

**POLITICAL SCIENCE 4901 “SERVICE LEARNING” SYLLABUS
HINCKLEY INSTITUTE OF POLITICS
INTERNSHIP PROGRAM**

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Course Description:

Hinckley interns must register for either Political Science 4900 or 4901 credit. The service learning internship course credit is awarded to students who complete the hours required for the internship and the academic assignments for the Hinckley Intern program. The academic assignments include writing an academic research paper, reflections, and a book review on the life of Robert H. Hinckley, his public service, and a personal reflection on how you can become involved in public service.

The primary justification for the award of credit is that the internship experience must be educational. The HIP looks upon its interns as students engaged in activities, which give exposure to new and significant persons and ideas which provides opportunities for growth and learning about the political system and its processes. Consequently the research and reflection paper quality are crucial to your grade along with your experience as an intern.

Readings:

Robert H. Hinckley: Getting to Know Him. Gardner, Bae B (required, available at Hinckley Institute for \$10.00)

Newspapers: NY Times, U.S.A. Today, Salt Lake Tribune, Deseret News, etc. (recommended)

Grading Criteria

Your grade will be based on the following items:

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| 1. Research Paper | 30% |
| 2. Supervisor Evaluation of intern
(Includes verification of hours worked) | 40% |
| 3. Reflections | 10% |
| 4. Meeting Attendance (DC & Leg interns)
Weekly Emails (International interns)
Hour Log Sheet (Local Interns) | 10% |
| 5. Book Review | 5% |
| 6. Student Evaluation of internship | 5% |

Below is a breakdown of internship hours, academic credit, and research paper lengths:

Washington D.C. & International		<i>Available Spring, Summer, and Fall Semesters</i>	
<i>Work hours per week</i>	<i>Pol Sci 4900 Credit</i>	<i>Paper Length</i>	
<i>All Interns work 40 hrs/week</i>	3 credit hours	8-10 pages	
	5 credit hours	12-14 pages	
	10 credit hours	1paper: 18-20 pages or 2 papers: 8-10 pages	
	12 credit hours	1paper: 22-24 pages or 2 papers: 10-12 pages	

Local Internship		<i>Available Spring, Summer, and Fall Semesters</i>		
<i>Credit Hours</i>	<i>Hours per Week</i>	<i>Total Hours Fall/Spring</i>	<i>Total Hours Summer</i>	<i>Paper Length</i>
3 credit hours	10-15 Average 12 hrs/wk	192 hours	132 hours	8-10 pages
4 credit hours	15-20 Average 17 hrs/wk	272 hours	187 hours	10-12 pages
5 credit hours	20-25 Average 22 hrs/wk	352 hours	242 hours	12-14 pages

State Legislature		<i>Take Pol Sci 3900 in Fall, Intern in the Spring Semester</i>	
<i>Work hours per week</i>	<i>Pol Sci 4900 Credit</i>	<i>Paper Length</i>	
<i>All Interns work 40 hrs/week</i>	3 credit hours	8-10 pages	
<i>during the 45 day session</i>	5 credit hours	12-14 pages	
	10 credit hours	1paper: 18-20 pages or 2 papers 8-10 pages	
	12 credit hours	1paper: 22-24 pages or 2 papers: 10-12 pages	

1. RESEARCH PAPER ASSIGNMENT (30%)

Your paper should be analytical and research oriented, though some description might be necessary. It should be based on a significant question or subject of study related to your internship. Work on the paper should begin early and take place throughout the internship.

Your paper should NOT be a description of your experience or a catalog of “How I Spent my Semester...” This IS NOT acceptable. Rather your paper should be a solid academic research paper.

Subject:

- Select a subject that interests you and pertains to your internship. The topic should be related to public policy, politics or government in some way. Paper topics must be approved by the Hinckley Institute. This process will allow you to consider suggestions early and receive some kind of feedback in advance of committing a large amount of time and research. Any subsequent changes in your research topic should also be communicated briefly in writing.

Format:

- **Research Paper Format:**
 1. Introduction
 2. A clear statement of the central research or hypothesis
 3. Present evidence or information supporting and/or rejecting the central question
 4. Summary or conclusion
 5. Bibliography
- Roughly 8 weeks into your internship you must submit **Paper Proposal** of the topic you intend to research. (See “important dates” in orientation packet for exact due dates) Email paper proposals to Amy Code at amy.code@hinckley.utah.edu, and should follow this format.
- **Papers must be in American Psychological Association (A.P.A.) format.**

Paper Proposal Format:

1. A theme, **thesis statement, significant question or subject of study**. i.e. “I propose to examine the No Child Left Behind Law in terms of how effective it has been in achieving its goals.”
2. An **outline** of the major parts of the paper. i.e. Why was the law passed? Is education a role the federal government should address or should it be left to individual states? Was the law opposed? Why and by who? Is the law working? If not, can it be reformed? Is it likely to be reformed? Conclusions
3. Bibliography- list of **sources** or references.

Bibliography

- The paper should have at least six to eight references and citations for every ten pages. Twenty plus page papers should include at least 12-16 references. Interviews are acceptable, but are not considered as one of the six to eight required references. Subjects for papers not related to the specific internship experience must receive specific approval.
- Include a signed Certificate of Authenticity form with your paper.

Due Dates:

- Check the “important dates” section of your orientation packet for due date of paper. Generally research papers are due Friday of the 8th week, following the semester of your internship. **(Paper must be submitted in hard copy. Emailed or faxed papers will not be accepted).** If you want your grade completed by the end of the semester in which you intern, submit your paper by the last day of classes in the semester of which you are an intern.

Note: All papers will be returned and grades will be posted at the END of the semester in which you turn in your paper.

2. SUPERVISOR EVALUATION (40%)

The Hinckley Institute of Politics will email an evaluation to your supervisor at the end of the internship. Your supervisor will evaluate you on attitude, judgment, initiative, writing skills, interpersonal relations, availability/dependability, and completion of hour requirements. **Your supervisor will be asked to verify the hours you worked.**

3. REFLECTIONS (10%)

The reflection piece of this course is crucial piece of internship experience and can have a positive impact on your overall experience as you are required to look back on, think critically about, and learn from your internship service. Reflections may include acknowledging and/or sharing of reactions, feelings, observations, and ideas about your internship experience. This course requires students to reflect on their internship service through a series of writing assignments due throughout the internship.

Students are required to write **4 reflection papers**. Papers should be emailed to Courtney McBeth at cmcbeth@hinckley.utah.edu at the dates specified below. **Each paper should be 2-4 pages double-spaced** and should follow this format:

1. Letter to Yourself: At the beginning of the internship, write a letter about what your expectations, goals, and outcomes are for the internship (Due at the end of the 2nd week of the internship).

2. Learning Experience: Write about a particular experience or event you've had during your internship that was challenging and how you overcame it (this could be with a colleague at the internship, with an assignment, etc). (Due at the end of the 5th week of the internship).
3. Public Service: Write about your feelings on public service and participatory democracy. Is it important for people to be engaged in the political process? Do you plan to be more or less involved based on your internship experience? Mention a specific experience at your internship. (Due at the end of the 8th week of the internship).
4. Wrap Up and Reflection: Re-read the "letter to yourself" and discuss how your expectations were met, what was positive and negative with the internship and what were the most meaningful things you learned during the internship. (Due at the end of the internship).

4. MEETING ATTENDANCE (10%)

- Washington D.C. Interns **must attend** the *Intern Orientation, Opening Social* (held in the first few weeks of the semester), and the *Mid-Semester Meetings* (held mid-semester). Dates will be given at orientation.
- International Interns **must attend** the *Intern Orientation, Opening Social* (held in the first few weeks of the semester), and the *Wrap-Up Meeting* (held end of semester). Dates will be given at orientation. Interns are required to email weekly updates to Courtney McBeth.
- Legislative Interns **must attend** all classes and meetings.
- Local and Government Offices & Campaign Interns **must attend** *Intern Orientation*, and give periodic updates on the internship. Interns are required to track worked hours on a weekly basis and hand in log at end of semester.

5. BOOK REVIEW (5%)

The text for your internship is: *Robert H. Hinckley, Getting to Know Him*. Gardner, Bae B. The HIP will provide you a copy for \$10.00. The assignment is to read the chapters titled, "Public Service in Washington, D.C.," "Hinckley Institute of Politics," and the timeline of Hinckley's life and write a 2 to 4 page essay entitled, "**Now I know about Mr. Hinckley's public service life, here is a plan for my public service life.**"

The purpose of this assignment is to understand the mission of the HIP; which is to get you thinking about a career in public service and how you might continually be active in your community and government. Be sure to relate some things you learned about Mr. Hinckley's public life that will aid you in planning your own.

****Note**** If you serve more than one Hinckley internship, you only need to submit one book report.

6. STUDENT EVALUATION OF INTERNSHIP (5%)

Interns must fill out an evaluation of their internship experience at the end of the internship. These evaluations provide helpful feedback to the HIP for future student interns as well as your overall experience of the office in which you worked. Turn in evaluations with your research paper and book review. Evaluations forms are included in the Intern Orientation Packet.

ADDITIONAL INFORMATION

Washington, D.C. & International:

The research paper and book review are **due at 4:00pm** on the date noted on the “important dates” sheet in your orientation packet. Exceptions to the due date will only be made in extenuating circumstances, and only with the approval of the HIP. Papers submitted within one month of the due date will be docked one letter grade. If no papers are submitted within one month from the due date a failing grade of “E” will be given.

Utah State Legislature Internship:

The research paper and book review are **due at 4:00pm** on the date noted in your intern orientation packet. In addition, as part of your grade you are required to give a 10 minute in-class oral presentation regarding your research paper. The will be after the end of the session and will extend through a few days. You must attend all days to receive full attendance credit. Keep in mind that there are few meetings throughout the semester and they account for 5% of your final grade.

Local Internships:

As a local intern you are required to keep track of your hours worked on the “Intern Hour Tracking sheet,” provided to you in the intern orientation packet. You must track your hours daily and total them weekly. This sheet is to be submitted along with your research paper, book review, student evaluation form, and certificate of authenticity at the completion of your internship **at 4:00pm** on the date noted in your intern orientation packet. The tracking sheet accounts for 10% of the 40% awarded to the supervisor evaluation of intern.

In Summary

1. Do not take the papers lightly.
2. Select a topic or subject that interests you as soon as possible.
3. Email paper proposal the 8th week of the semester of your internship for approval. Follow the above format for the paper proposal.
4. Keep the HIP advised of changes in direction and of intended timetables for completion of internship assignments.
5. Be **analytical, research oriented, and explanatory** instead of being merely descriptive.
6. There should be at least six to eight references (for every 10 pages) cited in the bibliography.
7. Think in terms of the basic research format: state a purpose or hypothesis, present evidence on both sides of the question; make reasonable conclusions from your evidence, and end with a summary statement and conclusion.
8. Be aware that the quality of the paper will have a direct bearing on the overall internship grade.