submitted for a student to receive a grade for POL 495.*

Supervisor's Evaluation

The supervisor's evaluation is available online at:

www.udayton.edu/artssciences/politicalscience/internships/agency_info.php

Evaluations should be:

- Emailed to busbyblackburn1@udayton.edu or
- Faxed to 937-229-1400

Note: *An evaluation must be submitted for a student to receive a grade for POL 495.*

Exit Survey for Placement Site

Student Name: _____

Agency Name: _____

Instructions: Students are required to complete this document and return it to the Internship Coordinator to receive a final grade for POL 495. Students' responses to this survey will not affect their grades for POL 495. Students are asked to answer honestly so the department can use the information for placing future students in internships.

Please rate your internship overall:

5 (Excellent) 4 3 2 1 (Poor)

Indicate how your internship experience could have been improved?

- Transportation to work site was challenging
- Not enough work load
- Too much work load
- Work area did not have necessary equipment/supplies
- Type of work was always of a menial nature
- Conflict with supervisor
- Other: _____
- Nothing to improve

Please rate your working relationship with your supervisor?

5 (Excellent) 4 3 2 1 (Poor)

Indicate how your relationship with your supervisor could have been improved?

- Not available for questions /answers provided not sufficient
- Inadequate guidance or instruction
- Environment was not respectful/professional
- Mentor/mentee relationship was not established
- Work provided was not organized in an effective manner
- Work load was inadequate
- Work load was overwhelming
- Inadequate feedback on job performance
- Other: _____
- Nothing to improve

Was your placement site a safe, secure, and healthy place to work?

Yes No Somewhat

If not, how could it have been improved? _____

Would you recommend that UD place interns at this agency in the future? Why or why not?

Note: *A Placement Site Survey must be submitted for a student to receive a grade for POL 495.*