
The Jesse M. Unruh Institute of Politics

POSC 395, Spring 2012
DIRECTED GOVERNMENT AND POLITICAL LEADERSHIP

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Course Requirements:

IMPORTANT DATES	ASSIGNMENTS/THINGS TO REMEMBER
<p>No later than Wednesday, January 25, at 5:00 p.m. (Internship must be confirmed prior to signing up for the class.)</p>	<p>Completed Student Internship Agreement contract and 1-page internship description should be submitted to the Internship Coordinator in order to obtain D-clearance. Once D-clearance is approved, complete the electronic registration process. You MUST complete electronic registration to be added to the course.</p>
<p>During the Semester</p>	<p>Two class workshops will take place along with three one-on-one sessions with either the internship coordinator or the internship associate.</p>
<p>Friday, February 17, by 5:00 p.m.</p>	<p>2- page write-up defining your topic(s) and research method(s) along with a preliminary bibliography (3 to 5 sources).</p>
<p>During the Semester</p>	<p>Attend two (2) Unruh Institute Events (other political events may be substituted with prior approval from Internship Coordinator). 2-page write-up is due <i>within one week</i> of each event. Students must attend their first event and submit their write-up no later than Friday, October 14th.</p>
<p>Friday, March 23, by 5:00 p.m.</p>	<p>3-5 page project outline AND annotated bibliography with at least 7 scholarly/legitimate resources.</p>
<p>Friday, April 27, by 5:00 p.m.</p>	<p>Submit final research project and supervisor evaluation form.</p>

1. Course Description

POSC 395 is designed to give students firsthand experience in the world of politics. Placements are available with elected officials, political consultants, non-governmental organizations, state and local government agencies, environmental organizations, political parties and campaigns, interest groups, political media and more.

Internships provide exciting opportunities to participate in the political process and help students gain insight into the nature of political institutions and learn about important policy debates. Internship opportunities also help students obtain practical experience and build invaluable relationships with potential future employers, all while earning college credit.

2. Internship Hours per Units of Credit

Units of credit	2	3	4	5	6	7	8
Suggested weekly hours	8	12	16	20	24	28	32
Cumulative hours at internship over semester	120	180	240	300	360	420	480

3. Grading

Course grades will be based on satisfactory completion of the required number of hours at the internship, the supervisor's evaluation of your performance, and fulfilling other coursework requirements. The final grade for the course will be based on:

Supervisor evaluation - 50%

Event write-ups - 10%

Project-related assignments - 15%

Final research project - 25%

(NOTE: All late papers will be marked down by **5** points for each day they are late.)

4. Communication with the Internship Coordinator

Dr. Auerbach, the Internship Coordinator, and/or Ms. Huynh, the Internship Associate, will be in contact with you throughout the semester via the Blackboard system. Check Blackboard on a regular basis for information relevant to POSC 395. During the semester, you should also keep in close contact with Dr. Auerbach to discuss your internship and final project, or if you have any questions about or concerns with your internship.

All assignments must be typed in Word with the following format: double-spaced, 12-point font, 1" margins. Comments on your assignments will be e-mailed back to you through Blackboard using Comments in Word. *All assignments must be turned in electronically on Blackboard.*

5. Internship

The primary requirements of the internship course are to work at your internship for the required number of hours and to fulfill the assignments required for the class. Dr. Auerbach will contact both you and your supervisor during the semester to see how your internship is going. At the end of the semester your supervisor will be asked to fill out an evaluation of your performance (*50% of final course grade*).

IMPORTANT: Please remember that while working at your internship, you are a representative of USC and the Unruh Institute. You must be punctual and notify your office supervisor if you are unable to work because of serious illness or emergency. If, after consultation with your supervisor, you make any changes in your work schedule, you must inform the Unruh Institute. If your supervisor changes, or is not the person listed on your job agreement, inform the Internship Coordinator right away.

6. Attending Political Events and Write-Ups

You are required to attend at least **two (2)** politically-focused events and turn in a short, 2 –page write-up for each event. Please submit your write-up on Blackboard within **one week** of the event. Your write-up should briefly describe the event, including the participants and attendees, the reason for the event, your organization's involvement (if any), but the bulk of your paper should be an analysis of what was "said" by those involved and your perspective of what was said. Please confirm with the Dr. Auerbach about whether each event qualifies for this assignment if it is not an Unruh related program.

7. The Research Project

In order to make the most of your internship experience, you are required to complete a writing assignment that analyzes a political issue relevant to the work of your office.

- Write a traditional analytic research paper
- Write a political speech
- Layout a campaign mobilization or fundraising strategy

Final writing projects should be 8-20 pages (depending on units, see below) and should be based on substantial scholarly research, including consideration of the relevant literature. The focus should be on a specific policy or issue related to your internship. Please discuss your project in detail with Dr. Auerbach to tailor the assignment to your interests.

A) Project part 1 – Research Proposal: due Friday, February 17, by 5:00 p.m.

This assignment must be **2 pages** in length describing the topic(s) for your analytic essay or other writing projects and how you plan on going about your research. (For example: What is your research question and methodology? How is this relevant to or related to your internship organization?) Your data collection may include interviews, documents, case studies or other methods. If you change your topic after you have handed in this first assignment, you must notify the Internship Coordinator to secure approval of the new topic. You must include a preliminary bibliography with at least 3 properly formatted sources (use MLA format). **Please submit the research proposal on Blackboard.**

B) Project part 2 – Outline & Bibliography: due Friday, March 23 by 5:00 p.m.

This assignment must be a **3 to 5 page** summary and detailed outline of some of the research you have done for your paper. Please use traditional outline form, e.g., I, a, i, 1. You will also need to submit an annotated bibliography, which provides a list of books or

articles in proper bibliographic form (use MLA format) with an accompanying two to three sentence summarizing each particular item and explaining how it is related to the project/topic. Remember, the more detailed material you hand in, the more constructive feedback your instructors can give you. The outline should be a minimum of 3 pages **PLUS** an annotated bibliography. **Please submit the outline/annotated bibliography on Blackboard.**

C) Final Paper/Project: due Friday, April 27, at 5 p.m.

Papers must be typed and double-spaced in 12-point font with 1” margins. Paper/project length is dependent on the number of credits/units earned:

- 2 units: 8-10 pages
- 3 units: 10 to 12 pages
- 4 units: 12-15 pages

Students papers will receive 5 pt deductions for failing to meet the minimum page length, failure to include a “work cited” page and 5 pts for every day late. Note: You must use parenthetical citations along with your work-cited page. Only include citations in work cited that are used in the paper. **Papers must be turned submitted on “Turnitin” via Blackboard.**

8. Evaluations (50% of final course grade) **due Friday, April 27 by 5:00 p.m.**

At the end of the summer semester, you must turn in a completed evaluation and your time-sheet. Both your time-sheet and supervisor’s evaluation form can be found on the Unruh website (unruhins@usc.edu) listed under internships and POSC 395.

Your supervisor will also be asked to fill out and return to the Unruh Institute an evaluation of your performance during the semester. Please make sure your internship supervisor returns their completed evaluation by the April 27 deadline. Remember that **your supervisor’s evaluation is worth 50% of your overall course grade**, so performing well at your internship AND making sure your supervisor returns your evaluation are very important.

Evaluations forms may be electronically sent directly to Dr. Auerbach (aauebac@usc.edu), faxed to Unruh (213-740-3167) or mailed. Please note that the traditional mail takes longer than the other methods to get to Unruh so the alternative methods of delivery are preferred.

9. Academic Integrity

Because the completion of the internship is a major part of this course, you **MUST** work all of the hours listed on your internship agreement form. All written assignments for this

class must be your original work, completed only to fulfill the requirements of this course. Sources must be cited accurately and completely.

A NOTE ON “RECYCLING PAPERS”: Your paper/project **MUST** be original work done for this class and related to your internship. You may not re-use another student’s paper, or your own paper from a previous course or a course in which you are currently enrolled. This is an extremely serious issue which, according to University policy, can result in failing this course as well as the course from which you “borrowed” your paper.

Please refer to the *SCampus* chapter on “University Student Conduct Code” or contact the Internship Coordinator if you have any questions.