Saint Joseph’s University
Department of Political Science
POL 491: PHILADELPHIA AREA INTERNSHIP
Fall 2014
Dr. Susan P. Liebell

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Office Hours: T, Th 2-4  Phone: 610-660-1919

Faculty Website:
http://www.sju.edu/cas/politicalscience/faculty/professors/assistant/liebell.html

Internship Website:
http://www.sju.edu/academics/cas/politicalscience/Internships.html

Internship Google Form:
https://docs.google.com/spreadsheets/d/18Q3xZhsDJSzoGkzQEidt48xx9N3lhPkn1OnLtbz09g/edit?usp=sharing

SJU POL/IR Careers and Internships Facebook Page:
https://www.facebook.com/groups/251646182192288/

IT IS RECOMMENDED THAT YOU SIGN UP FOR THIS CLOSED GROUP ASAP, AS THIS IS WHERE I WILL POST ALL JOBS THAT I RECEIVE.

Description: The Philadelphia Area Internship Program supports student internships in a public sector, private sector, or non-government organization (NGO) in the Philadelphia area. In addition, the course focuses on developing several types of writing skills. Students work 10 hours per week (total 130 hours), keep a journal, read a book relevant to their internship, and write two papers connecting their internship experience with the scholarly literature. Students who complete the requirements credit for one upper-division Political Science, International Relations, or Public Administration (3 credits).

This course fulfills the Writing Intensive overlay for the GEP.

Learning Goals (and means of achieving them):
• Practice securing a job (students write resumes, cover letters, and arrange their own interviews).
• Get “real world” experience in a public sector or non-governmental position
• Enhance basic workforce skills (dependability, punctuality, office demeanor) as well as observational, reading comprehension, analytic, and writing skills (journal and final paper)
• Relate the work experience to your academic training (evaluated in the final paper)
• Students focus on future career goals by trying out a job or area of expertise in advance of graduate school, law school, or other training.
• Students develop several types of writing (resume, cover letter, book review, journaling, research paper) and techniques (rewriting, using journals for self-
reflection as well as – later – data for claims that you make in papers). Students have two one-on-one writing meetings with faculty member.

Students with Disabilities: Those who have or think that you may have a disability (learning, physical, or psychological) are encouraged to contact Services for Students with Disabilities, Room 113, Science Center, 610-660-1774 or 610-660-1620, as early as possible in the semester. Accommodations can only be provided to students with current (within 3 years) documentation. Students are encouraged to discuss their instructional (“reasonable academic adjustments”) and accommodation needs with their professors. This class does not have any exams – so there are no arrangements for exams.

Course Requirements:

1) Work 10 hours per week (130 hours total) throughout the semester at an approved site.

2) Read an academic book on a related topic and write a book review. The length of the paper should be approximately 7 pages. Before the first student meeting, list suggestions for books (including an URL with book information) on the Google form. We will discuss your suggestions in our meeting. Your book review is due the MONDAY of week 9 before noon. Please mark this down as I will NOT send reminders. Please send review as an attachment in word to sliebell@sju.edu. The review must include:
   a) A carefully written summary AND assessment of the argument of the book. What is the author’s claim? What is the method/types of evidence that are used to make claims? Based on your coursework and your internship experience, how do you evaluate the claims?
   b) A thesis statement that directly addresses whether the claims in the book are accurate based on your experience in your internship. If the book claims that the most important element in a campaign is media and your experience is that it is grass-roots organizing, you must point this out.
   c) When relevant, you must link claims in the book to readings or discussions in your SJu coursework (including work in the GER or GEP). When relevant, you should cite these sources.
   d) A bibliography in Chicago format: http://www.chicagomanualofstyle.org/tools_citationguide.html. If you are in a department that uses another style (e.g. MLA, APA), you may use that format.
   e) Students who are Political Science or International relation majors should use their Research Methods text (Lisa Baglione, Writing a Research Paper in Political Science: A Practical Guide to Inquiry, Structure, and Methods, 2nd edition, CQ Press 2011). See the chapter on the literature review. You only have ONE school of thought for this book review but many of the requirements are similar.
   f) Students who are in other Departments should see me prior to writing the Book Review for some written and oral guidelines.
   g) Statement of Honesty and Rubric (see Blackboard). Although you are emailing the review, you must print a hard copy of the rubric. On the back you must handwriting the following: “I have read the Saint Joseph’s
University Academic Honesty Policy and I have abided by its terms.” If this is true, sign your name.

3) Keep a **daily journal** of your activities at work (see the rubric and guidelines on Blackboard). Be sure to date each entry. For each entry, be **specific** about your observations, experiences, and reactions. Reflect on your experience – especially how the internship experience relates to your present and past classes at SJU; you MUST do this to receive an “A” on your journal. Reflect on dynamics in the workplace environment. Think about whether the experience changes your career goals. *This is YOUR journal and you should use it record your thoughts and reactions.* It will not be graded for the level of engagement. In addition, your journal will be used as a resource for your book review and your final paper. Think about the book you are reading and whether the claims made by the author are true based on your experience. The better the journal, the better the other writing exercises.

Use this journal as an academic reflective exercise. People who keep personal journals usually reflect on their life and their social, psychological, and personal development. Your **internship journal** should be a record of your **intellectual development** relating to your internship, your career goals, and other related professional and academic issues. You will hand in a **draft of the journal first day of week four**. If you hand-write your journal, drop the journal in the box outside my office before 4:00 pm. If you type, send me a copy as an attachment. I will give you feedback then to help you proceed appropriately through the end of the semester. The final copy is due **first day of final exams**.

4) Meet twice with faculty supervisor to discuss work at internship, writing issues in the book review, professional plans, and writing of final paper. It is your responsibility to make these appointments.

5) Write a **final paper** (15 page minimum, including title page, bibliography) that reflects on the arguments of the book based on your internship experience. There is a rubric up on Blackboard – please review this **before** you write the final paper. Most Political Science and International Relation majors have already taken POL 1511/POL 1521 (Intro to Research Methods) or IRT 2001 (Theory & Methods in Intl Relations). The text for that course is your guide to writing this paper (Lisa Baglione, *Writing a Research Paper in Political Science: A Practical Guide to Inquiry, Structure, and Methods, 2nd edition*, CQ Press 2011). All other majors should speak to me about the paper format during **week 7** and during our writing conference after the book reviews. The final paper is due **first day of final exams**.

Your **final paper** must include:

a) A carefully written introduction which states a thesis regarding whether or to what extent your observations from your internship experience support the argument made in the book you read for this course. You must have a conclusion that restates the thesis and summarizes the evidence you presented in your paper.
b) A short summary of the argument of the book you reviewed and an analysis of the argument. (This “book review” section should be about three-four pages long. In the book review, it is a good idea to try to link what you learned in your book to materials that you have read for other courses. When relevant, please cite those sources too.) This section should NOT be a “cut and paste” of your book review. Rather, you should reflect carefully on the extensive comments you have received on BOTH style and content. Your final paper and journal MUST respond to the comments that I made on your book review and first journal. Failure to respond to comments will affect your paper grade (e.g. final grades can be lower than drafts if they do not substantially improve the paper and engage with comments and suggestions).

c) A section, citing actual experiences from your internship, that details what you observed or did that corresponded to what the author argued and what did not. (This is the “data analysis” section of your paper. It should be at least seven pages long.)

d) University of Chicago style footnotes and bibliography. [http://www.chicagomanualofstyle.org/tools_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html). Use footnotes when you refer to the book you read and your internship journal. Your journal is an unpublished manuscript. You can refer to each entry by date. If you are using another format (see above) you must consistently use that format in the final paper.

e) A cover page with title.

f) Sub-headings for sections

g) A handwritten statement – signed – on the back of the last page: “I have read the Saint Joseph's University Academic Honesty Policy and I have abided by its terms.” Sign your name.

6) On the first day of final exams, send me an email with the final journal and final paper attached as WORD documents. Also submit hardcopies of the first journal (with my comments) and the book review (with my comments) to my office (they should be in a folder or clipped together). If you keep the journal as a hand-written document, please include it in the folder with the other documents and note that it is there in your email with the final paper. Just drop it in the box and note this in your e-mail.

7) Abide by the Academic Code of Honesty. A copy of the code is available on Blackboard. FOR PURPOSES OF THIS COURSE, THE CODE INCLUDES COMPLETING THE REQUIRED HOURS AT YOUR INTERNSHIP. You will fail the course if you violate the code.
Grades are assigned as follows:
Any paper that is late will be penalized one FULL grade for every day. Please contact me IN ADVANCE of a deadline if you need an extension.

Overview of Assignments
There are rubrics up on Blackboard for the journal, book review, and final paper.

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<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>% of grade</th>
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<tbody>
<tr>
<td>First Journal</td>
<td>Tuesday of week 4 *</td>
<td>10</td>
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<td></td>
<td>(e-attachment in WORD + deliver signed rubric and honesty statement to my office)</td>
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Appointment to meet with me end of week 4 or beginning of week 5.

Book is selected Thursday of week 5.
(Students must submit possible list of book but I must approve your book.)

Book Review Tuesday of week 9 10
(e-attachment in WORD + deliver signed rubric and honesty statement to my office)

Second appointment with me after book review but before papers are due.

Supervisor’s assessment End of semester 40
(I submit a form to your supervisor asking her/him to evaluate you based on your attendance, attitude and performance. You have no administrative role here.)

Internship Paper First day of finals 25
(hard copy of book review with my comments, signed rubric and honestly statement, email final paper as word attachment)

Final Journal First day of finals * 15
(hard copy of first journal with my comments, signed rubric and honesty statement, email final journal as word attachment)

I MUST have a folder (or clipped set of papers) with all documents: graded first journal (print my track changes version), graded book review (print my track changes version), and SIGNED rubrics (one for final paper and one for journal).

*Some people like to write their journals (rather than type). If you keep your journal by hand, there is NO NEED for an email! Don’t retypre the journal!