**POSC 395, Fall 2015**  
**DIRECTED GOVERNMENT AND POLITICAL LEADERSHIP:**  
**California Policy Research Internship**  

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|----------------------------------|----------------|
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<table>
<thead>
<tr>
<th><strong>Wednesday, September 9, by 5 p.m.</strong></th>
<th>Completed Student Internship Agreement Form should be submitted to the Ms. Mercado 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.</th>
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| **During the Semester**               | One (1) one-on-one session with Dr. Auerbach  
One (1) mentorship session  
Two (2) Unruh Institute Events.* (2-page write-up is due within one week of each event. Students must attend their first event and submit their write-up by Friday, October 9).  
One (1) optional resume workshop  
Bi-monthly meetings with Internship Associate and Internship Coordinator |
| **October 5, 6 or 7**                 | HR Director’s Panel (Interviewing Workshop) |
| **TBD**                              | Mid-Semester Exchange with partner organization |
| **November 9, 10, 11**               | Jobs Forum |
| **TBD**                              | One-on-one with Internship Coordinator to discuss final policy report |
| **Friday, December 4**               | Final presentations to representatives of partner organization |
| **Friday, December 4 by 5 p.m.**     | Second political write-up due |
| **TBD**                              | Submit final policy report |

*Other political events may be substituted with prior approval from Internship Coordinator*
1. **Course Description**

Students enrolled in POSC 395: California Policy Research Internship will conduct extensive research and analysis on public policy challenges facing California and the nation. Students will have the opportunity to work directly with California Strategies and RALLY.

Students will take part in a team-based research project where they will work to develop potential solutions in their respective policy areas by conducting original fieldwork, interviewing policy experts, reviewing academic and policy reports, and using other forms of primary and secondary research. At the conclusion of the internship, each group will present their final product to representatives of their partner organization.

2. **Internship Hours per Units of Credit**

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<thead>
<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>Suggested weekly hours</td>
<td>10</td>
<td>14</td>
<td>18</td>
<td>22</td>
<td>26</td>
<td>30</td>
<td>34</td>
</tr>
<tr>
<td>Cumulative hours at internship</td>
<td>100</td>
<td>150</td>
<td>200</td>
<td>250</td>
<td>300</td>
<td>350</td>
<td>400</td>
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3. **Meetings and Communication with Partner Organization**

An introductory meeting between students and representatives of their partner organization will take place in the beginning of the semester. The Mid-Semester Exchange in which students will share research progress with their partner organization will take place **midway through the semester**. Each policy group will deliver their final product to representatives of their partner organization. Students should stay in close contact with their partner organization throughout the semester, but are required to include the Internship Coordinator and Internship Associate in any communication with them.

4. **Meetings and Communication with Unruh Staff**

Groups will meet with the Internship Coordinator and Internship Associate on-campus twice a month. In these meetings, interns are expected to bring a **2-page summary** of their research and share research progress as an individual and as a group. Dr. Auerbach 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 and Ms. Mercado to discuss your research progress.

Student groups will present their final product to the Unruh staff before the final presentations. The specific date and time is dependent upon the students’ schedules. If a student does not adequately prepare for the run-through presentations, as determined by Professor Auerbach and Ms. Mercado, then he/she may not be permitted to present before their partner(s). Alternative arrangements will be made for students to give their final presentation.

You are encouraged to meet with your policy team **at least once a week**. The organization of these meetings will be left to group members.
5. 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:

- Internship Associate Evaluation – 25%
- Partner Organization Evaluation – 10%
- Final Policy Presentation – 20%
- Final Research Project – 35%
- Event Write-Ups – 10%

The Internship Associate Evaluation will be comprised of attendance and preparation for all meetings over the course of the semester in addition to any research-related assignments. The Partner Organization Evaluation will include overall performance over the course of the internship and the quality of the final presentation.

(NOTE: All late papers will be marked down by 5 points for each day they are late. Also, papers will be marked down 1/3 a letter grade for every 10 research internship hours short of the required 100 hours).

6. Attending Workshops and Mentorship Sessions

**HR Director’s Panel:**
Students will attend the HR Director’s Panel (interviewing workshops) where we invite internship coordinators and HR directors to conduct mock-interviews. The HR Director's Panel is done over 3 nights with no more than 20 students each night. A 30-minute panel discussion is followed by 4 rounds of "speed dating style" mock interviews - 3 minutes of interviewing followed by 2 minutes of feedback from your peers and the interviewer.

**Jobs Forum:**
The Jobs Forum: Political Careers in the 21st Century is held over 2 or 3 nights and we host a 45-minute panel discussion followed by 10 minute "break out groups" where students can talk to invited panelists including top-level executives, professors, and political professionals in the public and private sectors about job prospects in the current market.

**Mentorship Sessions:**
The mentorship program is a unique professional development opportunity between students and the Unruh Institute Fellows and other high profile individuals who are willing to share their seasoned political advice with students enrolled in POSC 395. Students will meet with a mentor who fits his or her short and long-term career goals over coffee and will be encouraged to build long-term relationships with their mentor after the session.

7. Attending Political Events and Write-Ups

You are required to attend at least 2 politically-focused events during the summer 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 Internship Coordinator about whether each event qualifies for this assignment.
The Final Written Policy Report & Presentation

You are required to complete a writing assignment in which you analyze your designated area of research and make policy recommendations.

Final written projects should be 8-15 pages (depending on units, see below) and must include substantial scholarly research, including consideration of relevant literature. Please discuss your project in detail with the Internship Coordinator and Internship Associate throughout the course of the semester.

A) Written Policy Report: TBD

The final written component should be in the format of an 8 to 15 page policy report. 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: 10-12 pages
- 4 units: 12-15 pages

Students’ papers will receive 5 point deductions for failing to meet the minimum page length, failure to include a “references” page and 5 points 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 submitted on Blackboard. Students are required to submit their final papers on Blackboard through the “Turnitin” system by the deadline.

B) Policy Presentation: Friday, December 4

Presentations will be one hour in length comprised of a 30-minute presentation to representatives of your partner organization followed by a 30-minute Q&A session. Each team member will be responsible for a 4 - 6 minute report.

8. 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” (scampus.usc.edu/university-student-conduct-code) or contact the Internship Coordinator if you have any questions.

*Please note that the POSC 395: California Policy Research Internship Syllabus is not a binding contract. Dr. Auerbach has the discretion to make changes if deemed necessary.