**IMPORTANT DATES**

**Wednesday, January 28, by 5 p.m.**
(Internship must be confirmed prior to signing up for the class.)

- Completed Student Internship Agreement Form and 1-page internship description should be submitted to Ms. Epstein 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

**During the Semester**

- Two (2) one-on-one sessions 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, March 6**). Optional resume workshop

- **Friday, February 20, by 5 p.m.**
  - 2-page write-up defining your topic(s) and research method(s) along with a preliminary bibliography (3 to 5 sources)

- **February 23, 24, or 25**
  - HR Director’s Panel (Interviewing Workshop)

- **Friday, March 6, by 5 p.m.**
  - First political event write-up due

- **Friday, March 27, by 5 p.m.**
  - 3-5 page project outline AND annotated bibliography with at least 7 scholarly/legitimate resources

- **April 13, 14, or 15**
  - Jobs Forum

- **Friday, May 1, by 5 p.m.**
  - Submit final research paper
  - Second political event write-up due
  - Supervisor evaluation due
  - Hours tracking sheet due

*Other political events may be substituted with prior approval from Internship Coordinator*
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>8</td>
<td>12</td>
<td>16</td>
<td>20</td>
<td>24</td>
<td>28</td>
<td>32</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>
</tr>
</tbody>
</table>

*Please keep in mind that the suggested weekly hours correspond 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 or Ms. Epstein 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. Please note, your timesheet needs to be signed off on by your supervisor on a weekly basis. Dr. Auerbach will contact both you and your supervisor during the semester to check in on the progress of your internship. 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 a 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 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 four rounds of "speed dating style" mock interviews - three minutes of interviewing followed by two minutes of feedback from your peers and the interviewer.

**Jobs Forum:**

The Jobs Forum: Political Careers in the 21st Century is held over 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 be matched with a mentor who best fits his or her short and long term career goals over coffee and will be encouraged to build long-term relationships with the mentor after the session.

7. **Attending Political Events and Write-Ups**

You are required to attend at least **two (2)** politically-focused events during the spring 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.

8. **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. Please discuss your project in detail with the Internship Coordinator to tailor the assignment to your interests.

**A) Project part 1 – Topic & Research Methods:** due Friday, February 20, by 5:00 p.m.

This assignment must be **2 pages** in length describing the topic(s) for your analytic essay 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 27, 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, l. 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, May 1, by 5:00 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: 10-12 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

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 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.

9. Evaluations (50% of final course grade): due Friday, May 1, by 5:00 p.m.

At the end of the spring 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) under the “Internships” tab.

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 May 1 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 (aauerbac@usc.edu), faxed to Unruh (213-740-3167) or mailed (3518 Trousdale Parkway, VKC 263, Los Angeles, CA 90089-0045). Please note that email and fax are preferred.

10. 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.