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>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested weekly hours</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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*Please keep in mind that the suggested weekly hours corresponds with an internship start date within the first week of the semester. For example, if you start your internship in the third week of the semester, your weekly hours would need to increase in order to reach your cumulative number of hours by the last day of the semester.

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 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 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 and to fulfill the assignments required for the class. Dr. Auerbach and Ms. Epstein 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 Unruh Institute right away.
6. Attending Political Events and Write-Ups

You are required to attend 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: (1) what was the event, (2) who spoke, (3) briefly what was said, and (4) at least ½ page on your perspective on what was said. Please confirm with Dr. Auerbach 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.

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.

A) Project part 1 – Topic & Research Methods: due Friday, June 26, by 5:00 p.m. (PST)

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. Your proposal must include: (1) a research question, (2) statement of methodology, e.g., interviews, traditional academic research, case studies, (3) two to four paragraphs on how you see the paper unfolding and (4) on the top of page three provide a preliminary bibliography with at least three sources you looked at in preparation for this assignment (properly formatted in MLA). If you change your topic after you have handed in this first assignment, you must notify Dr. Auerbach to secure approval of the new topic. Please submit the research proposal on Blackboard.

B) Project part 2 – Outline & Bibliography: due Friday, July 24, by 5:00 p.m. (PST)

This assignment must be a 3 to 5 page 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. Your annotated bibliography must contain at least 7 scholarly/legitimate sources. 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 Tuesday, August 11, by 5:00 p.m. (PST)

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
- 5 units: 15-18 pages
- 6 units: 18-20 pages
Students papers will receive 5 point deductions for failing to meet the minimum page length, failure to include a “work cited” page and 5 points for every day late. Note: You must use parenthetical citations with internal page cites 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 also required to submit their final papers on Blackboard through the “Turnitin” system by the deadline.**

8. Evaluations (50% of final course grade): due Tuesday, August 11, 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 (www.usc.edu/unruh/internships) 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 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 (auerbac@usc.edu), faxed to 213-740-3167 or mailed to 3518 Trousdale Parkway, VKC 263, Los Angeles, CA 90089. Traditional mail takes longer 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” (scampus.usc.edu/university-student-conduct-code) or contact the Internship Coordinator if you have any questions.

*Please note that the POSC 395: Directed Government and Political Leadership Syllabus is not a binding contract. Dr. Auerbach has the discretion to make changes if deemed necessary.*