

Summer 2007 Internship
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PUBLIC POLICY INTERNSHIP SEMINAR

Introduction

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, internships in associations, electoral campaigns, non-profit organizations, non-governmental organizations, law firms, public affairs offices of corporations, etc are appropriate for this course. What brings us all together in this seminar is the desire to learn and grow from each other's experiences and to integrate the leading research to the actual day to day experiences you will be having in the real-world public policy setting of your internship.

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; and
- (5) exposure to public service.

Required Texts¹

Simon, Christopher, Public Policy: Preferences and Outcomes

Matthews, Christopher. Hardball: How Politics is Played Told By One Who Knows the Game.

Construction of an Internship-Specific Reading List

The Department of Government and Politics created this new internship program to give students greater opportunities to gain credit for internships. Our faculty is most concerned that the program offers a substantial *academic or research component*. Given the variety of internships in this program a flexible reading list seems most appropriate. Consequently, each intern is expected to develop his or her own specialized reading list that should meet a 150--200 page minimum. This is in addition to the required readings assigned for each class. Included in your specialized readings should be a balanced representation of the following: (1) key chapters from academic texts; (2) journal articles from political science and policy journals; (3) trade magazines; (4) publications of your interning organizations; and/or (5) newspaper and magazine articles. Other research sources you may want to add to your reading list are also acceptable if approved by the instructor. The textbook for this class has suggested readings at the end of each chapter, these suggestions may help you find the scholarly reading needed for your reading list.

You will assemble your reading list proposal during the first week of class. I will either approve it or work with you to make alterations. On specifically marked dates, students will present to the class the subject and information gained from the independent reading list. Because this class is online "presentations" will be done by writing a summary, critique, and comments and posting to Blackboard on the given day. All students are required to read the "presentations" given by other students. I may ask questions

¹ Booklist is subject to change.

regarding your presentations/assigned readings and other students are encouraged to do the same. Participation points will be awarded for discussion regarding presentations.

Internship Evaluation

Your supervisor will grade you on the GVPT 386 portion of the internship: pass/fail 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 August 20th (if your internship extends beyond this date let me know and we will set a date) in a sealed and signed envelope.

Always remember that, as an intern, 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 in your internship, please let me know immediately.

In addition, in politics, personal recommendations are very important. Thus, the impression you leave with your coworkers and supervisor at your internship can either be very beneficial or detrimental to your career. Make sure to behave and dress appropriately and always have a positive attitude.

Note: As the instructor, I reserve the right to make minor changes to the syllabus on an ongoing basis through the course. Students will be notified of any changes to the syllabus. Students are expected to read all course material and keep up with online discussions and emails from the professor.

Seminar Evaluation

Because this course is on line, seminar protocol differs from the typical lecture class. Everyone is expected to participate equally. Each student is expected to give a brief update on their internship for the class, including using examples of their personal experience in discussing the readings.

I evaluate the work in the class using a regular grading format.

Your evaluation will be based on the following:

20% Individualized reading list

- 5% for successfully constructing your reading list
- 15% for your presentations and discussion associated with these readings

20% Two weekly journal reflections

- 10% for journals for mid-semester journals
- 10% for journals for end of semester journals
 - o Record: Hours worked, activities, observations, relate experiences to your classroom learning.
 - o General rule: every 3rd entry has to be dedicated to reflection; I suggest that you use scholarly critiques of the field in which you are working, textbooks in the field, and/or professional or trade journals to guide your reflections.

- General policy: substandard journal entries, i.e., too short or insufficiently analytical will result in a lower course grade.
- These should be kept in a word document that can be emailed to the professor.

20% Participation

- 15% for general participation (100 points total. 5 points for question reaction each week, 5 points for continued conversations each week)
- 5% for participation regarding the presentation of your selected readings to the class (50 points total, 10 points for each presentation).

10% Paper 1 (1-2 pages): Construct an organizational chart of your office. Designate that the various jobs are in the office and what specific tasks they are responsible for. Interview the staff if necessary.

10% Paper 2 (4-5 pages): Introduce your organization to a future UMCP intern. What does the organization do? What will an intern learn? Why would someone pick this internship for a summer experience?

20% Paper 3 (6-10 pages): Using the policy process as a framework, discuss a policy you became familiar with through your internship.

Paper 3 alternate (only if the standard option is not possible): Describe and evaluate the primary projects completed in your internship and discuss how they affect or are affected by the policy making process.

Academic Integrity

You are expected to preserve academic integrity and abide by the *UMCP Code of Academic Integrity* in the research and writing of your essays. Please consult these web pages for preparing essays and attribution (www.lib.umd.edu; www.inform.umd.edu/ipo).

Meeting Dates: Because this class is on-line, and I do not want to have to schedule with all of you, there will be no formal “meeting time.” Instead, I will post questions about the reading on Monday and Thursday mornings and will expect reactions and discussions to be carried out on Tuesday and Wednesday for Monday questions and Thursday and Friday for Thursday questions. You should be logging on multiple times in order to carry out discussions. You will only get 50% of the possible points for participation if you do not do anything but answer the beginning questions. You are expected to ask each other questions and respond to each other, as well as to me.

Participation: Each person should answer the questions I post to start discussion, and should react to other people’s postings. I encourage discussions between class members regarding how the various readings apply to different workplaces and other topics. You may find that you all are having very different experiences. Please ask questions of each other and respond to questions asked about your experiences. Your participation grade will be determined not only by your responses to each day’s questions but also by how much you engage in discussion beyond what I assign. Grading for participation will be as follows:

- 10 points possible each session: 5 points can be awarded for answering the questions that I ask, 5 additional points are available for on-going participation during each session.

Disability Policy: A student with a documented disability or any other special needs who wishes to discuss academic accommodations should contact the instructor as soon as possible. Students will not be penalized because of observances of their religious beliefs. Whenever possible, students will be given reasonable time to make up any academic assignment that is missed due to participation in a religious observance. It is the student's responsibility to inform the instructor within the first week of class of any intended absences for religious observances.

Seminar Themes and Assignments

Day1 Overview, introductions, and expectations as both an intern and a seminar participant
Assignment: Introduce yourself and your internship to the class.

Day 2 What the public thinks of your new job.
General reading for Discussion:
 Fall from Grace: The Public's loss of Faith in Government. (Orren.pdf HANDOUT)
 Hibbings. Appreciating Congress (HANDOUT) (Chapter 3 in Congress and the Decline of Public Trust)
 Hardball: Chapter 1

Assignment Due: Draft of specialized reading list

Day3 Getting to know your placement site:
General reading for discussion:
 Setting Course. HANDOUT.
 Who Works With Whom? HANDOUT.
 Hardball: Chapter 2

Specific reading: _____
Assignment: Presentation of Reading Assignment
*****Finalized Reading list due**
 (By this point your specialized readings list should to be in order.)

Day 4 Theories of Public Policy:
General reading for discussion:
 Public Policy: Chapter 1 & 2
 Hardball: Chapter 3 & 4

Assignment Due: Construct an organizational chart of your office. Designate what the various jobs are in the office and what specific tasks they are responsible for. Interview the staff if necessary.

Day 5 Public Policy Theory II:
General reading for discussion:

Public Policy: Chapter 3
Hardball: Chapter 5 & 6
Specific reading: _____
Assignment: Presentation of Reading Assignment

Day 6 Policy Analysis
General reading for discussion:
Public Policy: Chapter 4 & 5
Hardball: Chapter 7
Assignment: Paper 1 due.
Specific reading: _____
Assignment: Presentation of Reading Assignment

Day 7 Individual meeting with students to go over paper and discuss trajectory of internship and career. Make appointment to either “chat” or talk on the phone
Assignment: First set of journals due.

Day 8 Policy Formation and Implementation
General reading for discussion:
Public Policy: Chapter 6 & 7
Hardball: Chapter 8 & 9
Specific reading: _____
Assignment: Presentation of Reading Assignment

Day 9 Policy Evaluation
General reading for discussion:
Public Policy: Chapter 8 & 9 and one Chapter from 10-16 (as applies to your interest)
Specific reading: _____
Assignment: Presentation of Reading Assignment

Day 10 Presentations
Assignment: Present final paper

Day 11 Presentations
Assignment: Present final paper
TURN IN SUPERVISOR EVALUATION FORMS

FINAL PAPER AND JOURNALS DUE ON OR BEFORE: August 23rd.

**University of Maryland
Public Policy Internship Program
Confidential Intern Evaluation Form**

To: _____ (intern supervisor)

Office of: _____

(FAX) _____ (TEL) _____

From: Nathan Bigelow, Intern Sponsor, Department of Government and Politics

RE: _____ (Intern)

Please use this form to evaluate this intern's performance in your office. Your responses will be considered in assigning the intern's grade. Please return them within the next few days. Thank you.

I. INTERN'S SPECIFIC ATTRIBUTES AND SKILLS

Please use these ratings: 5=Outstanding
4=Good
3=Satisfactory
2=Fair
1=Poor
0=No opportunity to observe

____ Attendance/Punctuality

____ Motivation

____ Ability to work constructively and effectively with others

____ Acceptance of supervision/constructive criticism

____ Attentiveness, capacity to learn, and ability to work effectively with decreasing amounts of direct supervision.

____ Oral communication skills

____ Writing Skills

____ Resourcefulness in carrying out assignments

____ Ability to complete assignments by set deadlines

____ Appropriateness of demeanor and attire

____ Overall efficiency in work habits

____ Overall reliability and dependability

II. SUMMARY ASSESMENTS OF THE INTERN'S PERFORMANCE

A. How competently has the intern performed his or her assigned tasks? (check one)

- 1. Highly competent
- 2. Competent
- 3. Not very competent
- 4. Not competent at all

B. Which one of the following statements best describes that contribution the intern has made to the work of your staff?

- 1. The intern's contribution to our work has been consistently strong and effective.
- 2. The intern has made a satisfactory contribution to our work and staff.
- 3. The intern has neither contributed nor detracted from the staff effectiveness.
- 4. In terms of general staff effectiveness, the costs of having this intern have outweighed the benefits.

C. What do you consider to be the intern's chief strengths?

D. What do you consider to be the intern's chief weaknesses?

III. Please add any comments that you have that would be helpful either to this intern in the future or to improving the intern program.

Supervisor's Signature

Date

Thank you for supervising this intern. Please complete this evaluation form and enclose in a signed, sealed envelope and return this to the intern to return to me or mail directly to:

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