

ADMINISTRATIVE INTERNSHIPS - PLSC 444

Intern Coordinator: Dr. Todd Donovan
Office: AH 418
Phone: 360-650-3018
Email: Todd.Donovan@wwu.edu

PROGRAM OBJECTIVES

- ❑ To link academic learning of public administration, policy processes and other aspects of public life with practical work experience in a public or private agency. Interns are to complete tasks assigned by the agency and to learn about day-to-day administrative organization, procedures, and problems.
- ❑ To give students a chance to consider careers in public service or other areas of public life.

ACADEMIC REQUIREMENTS**Qualifications of Student**

- ❑ Completion of two courses in appropriate field in discipline
- ❑ Acceptability to the agency

Registration

Initial contact with the Intern Coordinator should be one quarter in advance of registration if the student is interested in a local internship. For state and federal internships, contact with the Intern Coordinator should be two quarters in advance. You will need permission to register for PLSC 444.

Credit may be divided over two quarters when the placement requires a commitment of more than ten weeks. Only 10 credits of internship may be counted toward the Political Science major; up to 5 internship credits count toward the minor but will not count toward the required 10 credits of upper division courses. Excess credits will be counted as general university credit, and there is a limit of 15 credits of PLSC 444 allowed at the university.

Academic Credit and Working Hours

One credit is earned for three hours of internship worked per week. (Example: 5 credits earned for 15 hours of internship per week, 10 credits for 30 hours per week)

Placement Information

The placement information summary is submitted to the Intern Coordinator during the first week of the Internship. It contains the following information:

- ❑ Description of expected assignments or duties
- ❑ Duration and working hours of the internship
- ❑ Office address and phone number of the intern
- ❑ Name, title, office address and phone number of the intern's supervisor.

Submit placement information summary using the on-line form on the department website:

<https://chss.wwu.edu/political-science/form/student-intern-placement-information-summary-form>. You will receive a confirmation response. Print a copy of this to include in your internship portfolio.

Please note that students are solely responsible for researching and evaluating the acceptability of any risks to their health, safety and well-being regarding their host site selection and chosen field experiences.

Reflection Papers

Interns will write three short papers reflecting on aspects of the internship experience. The first two papers address the questions posed below. The final reflective statement will be based on a question or idea developed by the intern. Details of the assignment include:

- ❑ Reflections should be 1-3 pages in length
- ❑ Due on the third, sixth, and final week of the internship
- ❑ Submit reflection papers 1 and 2 as an e-mail or e-mail attachment to todd.donovan@wwu.edu, and type **PLSC 444 Reflection** in the subject line of the e-mail
- ❑ Print a copy of your e-mail and attachment to include in your internship portfolio
- ❑ Reflection # 1 – “*What surprises you most about the internship experience? How is it different than you expected based on what you have read or learned in the classroom?*” Due Week 3
- ❑ Reflection #2 – “*What is the most challenging aspect, positive or negative, of your internship placement?*” Due Week 6
- ❑ Reflection #3 – You create the question or idea for the final reflective response. Due with final portfolio

The Project Report / Research Paper

Depending upon the nature of the intern's assignment with the agency, a project report or paper is required. Project reports may be submitted if the intern was responsible for the preparation of a large agency report during the course of the internship. A copy of this report may be submitted. In most cases, a research paper is required. Students should decide on the topic for their research paper no later than the fifth week of the internship. The length and scope of the paper are determined by the number of credits of the internship. Papers must be prepared in strict accord with the policy concerning plagiarism presented in *Appendix 1*.

Format:

- ❑ **Coversheet** - Include title, name, WWU ID number, course number and title, term, and date
- ❑ **Table of Contents** - The paper should be divided into chapters, sections, or parts in order to assist the reader in following the discussion or argument. The titles of the parts should be included in the table of contents with their page numbers. The bibliography page and the notes page, if any, should also be shown in the table of contents.
- ❑ **Topic** - The research paper should cover a topic that is closely related to the work involved in your internship. If you need help developing a topic, contact the Internship Coordinator.
- ❑ **Length** - The expected length of the research paper is determined by the number of credits of internship.
 - 5 credit internship = 7 page paper
 - 10 credit internship = 10-12 page paper
 - 15 credit internship = 15 page paper
- ❑ **Documentation** - The project report or paper must include citations and a bibliography. No specific form or style of documentation is required as long as it is consistent and conventional. If you have questions about documentation, check a style manual. Be sure to cite internet sources as well as conventionally published works.

Internship Evaluation

- ❑ *Supervisor's Evaluation of the Intern's Performance*
Supervisor evaluates intern's performance and submits the form by mail, or on-line at: <https://chss.wwu.edu/political-science/form/supervisors-evaluation-intern-performance>, or gives it directly to the intern for inclusion in the internship portfolio. An evaluation form for the supervisor is attached as the last page of this document.
- ❑ *Intern's Evaluation of the Internship Experience*
A brief evaluation of the internship experience is to be prepared by the intern and included with the internship portfolio. This will assist the instructor in considering whether the agency is appropriate for future intern placement. This evaluation is treated as confidential by both the student and the instructor.

□

Internship Portfolio

An internship portfolio is due on the first day of finals week, unless another time is agreed to by the intern and the Intern Coordinator. The portfolio is an opportunity for you to bring together and show-case your internship experience. Although you may have submitted some of the required elements on-line earlier in the quarter, you are required to include copies of the following:

- Placement information
- Three reflection papers
- Project report or paper
- Intern's evaluation of the internship experience
- Samples of letters or other work produced during the internship
- Other correspondence or articles the intern decides to include
- Name and office address of the person writing the final intern evaluation

The internship portfolio is to be bound in one notebook or contained in one large envelope with the student's name and WWU ID number, the Intern Coordinator's name, the course prefix and number, and the academic quarter and year in which the student is registered for the internship indicated clearly on the cover or the outside.

Please confer with the Intern Coordinator if you need to use an alternative format for the internship portfolio.

GRADING POLICY

Part of the course grade will depend upon your careful adherence to the instructions contained in this document. The final grade will be based upon the academic requirements described above and the agency supervisor's evaluation (on an approximately 50-50 basis).

POTENTIAL PROBLEMS

- Frequent absence or lack of contact with the internship supervisor
- Lack of feedback relative to the quality of the intern's performance
- Hostility from other employees who receive less attention from the supervisor or do not understand the intern's responsibilities
- Appearance---some agencies may have an unwritten dress code

If these or other problems develop, interns are to discuss the problem with their supervisor. If this does not result in correction of the problem, contact the Intern Coordinator for further discussion of the matter.

ADMINISTRATIVE INTERNSHIP TIME LINE

1-2 quarters prior to registration	Contact with the Intern Coordinator about internships
Registration	Contact the Intern Coordinator for permission to register
2 nd week of internship	Submit placement information (on-line)
3 rd week of internship	Submit reflection paper #1 (by email)
5 th week of internship	Decide topic for research paper/report
6 th week of internship	Submit reflection paper #2 (by email)
First day of finals week	Submit internship portfolio. Supervisor's evaluation of intern is due

Appendix 1

PLAGIARISM

Unfortunately, it is necessary to warn students about the academic crime of plagiarism, the copying and use of someone else's ideas or expression of ideas as your own. Plagiarism is listed and defined more fully in Appendix D, *ACADEMIC DISHONESTY POLICY AND PROCEDURE*, of the current *WWU Bulletin*. The penalties for academic dishonesty, including plagiarism, are also described.

To avoid plagiarism or the appearance of plagiarism, the following rules are to be strictly observed.

- ❑ When you use two or more words, but less than two lines, from someone else's writing, enclose those words in quotation marks and use an identifying footnote or endnote in accordance with accepted style.
- ❑ If the quotation is longer than two lines, do not use quotation marks but indent the quoted material five spaces from the left margin and single space it, again using an appropriate footnote or endnote.
- ❑ Plagiarism applies to internet sources as well as traditionally published works.
- ❑ Merely changing occasional words or punctuation in order to make the material different from the source does not avoid plagiarism. Paraphrasing is permissible, but the source must be fully identified in an appropriate footnote or endnote.

Please let the instructor know before completion of a given assignment if you have questions concerning plagiarism and the techniques for giving appropriate credit to your sources.



Political Science Department

Arntzen Hall 415 - 516 High Street
 Bellingham, Washington 98225-9082
 (360) 650-3469 - www.wvu.edu

Dear Intern Supervisor:

We would appreciate your evaluation of our student's performance during their internship. You may use the form at the bottom of this page, your own agency evaluation, or complete it online at: <https://chss.wvu.edu/political-science/form/supervisors-evaluation-intern-performance>. You may treat the evaluation as confidential by mailing it directly to me (see address at top of page), or for non-confidential evaluations, you can give them directly to the student for inclusion in their Internship Portfolio.

The University and the Department of Political Science appreciate your cooperation in providing the internship experience for our students.

Todd Donovan, Ph.D.
 Professor, WWU
 Political Science Department

SUPERVISOR'S EVALUATION OF INTERN PERFORMANCE

Intern Name: _____ Date: _____

Supervisor: _____ Agency: _____

	Superior	High	Average	Low	Failure
Completion of work on time					
Quality of completed work					
Initiative and independent thinking					
Willingness to learn new tasks					
Ability to establish contact with clients (if applicable)					
Ability to establish contact with employees					
Ability to communicate with supervisor					

Comments:

 Supervisor Signature