The Jesse M. Unruh Institute of Politics

POSC 395, Summer 2012
DIRECTED GOVERNMENT AND POLITICAL LEADERSHIP

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Course Requirements:

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<tr>
<th>IMPORTANT DATES</th>
<th>ASSIGNMENTS/THINGS TO REMEMBER</th>
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<tr>
<td>No later than June 1st. (Internship must be confirmed prior to signing up for the class.)</td>
<td>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.</td>
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<tr>
<td>Friday, June 22th, by 5:00 p.m. (PST)</td>
<td>2-page write-up defining your topic(s) and research method(s) along with a preliminary bibliography (3 to 5 sources).</td>
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<tr>
<td>During the Summer Semester</td>
<td>Attend two (2) political events of your choice with prior approval from Internship Coordinator. 2-page summary due within one week of each event.</td>
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<tr>
<td>Friday, July 20th, by 5:00 p.m. (PST)</td>
<td>3-5 page project outline, research and/or interview notes, AND annotated bibliography with at least 7 scholarly/legitimate resources.</td>
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<tr>
<td>Friday, August 7th by 5 p.m. (PST)</td>
<td>Final research paper/project, Supervisor Evaluation form.</td>
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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

<table>
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<tr>
<th>Units/credits</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
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<tbody>
<tr>
<td>Weekly hours at internship</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
<td>30</td>
<td>35</td>
<td>40</td>
</tr>
<tr>
<td>Cumulative hours at internship</td>
<td>120</td>
<td>180</td>
<td>240</td>
<td>300</td>
<td>360</td>
<td>420</td>
<td>480</td>
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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 phone, email, and 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.

Please submit all assignments through Blackboard. All assignments must be in Word format (double-spaced, 12-point font, 1” margins). Comments on your assignments will be e-mailed back to you through Blackboard in Word format.

5. Internship

The primary requirements of the internship course are to work at your internship for the required number of hours per week, 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 during the summer and turn in a short, 2-page summary/commentary for each event to the Internship Coordinator 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 Internship Coordinator about whether each event qualifies for this assignment.

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. For example, you could (please note that these are just a few ideas):

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

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 the Internship Coordinator to tailor the assignment to your interests.

NOTE: All assignments must be submitted electronically on Blackboard.

A) Project part 1 – Topic & Research Methods: due Friday, June 22nd, by 5:00 p.m.

This assignment must be 2 pages in length describing the topic for your analytic essay or other writing projects and how you plan on going about your research. In other words, you must set out a research question, followed by a statement of methods that you plan to use to carry out your research (books/article research, interviews, case studies). Thereafter, you must write 2 to 4 paragraphs as to how you see the paper unfolding. The final part of the paper is a preliminary bibliography, properly formatted (MLA), with 3 to 5 sources you researched in preparation for this assignment. 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.

B) Project part 2 – Outline & Bibliography: due Friday, July 20th by 5:00 p.m.

The outline must be a 3 to 5 pages 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 must be a minimum of 3 pages, PLUS an annotated bibliography. Please put the outline in double-space and the annotated bibliography in single-space.

C) Final Paper/Project: due Friday, August 7th, at 5 p.m.

Papers must be double-spaced in 12-point font with 1” margins. Students are required to submit their final papers through the “Turnitin” system which can be found on Blackboard. Paper/project length is dependent on the number of credits/units earned:

2 units: 8-10 pages
3 units: 10 - 12 pages
4 units: 12-15 pages
5 units: 15-18 pages
6 units: 18-20 pages
7 units: 20-22 pages
8 units: 22- 25 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.

8. Evaluations (50% of final course grade) due Friday, August 7th by 5:00 p.m. (PST)

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 August 7th 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 (auberbac@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.