

GVPT 388I
Fall 2009
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PUBLIC POLICY INTERNSHIP SEMINAR

Introduction

Welcome to the weekly seminar for Public Policy Interns. The Government and Politics Department has broadly defined this program to include interns working in a variety of organizations that influence or are influenced by the public policy process. In addition to local, state, and federal-level governmental organizations, your classmates may be interning in associations, non-profit organizations, non-governmental organizations, law firms, public affairs offices of corporations, etc. What brings us all together in this seminar is the desire to learn and grow from each other's experiences, to integrate the leading research to the actual day to day experiences you are having in a real-world public policy setting, and to share in each others' career aspirations and journeys.

Several outcomes are expected from the totality of the internship experience and seminar:

- (1) an integration of theory and practice; (2) pre-professional training; (3) work experience;
- (4) networking; (5) exposure to public service; and (6) working through the transition from social to organization life in a supportive classroom environment.

Internship and Seminar Protocol

Your supervisor will grade you on the GVPT 386 portion of the internship: pass fail and for either 3 credits or 6 credits depending on your time commitment. Evaluation forms are included with the syllabus to give to your supervisor. It is your responsibility to make sure that your supervisor returns this evaluation to me by **December 14** in a sealed and signed envelope or electronically by email.

Always remember that as an intern that you are representing not only yourself but also the GVPT Public Policy Internship Program and the University of Maryland, College Park.

If you fail to show up for the internship or break your agreement with your supervisor, it will place our program in jeopardy. If you are having issues, don't be reactive; let me know immediately. We want you to have the 'best possible experience'.

Seminar protocol differs from the typical lecture class. Everyone is expected to participate equally by the end of the semester. If you have to miss a session for any reason or will be arriving late or leaving early, we would appreciate the courtesy of a phone call or email.

Individualized Reading (2 books selected by September 28)

Since each of your internship assignments varies, you are responsible for choosing two books that best fit your internship. **There are two types of required books: one organizational or institutional book and the other of a managerial or leadership nature.**

As for an institutional book: if you are interning on the Capitol Hill, you should look for a recent treatment on the legislative process. **It does not have to be a textbook**; it might even be a biography of a Senator, etc. If you are interning for a federal agency, something on the bureaucracy or a case study, etc. The same applies to judicial and nonprofit types of intern organizations.

Grading

Your evaluation will be based on the following:

- 10% participation**
- 10% midsemester meeting**
- 25% journal assignments (5 journal entries of 1-2 pages)**
- 25% policy memorandum**
- 10% policy memorandum presentation**
- 20% internship evaluation paper (alternative to final examination)**

The two papers are expected to be research-driven and should be reflected in the individualized readings you chose to inform your intern experience. A work requires solid, scholarly research and high quality writing. (90-100%=A; 80-89% =B, etc).

Academic Integrity

The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This code sets standards for academic Integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. For more information on the Code of Academic Integrity, please visit:// www.studenthonorcouncil.umd.edu/whatis.html.

CourseEvalUM Fall 2009

Your participation in the evaluation of this course through CourseEvalUM is a responsibility you hold as a student member of our academic community. Your feedback is confidential and important to the improvement of teaching and learning at UMCP. CourseEvalUM will be open to you to complete your evaluations for this and other fall courses between Tuesday, December 1 and Sunday, December 13. Please go directly to the website (www.courseevalum.umd.edu) to complete your evaluation.

Seminar Themes, Reading and Writing Assignments

Reading and writing assignments are posted on www.elms.umd.edu. There will be instances when you are asked to report our your individualized readings.

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| August 31 | <u>Overview, Introductions, and Expectations as Intern and Seminar Participant</u>
Reading: www.elms.umd.edu |
| September 7 | Campus closed |
| September 14 | <u>Working in your organization: Who are you?</u>
Reading: www.elms.umd.edu
Journal 1: assess your organizational style |
| September 21 | <u>Identifying your organization's mission, management and leadership styles</u>
Reading: www.elms.umd.edu
Journal 2 : assess the first stage of your internship |

- September 28 Working in your organization: structure, culture, and policy relationships
Reading: www.elms.umd.edu
- October 5 Exploring organizational dynamics: group processes and leadership
Reading: www.elms.umd.edu
Journal 3: assess the second stage of your internship
- October 12 Researching the policy process, organizational roles and politics
Reading: www.elms.umd.edu
Policy research tutorial
Signup for individual meetings
- October 19 **No Class Tonight: midsemester meetings this week**
Reading: www.elms.umd.edu
Email journal 4 prior to our meeting
- October 26 **No class tonight: work on policy proposals for next week's class**
- November 2 Developing and presenting a policy memoranda
Reading: www.elms.umd.edu
Email policy proposals before or by noon today
- November 9 **No class tonight: open office hours for policy memo feedback (3-9pm)**
Please email revised drafts in advance (lvietri@umd.edu)
- November 16 Presentations of Policy Memoranda
- November 23 Presentations of Policy Memoranda
- November 30 Presentations of Policy Memoranda
- December 1 **CourseEvalUM open (www.courseevalum.umd.edu)**
- December 3 **POLICY MEMORANDA DUE**
- December 7 Lessons learned from the internship process and celebration
Reading: www.elms.umd.edu
Journal 5
- December 13 **Final opportunity for CourseEvalUM (www.courseevalum.umd.edu)**
- December 14 **Email or drop off internship evaluation from supervisor**
- December 18 **Email paper 2 to lvietri1@comcast.net and lvietri@umd.edu**