

Kennesaw State University
POLS 3398 Internship
Fall 2019

Internship Coordinator: Tara W. Stricko, Ph.D.
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Office Hours: By appointment.

How to Find an Internship

The POLS/IA department can assist students in locating opportunities for internships, but is not responsible for placing interns. Other students and former interns are good sources for leads on internships, but it is up to each student to contact employers and schedule interviews for internships. Career Services maintains an online database of opportunities and each college within the university has a designated person for help – see the Career Services website. Students must use the online application system on the Career Services website to apply for credit once they have secured an internship.

Course Description

A supervised, credit-earning work experience with an approved business firm, private agency or government agency in a position that is determined by the Internship coordinator to be “sufficiently related to the student’s field of study”. Students must submit an application using Career Service’s online program as soon as possible, ideally before the end of the semester prior to the semester in which the internship is planned.

Prerequisites: POLS 1101; approval of Department Chair (Dr. Swint) and Department Internship Coordinator (Dr. Stricko), other department mandated requirements including (but not limited to) a minimum cumulative 2.5 GPA and junior or senior credit status.

General Internship Policies

Approval is not guaranteed. At a minimum, the student must be a junior or senior with a cumulative GPA of at least a 2.5. The POLS/IA coordinator and chair reserve the right to refuse to approve students for internships or re-approve internships under certain conditions including (but not limited to) situations where the student has been fired from, failed a previous internship, or otherwise performed poorly. Note: the minimum required GPA is subject to change in future semesters. No internships can be approved retroactively.

Students are expected to behave in a professional and adult manner. It is the responsibility of the student to negotiate working days/hours and expectations with the internship site. If there are any problems or questions it is the responsibility of the student to address these issues with either

the site supervisor or, if necessary, the internship coordinator. The coordinator cannot help students if she is not informed of any problems. Issues or concerns should be addressed promptly and soon after they arise.

For every three-semester credit hours the student must work and document at least 150 hours at the internship site. For example, a student must work 10 hours a week for 15 weeks during the fall or spring terms, or students must work 19 hours a week for 8 weeks in the eight-week summer term. Students may start working early but only with the prior approval of the internship coordinator.

The POLS/IA Department may approve twelve credit hours (Fall and Spring semester only) for a full-time internship (40 hours per week) if the site is outside metropolitan Atlanta (i.e. a Washington DC position). Credits beyond the normal three credit increments (i.e. 4, 7, etc.) will be considered on a case by case basis and are rarely approved. Students must complete ALL the minimum contact hours for the number of credits at the beginning of the term - partial credits are not given and students who do not complete the required number of hours will receive an automatic F for the course.

A basic chart is below:

<u>Semester Hours</u>	<u>Contact Hours per Week</u>	<u>Total Hours on site</u>
3	15	150
6	30	300
9	40	450
12	(varies)	600

Course Policies

Academic Integrity:

All students should examine the university's standards of academic integrity contained in the student handbook. These principles will be strictly enforced in this course. Cheating will not be tolerated. Anyone thought to have violated the standards of academic integrity will face university-sanctioned penalties, including but not limited to, failing the class.

Plagiarism and Cheating:

No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit (including examinations, laboratory reports, essays, themes, term papers, etc.). Unless specifically authorized, the presence and/or use of electronic devices during an examination, quiz, or other class assignment is considered cheating. Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than

one class without the prior permission of the current professor(s). The professor reserves the right to submit papers to www.turitin.com in order to check/enforce plagiarism policy.

Statement on Disabilities:

KSU's disABLED Student Support Services (DSSS): Kennesaw State University provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. DSSS, a part of KSU's Student Development Center (Carmichael Student Center, Suite 267), provides information on how to register for support services, how to obtain accommodations, potential accommodations and the Disabled Students Organization (ABLE). Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course should contact the DSSS via Ms. Carol Pope, ADA Compliance Officer for Students, at 770-423-6443 (V) or 770-423-6480 (TDD). Please do not request accommodations directly from the professor or instructor without a letter of accommodation from DSSS. The website for DSSS is http://www.kennesaw.edu/stu_dev/dsss/dsss.html

Course Evaluation

Final grades will consist of the following components:

Weekly Journals	15%	15
Research Paper – Rough Draft	10%	10
Research Paper – Final Version	20%	20
Research Presentation	15%	15
Supervisor's evaluation	40%	40
	= 100%	= 100 points

The following grading scale will be used in this class:

A	89.5% and above
B	79.5% to 89.49%
C	69.5% to 79.49%
D	59.5% to 69.49%
F	below 59.5%

Due Dates

Meetings as well as all the other due dates will be announced via email using the email address students provide on the application forms. Please note that Dr. Stricko may decide to conduct all meetings and presentations either in person or electronically/over the phone.

Journal entries: due every Saturday by 11:59 pm (starting the Sat after the student starts)

Rough draft due date: Sunday 10/6/19

Final paper due date: Sunday 12/8/19

Presentations: Sunday 12/8/19

Weekly Journal

Interns will keep a weekly journal. The purpose of the journal is two-fold. 1) It will provide a description of the intern's activities at the internship site and 2) the journal should also be used to record ideas and concepts from the intern's research. The journal entries should show evidence of advance thought and a synthesis of classroom learning with the student's real-world experiences. For example, journals might describe case studies, or important literature, or conclusions drawn from the internship experience. Journals must be submitted via email to Dr. Stricko (tstricko@kennesaw.edu) each week the student works by 11:59 pm on Saturday night. The computer file title MUST contain the student's name (e.g. "Journal Sam Smith") and each entry must be added to the same computer file. The newest entry should be added to the top of the pages so the file (when opened) will look like:

"Journal: Sam Smith"

Entry Week 3: "Since I'm doing so well, John Doe had me be his personal assistant for his latest trial. The client (who I can't name for privacy reasons so I'll call him Bob-Bob) was arrested for DUI, back child support, and speeding. Bob-Bob insisted on showing up for court wearing 70s disco attire but John Doe convinced him that juries do take into account the defendant's appearance (especially when the client is from a minor group) so we thankfully talked him to wearing a suit from the 1990."

Entry Week 2: "This week I am working on child support payments for John Doe Law Firm. Did you know that only 10% of dads are "deadbeats" but 90% of women who are ordered to pay child support, don't? Due to weak laws and difficulty with enforcement, very few parents who skip on child support are prosecuted."

Entry Week 1: "I started work at the John Doe Law Firm. I was told to contact clients who have court dates in the next week for driving under the influence. This made me think about Dr. Gordon's class and how Georgia has some of the strongest DUI punishments in the country."

Research Paper

TOPIC: The research must focus on some aspect of POLS/IA. Considerable discretion is given to students in selecting a specific subject, but ideally should be related to the internship. The topic should be something that the student finds interesting and it should be narrowly focused. Topics may be changed from that proposed during the application process but students should consult his/her assigned paper supervisor for help.

LENGTH: The minimum paper length is dictated by amount of credit received. The requirements are: 9 double-spaced pages for 3 hours of credit, 12 pages for 6 hours of credit, 15 pages for 9 hours, and 18 pages for 12 hours. Note: title pages, abstracts, references/works cited, and returns (spacing) do not count towards the page requirements.

STRUCTURE: The paper must contain a title page, an abstract/summary, an introduction, a brief literature review, analysis, conclusion and bibliography/references.

The introduction should contain an explicit statement of the argument or question, a summary of how the topic will be supported or explored and definitions of key concepts. The literature review should identify at least four or five principal theoretical works on the topic, include a brief discussion of what each work reveals (or does not reveal), and a concluding statement about the current knowledge of the topic. PLEASE consult some internet sources and your assigned paper supervisor for info on how to do a correct literature review. The purpose of the analytical section is to defend the thesis. Students should restate the argument in the first paragraph of this section, and then present supporting evidence. Evidence includes things such as statistical findings, tables, graphs, quotations, and descriptions of events. This is also where students should present interpretations of the evidence. The conclusion should restate the argument and then summarize the results of the research. Is the argument supported? What is the state of a current subject?

During the fall and spring semester students will be assigned one of the faculty members of the internship committee. This faculty member is a resource for the student to use when writing his/her paper and will be the one grading both the rough draft and the final paper. I urge all students to take advantage of this helpful resource. During the summer term Dr. Stricko will perform this function for all interns. Some professors will want paper copies while some will want electronic. It is up to the student to ask which version his/her assigned committee member will prefer. Dr. Stricko will always want an electronic version.

Any standard method of attribution is acceptable including APA, MLA, Turabian, or Chicago Manual. Students must be consistent and accurate and state which method he or she is using. Notes may be supported in either a footnote or endnote format. Include an alphabetized Bibliography/references section.

The KSU Writing Center is a free service offered to all KSU students. Experienced, friendly writing assistants work with you throughout the writing process on concerns such as topic development, revision, research, documentation, grammar, and mechanics. Rather than edit your paper for you, writing assistants will help you learn strategies to become a better writer on your own. For more information or to make an appointment (appointments are strongly encouraged), visit <http://www.kennesaw.edu/english/WritingCenter>, or stop by Room 242 in the English Building.

Rough Draft

Students will be graded on the rough draft of their paper midway through the semester. The criteria outlined for the final paper will be utilized, with the understanding that it is a draft. The entire purpose of a draft is for the student to give the faculty member an adequate understanding of the paper so a “mostly complete” draft is expected. Good feedback cannot be provided on a “draft” that is simply a few ideas written down into a short outline with no parts of the paper actually written out and complete. As with journal entries, electronic file titles must contain the student’s last name. (I.e. “Rough Draft Sam Smith”)

Final Paper

The final paper must be completed on time and contain the student’s name in the file title just as for journal entries and the rough draft. Again, be sure to fulfill the minimum number of pages (referenced above) for the credit hours earned. An electronic copy of the research paper will be due to Dr. Stricko several days to one week prior to the presentation date.

Research Presentation

Students must give an oral presentation of their research (not the internship experience) and expect about 5 minutes for question and comments from other students and committee members. Power Point presentations are typically used but are not required. The required presentation length will vary depending upon the number of students in the class but will be announced in advance and is typically 10-15 minutes. Research presentations may be done over the phone if Dr. Stricko decides that it is easier for everyone involved.

Supervisor’s Evaluation

Towards the end of the semester students will either be emailed a copy of the supervisor’s evaluation form or it will be sent electronically to the supervisor specified on your application (or it will be posted on D2L). Be sure to contact Career Services if you need to update the supervisor’s contact info during the term. The form must be returned to Dr. Stricko by the beginning of the presentations at the end of the semester. The Evaluation form includes a spot for the supervisor to confirm that the student worked the required number of hours.

Students should keep a record of hours worked for the internship that documents the minimum hours is completed.