POSC 395: Fall 2018  
DIRECTED GOVERNMENT & POLITICAL LEADERSHIP

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Office Hours:  
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IMPORTANT DEADLINES

**Friday, September 7th, by 5pm:**  
(1) Completed Student Internship Agreement Google Form submitted  
(2) Students must register for POSC 395 on WebReg (D-Clearance required prior to registration)

**Friday, September 28, by 5pm:**  
2-page write-up defining your topic(s) and research method(s) along with a preliminary bibliography (3 to 5 sources).

**Friday, October 19, by 5pm:**  
First political event write-up must be submitted. *Write-ups are due within one week of event.*

**Friday, November 2, by 5pm:**  
3-5 page project outline AND annotated bibliography with at least 7 scholarly/legitimate resources.

**Friday, November 30th, by 5pm:**  
(1) Second political event write-up, (2) Final research paper, (3) Supervisor evaluation due,  
(4) Hours tracking sheet due

EVENT REQUIREMENTS

**All Students Must Attend:**

- Orientation (September 10th or September 11th)  
- 2 Political Events (2-page write-up is due within one week of each event)  
- 2 of the Course Activities (Listed on Page 4)  
- 2 One-on-One Meetings with Prof. Auerbach (TBD)

**First-Time POSC 395 Students Must Additionally Attend:**

- Resume Workshop (September 17th)
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. Students will receive assistance in securing an internship, but internship placement is not guaranteed.

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

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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>8</td>
<td>12</td>
<td>16</td>
<td>20</td>
<td>24</td>
<td>28</td>
<td>32</td>
</tr>
<tr>
<td>Total 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 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:

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<tr>
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<th>40%</th>
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<tbody>
<tr>
<td>Supervisor Evaluation</td>
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<tr>
<td>Final Research Project</td>
<td>25%</td>
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<tr>
<td>Project-Related Assignments</td>
<td>15%</td>
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<tr>
<td>Political Event Write-Ups</td>
<td>10%</td>
</tr>
<tr>
<td>Attendance of Course Activities &amp; Orientation</td>
<td>10%</td>
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*NOTE: All late papers will be marked down by 5 points for each day they are late.
**NOTE:** Students are required to complete the minimum hours for their internship. Students that do not meet their minimum hours requirement will have their supervisor’s evaluation grade lowered by 1/3 (A- to B+) for every 10 hour increment short.

4. **Communication with Course Directors**

Dr. Auerbach and/or Ms. Ginley 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 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 (40% 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. **Course Activities**

The following list of course activities have been carefully organized with the intention of enhancing each students career development skills. These activities will bring in experts in the corresponding fields to give students an opportunity to gain life-long skills in each category.

Shortly after the course begins, the students will receive a Google Form via email where they can request the top 3 events they would like to attend, and we will do our best to ensure that each student can participate in activities that are both convenient and beneficial to them.

- **All students must attend POSC 395 Orientation.**

- **All students that have not previously completed POSC 395 must additionally attend the Resume Workshop.**
● All students, including students that have never previously taken POSC 395, are required to attend two of the following course activities of their choosing. Students who would like to attend more than two course activities may do so for personal benefit, but will not receive any extra credit or additional course recognition.

**Course Activities:**
Please note that a more detailed description of each event is posted on Blackboard under “Content”. As each Course Activity approaches, students will receive an email with specific details such as the location.

1. **Resume Workshop (September 17th 9:30am-12pm OR September 18th 9:30am-12pm, SOS B15)**
   (Emailed timesheet will be sent out)
   Learn from a professional what a hiring manager is looking for a resume, followed by a hands-on tutorial on how to edit and enhance your resume.

2. **Fellows Workshop: Communications & Strategy (October 1st - 5:00pm-6:30pm, Herklotz Room, Doheny Library)**
   Hear from this year’s prestigious Unruh Fellows, followed by a workshop on the intersections of communications and strategy.

3. **Understanding Your Network Workshop (October 15th, 5:00pm - 6:30pm, Herklotz Room, Doheny Library)**
   Learn how to identify and utilize your connections by learning how to asset map, followed by a workshop on how to craft and present an impactful elevator pitch.

4. **Director’s Corner (October 18th, 5:00pm - 6:30pm, SOS B15 Lobby)**
   Come learn from our Directors, Bob Shrum and Mike Murphy, how to win friends and influence people in the world of politics.

5. **Jobs Forum (October 25th, - 5:00pm-6:30pm, Herklotz Room, Doheny Library)**
   Learn about the various political fields by listening to a panel discussion of local professionals, followed by a networking session with the professionals.

6. **Interviewing Workshop (October 29th, 5pm - 6:30pm)**
   Take notes from professionals about the do’s and don’ts of interviewing, followed by an interactive workshop where students run practice interviews and receive constructive feedback.

7. **Mentoring Coffee (Multiple Dates - TBD)**
   (Sign-up Sheet sent out in September)
   A designated professional will meet with a small group of students who can ask them questions about their career, as well as receive advice on the workforce.
7. Attending Political Events and Write-Ups
You are required to attend at least two (2) politically-focused events during the fall and turn in a short, 2–page write-up for each event. You write-up MUST follow the memorandum format, an example of which is attached to the syllabi. Please submit your write-up on Blackboard within one week of the event. Your write-up should briefly describe the event, including what was the event, who spoke, at least one page on what was said and at least ½ page on whether you agree or disagree on what was said and why. The first write-up is due no later than Friday, October 19, by 5 p.m. (PST).

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, September 28, by 5:00 p.m. (PST)
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. There are four specific components of the assignment, i.e., (1) research question, (2) statement of methodology, (3) 2 to 4 paragraphs on how you see the paper unfolding, and (4) at the top of page 3, a preliminary bibliography with at least 3 properly formatted sources (use MLA format).

B) Project part 2 – Outline & Bibliography: due Friday, November 2, by 5:00 p.m. (PST)
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, November 30, 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:

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<thead>
<tr>
<th>Units</th>
<th>Pages</th>
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<tbody>
<tr>
<td>2</td>
<td>8-10</td>
</tr>
<tr>
<td>3</td>
<td>10-12</td>
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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 (40% of final course grade): due Friday, November 30, by 5:00 p.m.
At the end of the fall semester, your supervisor will complete an electronic evaluation form. You will be responsible for submitting your time-sheet to Dr. Auerbach/Ms. Ginley. Your time-sheet can be found on the Unruh website (www.usc.edu/unruh/internships) listed under internships and POSC 395.

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.

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 as deemed necessary.