Course Syllabus

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ASU® Arizona State University

POS 484: Political Science Internship

Course and Faculty Information

Course Description: As you know by now, POS 484 isn't a traditional course. So, what is an internship? What will you do in this course? This course is designed to supplement your "hands on" real world experience. Are you meant to work in politics or for a political organization? Is a governmental job for you, or maybe a think tank? By completing an internship you should be able to answer this question more definitively. By reflecting on your work and completing an eportfolio of your experience, you will have evidence of the work you completed. This course is also designed to help prepare you for finding additional internship and employment opportunities. To this end, we will focus on resume writing and thinking critically about career plans and goals

Credits: 3

Requirements:

1. You must register with handshake through career services. Go to https://eoss.asu.edu/cs/handshake to do this. You will want to request internships and/or jobs that match your qualifications. You must submit proof that you are registered (a screenshot of your login name is fine). If you are already registered with handshake, simply show proof of that. (20 points).
2. Submit resume through resume dropbox at https://eoss.asu.edu/cs/students/resumes. Show proof 2 (screenshot)that it was submitted and you edited/worked on it with career services. (20 points)
3. DB posts (more instructions to be posted on the db for each db post) A. Introduction (Who are you? Who is your internship with? What is your goal with this internship? What else do you want us to know about you?) (10 points) B. Book analysis title/author (10 points)
4. Blog "reports" (at least 10 total entries—using the "Blog" link in modules. (10 points each, 100 points total) Blog about what you learned that week (or didn't), what bothered you, made you happy, what you got excited about, etc. What did you substantively do with your time? How did you contribute to your team? You may only blog 1X per week. **All blogs are due by Saturday evening, 11:59 PM. Late blogs will be deducted 5 points for day. This means, you can turn in the blog 1 a day late for ½ credit, but if you turn it in 2 days late (or more), no credit is given.** You may still want to write the blog, so you can use it to help with your digication. These reports can inform your portfolio. **Minimum word count is 250 per blog.**
5. Time log (keep in excel OR use your organization's system): Please remember that if you are enrolled for 3 credits, then 150 hours of work at the internship office must be completed. If you are enrolled for 6 hours, then 300 hours of work is required. Enter in your hours worked every time you work. This has to be signed off at the end of the semester. Scan and then upload at the end of the semester, if that's easier. (20 points)
6. Digication: One of the requirements for POS 484 is the submission of a (digication)at the end of the semester. The portfolio must be a professional portfolio that illustrates your skills, characteristics, and qualifications that are needed in a position for which you might apply. There are also sample digications you can peruse. It can include any presentations you made, pictures, audio/visual material, etc. You are encouraged to be creative, if applicable! This is something you should be working on throughout the semester, so that at the end of the term, you are simply "putting the pieces together." You'll notice there are multiple "tabs" or "section headers" in the digications "(e.g., "resume," "international experience," "bio," etc.). You may keep the same tabs in the template, or edit them to showcase something else you want to show me about you and your internship. To keep you on track, two "tabs" (per due date) of the digication will be due throughout the semester. For example, the first "tab" due date you may do the "bio" and "resume" tab. The second due date you may complete "research at internship" and "special events" tabs you create. This is acceptable. There must be 6 different portfolio tabs or sections at the end of the term. If you do not have material in those sections by the due dates, then you do not earn the credit. 80 total points
7. Book Analysis: I'd like your supervisor to assign you a book to read and analyze this semester. The book can be one that has changed their perspective/outlook on life, which armed them with professional advice/hints that have made them successful, or have helped them understand their chosen profession more thoroughly. I expect there to be a wide variance in the books assigned to you all. Ask your supervisors about the book within the first week of interning. It can be ANYTHING that has inspired them professionally, even if it's a novel, or something that seems unrelated to the work they do. Obviously it can be very field specific. In the past, I've had students assigned *Night*, by Elie Wiesel while others were assigned a book on the legislative process in Arizona. Your supervisor gets to decide! If they are struggling with thinking of something, simply have them email me. I'll help! A short analysis of the book (2-3 pages) will be due later. (40 points)
8. Evaluations A. Midterm evaluation of student (I send out to supervisors) (15 points) B. Final evaluation of student (I send out to supervisors) (15 points) If evaluations are not at a "passing" level (determined by me), then you will receive less than half credit per evaluation.

Instructor: Dr. Gina Woodall

Contact Info: Gina.woodall@asu.edu

Office Hours: Tuesdays and Thursdays 10:30-11:45 and by appointment. I can also call you.

Course Learning Outcomes

At the completion of this course, students will be able to:

1. Articulate, both verbally and in written form, how the internship crystallized what they want to do (or do not want to do) professionally.
2. Showcase, concretely, what they did during their internship, via their digications.

Textbooks

I'd like your supervisor to assign you a book to read and analyze this semester. The book can be one that has changed their perspective/outlook on life, which armed them with professional advice/hints that have made them successful, or have helped them understand their chosen profession more thoroughly. I expect there to be a wide variance in the books assigned to you all.

Ask your supervisors about the book within the first week of interning. It can be ANYTHING that has inspired them professionally, even if it's a novel, or something that seems unrelated to the work they do.

Computer Requirements

This is a fully online course; therefore, it requires a computer with internet access and the following technologies:

- Web browsers (Chrome (https://www.google.com/chrome), Mozilla Firefox (http://www.mozilla.org/en-US/firefox/new/), or Safari (http://www.apple.com/safari/))
- Adobe Acrobat Reader (http://get.adobe.com/reader/) (free)
- Adobe Flash Player (http://get.adobe.com/flashplayer/) (free)
- Webcam, microphone, headset/earbuds, and speaker
- Microsoft Office (Microsoft 365 is free (https://myapps.asu.edu/app/microsoft-office-2016-home-usage) for all currently-enrolled ASU students)
- Reliable broadband internet connection (DSL or cable) to stream videos.

Help

For technical support, use the Help icon in the black global navigation menu in your Canvas course or call the ASU Help Desk at 1+(855) 278-5080. Representatives are available to assist you 24 hours a day, 7 days a week.

Student Success

To be successful:

- check the course daily
- read announcements
- read and respond to course email messages as needed
- complete assignments by the due dates specified
- communicate regularly with your instructor and peers
- create a study and/or assignment schedule to stay on track
- access **ASU Online Student Resources** (http://goto.asuonline.asu.edu/success/online-resources.html)

Grading

There are 330 points possible in this course. There are no + or – grades. Honors credit is not offered for POS 484. Here is the point/grade breakdown:

A	297-330
B	264-296
C	231-263
D	198-230
E	Below 198

Important due dates:

Saturdays beginning 1/25: blog posts:--10 total blog posts are due throughout the semester, you choose the weeks. **You may not submit more than one blog post per week**. In order to receive credit, **they must be at least 250 words.** You can do more than 10, if you want to.

- 1/25: handshake registration
- 1/25: resume dropbox
- 1/25: Who Are You? Post
- 2/7: Book title/author from supervisor
- 2/15: two tabs of digication/e-portfolio
- 2/29: two tabs of digication/ e-portfolio
- 3/3-3/6 Varies per student, but sometime during this time frame, the midterm evaluation will be sent to your supervisor, and it must be sent back to me via email.
- 3/28: two tabs of digication/e-portfolio
- 4/11: Book analysis
- 4/18: final digication cleaned up (all 6 tabs done, cleaned up, edited, etc)
- 4/21-4/24 Varies per student, but sometime during this time frame, the final evaluations will be sent, and it must be sent back to me.
- 4/29: submit time log/proof of hours worked

Submitting Assignments

All assignments, unless otherwise announced, MUST be submitted to the designated area of Canvas. Do not submit an assignment via email.

Assignment due dates follow Arizona Standard time. Click the following link to access the Time Converter (http://www.thetimezoneconverter.com/) to ensure you account for the difference in Time Zones. Note: Arizona does not observe daylight savings time.

Grading Procedure

Grades reflect your performance on assignments and adherence to deadlines. Grades on assignments will be available within a week of the due date in the Gradebook.

Late or Missed Assignments

Notify the instructor **BEFORE** an assignment is due if an urgent situation arises and you are unable to submit the assignment on time.

Follow the appropriate University policies to request an accommodation for religious practices (http://www.asu.edu/aad/manuals/acd/acd304-04.html) or to accommodate a missed assignment due to University-sanctioned activities (http://www.asu.edu/aad/manuals/acd/acd304-02.html).

Communicating With the Instructor

Community Forum

This course uses a discussion topic called "Community Forum" for general questions and comments about the course. Prior to posting a question or comment, check the syllabus, announcements, and existing posts to ensure it's not redundant. You are encouraged to respond to the questions of your classmates.

Email questions of a personal nature to your instructor. You can expect a response within 24 hours.

Chat

The Chat tool in Canvas allows students and teachers to interact in real time. Use Chat only for informal course-related conversations unless your instructor informs you otherwise. Chat is not ideal for questions about assignments; instructors are not required to monitor it and conversations may be buried or lost.

Email

ASU email is an official means of communication (http://www.asu.edu/aad/manuals/ssm/ssm107-03.html) among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly.

All instructor correspondence will be sent to your ASU email account.

ASU Online Course Policies

View the **ASU Online Course Policies** **(https://asuonline-dev.asu.edu/qm-template/CanvasQM/qm-policies.html)**

Accessibility Statements

View the **ASU Online Student Accessibility** **(https://asuonline-dev.asu.edu/qm-template/CanvasQM/qm-accessibility.html)** page to review accessibility statements for common tools and resources used in ASU Online courses.

If any other tools are used in this course, links to the accessibility statements will be listed below this sentence.

Syllabus Disclaimer

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. Remember to check your ASU email and the course site often.

Course Summary:

Date	Details	
Sat May 23, 2020	📝 **Handshake Login** (https://asu.instructure.com/courses/54969/assignments/1305900)	due by 11:59pm
	📝 **Resume dropbox** (https://asu.instructure.com/courses/54969/assignments/1305902)	due by 11:59pm
	📝 **Who Are You?** (https://asu.instructure.com/courses/54969/assignments/1305883)	due by 11:59pm
Fri May 29, 2020	📝 **Book Title/Author from Supervisor** (https://asu.instructure.com/courses/54969/assignments/1305884)	due by 11:59pm
Sat May 30, 2020	📝 **First Two Tabs of Eportfolio** (https://asu.instructure.com/courses/54969/assignments/1305899)	due by 11:59pm
Sat Jun 6, 2020	📝 **Second Two Tabs of Eportfolio: resume and internship accomplishments (at least 2)** (https://asu.instructure.com/courses/54969/assignments/1305903)	due by 11:59pm
Sat Jun 27, 2020	📝 **Third Two Tabs eportfolios** (https://asu.instructure.com/courses/54969/assignments/1305904)	due by 11:59pm
Sat Jul 4, 2020	📝 **Book Assignment** (https://asu.instructure.com/courses/54969/assignments/1305896)	due by 11:59pm
	📝 **Final eportfolio/digication: all clean** (https://asu.instructure.com/courses/54969/assignments/1305897)	due by 11:59pm
Wed Jul 15, 2020	📝 **Time Logs** (https://asu.instructure.com/courses/54969/assignments/1305905)	due by 11:59pm

Date	Details
	📝 **Blog Entry #1** (https://asu.instructure.com/courses/54969/assignments/1305886)
	📝 **Blog Entry #10** (https://asu.instructure.com/courses/54969/assignments/1305887)
	📝 **Blog Entry #2** (https://asu.instructure.com/courses/54969/assignments/1305888)
	📝 **Blog Entry #3** (https://asu.instructure.com/courses/54969/assignments/1305889)
	📝 **Blog Entry #4** (https://asu.instructure.com/courses/54969/assignments/1305890)
	📝 **Blog Entry #5** (https://asu.instructure.com/courses/54969/assignments/1305891)
	📝 **Blog Entry #6** (https://asu.instructure.com/courses/54969/assignments/1305892)
	📝 **Blog Entry #7** (https://asu.instructure.com/courses/54969/assignments/1305893)
	📝 **Blog Entry #8** (https://asu.instructure.com/courses/54969/assignments/1305894)
	📝 **Blog Entry #9** (https://asu.instructure.com/courses/54969/assignments/1305895)
	📝 **Digication/eportfolio questions** (https://asu.instructure.com/courses/54969/assignments/1305885)
	📝 **Final Evaluation** (https://asu.instructure.com/courses/54969/assignments/1305898)
	📝 **Mid-term Evaluation of Student by Agency** (https://asu.instructure.com/courses/54969/assignments/1305901)