

SYLLABUS
PLSC 370/470: Political Science Internship
Loyola University Chicago
Spring 2023

Instructor

Dr. Eric Hansen

Email: ehansen4@luc.edu

Office Location: Coffey Hall 326B

Office Hours: By appointment (please email me to schedule a meeting)

Course Description and Objectives

This course allows students to earn course credit in Political Science while gaining valuable experience as interns in public or private institutions engaged in public service or political activities. Interns enroll in PLSC 370/470 for 3 or 6 credit hours, working the equivalent of either 120 or 240 hours, respectively, over the term in an internship position agreed upon by the student and the internship director. Specific work hours are arranged with internship supervisors based on interns' schedules and the needs of the host organization. Interns are also required to write e-journal entries and write a term paper related to the internship experience.

This course is asynchronous. It is the intern's responsibility to read the full syllabus carefully, keep on top of deadlines and requirements, and communicate with the instructor whenever necessary. Student should carefully read course materials and assignment feedback, and regularly check luc.edu email and Sakai.

Learning Objectives

Through the internship course, students will:

- Develop professional communication and analytic skills and be able to explain how their internship increased these capacities.
- Identify and discuss connections between political science theories, concepts, and the internship work.
- Identify and evaluate potential career paths related to political science.
- Build and maintain professional relationships and networks.

Grades

Final grades for the course will be based on the following scale. I reserve the right to adjust individual grades based on overall performance in the course and/or extenuating circumstances. There will be **NO** extra credit provided.

Letter Grade	Percentage Score
A	93-100
A-	90-92.99
B+	87-89.99
B	83-86.99
B-	80-82.99
C+	77-79.99
C	73-76.99
C-	70-72.99
D+	67-69.99
D	60-66.99
F	59.99 or below

The proportion of each assignment as part of your overall grade is as follows:

Learning Agreement	5%
Journal Entries	10%
Midterm Check-In	10%
Supervisor Evaluation	50%
Term Paper	25%

Assignment Details

Assignment descriptions, due dates, submission processes, and grading details follow.

- **Default Deadlines:** Default assignment deadlines are at 6 PM on the fourth Friday of each month. There is a calendar at the end of this syllabus for student use.
- **Earlier Submission:** I will review all student work following the default deadline. However, if you are completing your internship on a concentrated schedule (more hours for a shorter period of weeks), you may submit work before the stated deadlines. If you would like the work graded and recorded prior to the deadline, you must request early review. Simply email me to let me know you have submitted an assignment, and I will go into Sakai to grade and provide feedback.
- **Later Submission:** If your internship follows a different timeline than Loyola's academic calendar (e.g. if you will complete it after the end of the semester), you may request alternate due dates for the final assignments. This option must be arranged in advance of the deadlines. It is primarily intended for students whose supervisor evaluations will not arrive before the end of the semester.
- **University Requirement:** Please note that the Engaged Learning Agreement (LOCUS) is a University requirement for undergraduates, not just a Political Science Department requirement. You must submit this document following the instructions below to **both** the University **and** to Dr. Hansen via Sakai. **Heads up:** the online submission process

requires multiple steps. Please read the submission instructions carefully and leave yourself ample time to navigate the systems.

There can be a lot to manage during an internship semester, and unlike a traditional course, the work you do for credit is independent and will differ from your classmates. **You are responsible for submitting all work on or before the deadlines below.** I strongly advise all interns to transfer the deadlines into a personal calendar and keep careful track of these dates as the semester progresses. A course calendar is provided at the end of the syllabus for student use.

University Engaged Learning Agreement (5%)

Deadline	January 27, 6 PM CT. (Please submit as soon as possible if you start an internship earlier than the first day of class.)
Submission	<ul style="list-style-type: none"> (1) Print and fill out PDF form available on Sakai (Resources > “Engaged Learning Agreement.pdf”) (2) Give a copy of completed Engaged Learning Agreement to your supervisor. (3) Submit a scan of the form to Sakai for course credit (4) Complete online form in LOCUS (Undergraduates only—online instructions at this link. Graduate students skip this step.)
Grading	Credit/ No Credit

The form is straightforward. Students will need to enter the contact information of their supervisor, briefly describe their duties and responsibilities, and list three (3) separate learning objectives. Your individual learning objectives should relate to your intellectual, personal, professional, and/or civic development. You may use the learning objectives on the syllabus, revising them for your internship and goals. It is a good idea to ask your supervisor for input as well. You may contact Dr. Hansen with questions about the learning objectives. Think about the following questions:

- What might you be able to list on a resume entry below this internship?
- What professional experience or skills will you acquire?
- What major project or responsibility will you complete?
- What will you be able to do that you can’t do now?

Submit a PDF (i.e., sign, scan, then send) of the entire form (pages 1-3) to Sakai after your supervisor signs and give a copy to your supervisor for their records.

Finally all undergraduate students must submit the Experiential Learning Agreement (ELA) to LOCUS following instructions at this link. This is a university-wide requirement. Failure to complete it will result in an “F” for the course. The university is legally obligated to obtain this information for credit/work completed off campus. Dr. Hansen has limited access to LOCUS—he can only see whether you submitted or not. For any technical questions about this process, you will need to contact the LOCUS helpline (available in the link).

Journal Entries (10%)

Deadlines	Entry 1: January 27, 6 PM CT Entry 2: March 24, 6 PM CT
Submission	Sakai
Grading	Credit/ No Credit

Interns will complete **two** journal entries for the course, each worth 5% of the grade. Each entry should be 400-700 words. All submissions should be posted directly to Sakai in the submission section.

These journal entries serve two purposes. First, they offer you the opportunity to reflect on your experience, what you are learning about yourself and your field, and your ideas about your future. Second, if done well, they serve as excellent fodder for the cover letters, personal statements, and interview preparation that you will need upon graduation. Taking the time to reflect and write during the internship will prepare you to discuss your goals, achievements, and experience with potential employers and graduate schools. Your first entry should respond to *Prompt 1* below. For the second entry, you may select from the prompts provided (drawn from common interview and application questions), or you may select your own topic. Please note, while you will formally submit two responses, many students find that it is personally valuable to keep a more casual journal or other record of their experience, or to write informal responses to all prompts for themselves.

Prompt for Entry 1: Have a go at the most common, and perhaps most challenging interview question of them all: “Tell me about yourself.” **A good response to this question—in any interview—is thoughtfully tailored to the situation, so in this case, please focus your response on one or two core academic, career, civic, or personal goals and how this particular internship is moving you toward them.** You might discuss issues or problems drive your interest, why you care about these issues, what you think you bring to the table, and what you would love to accomplish (in the internship, in your career, in your community). Feel free to be ambitious in your stated goals! At the same time, while some students may have a developed perspective on these topics; others may be in a more exploratory stage. In that case, spend more time on what you are focusing on learning or developing in yourself through this internship.

Prompts for Entry 2: The topic of the second assignment is at the student’s discretion. Each entry should highlight an important skill acquired, task accomplished, lesson learned, or insight gained *at the internship*. (Entries should not discuss other work or life experiences.) It should also reflect on what you might do differently, replicate, or improve in future situations. The following prompts can get you started. These are also excellent topics to think about informally as you move through your internship, even if you don’t select them for the assignment.

1. Describe an important relationship you have built. How did you go about it, and what lessons can you take for the future?
2. We all make mistakes! Write about a time you wish you had handled a situation differently and what you learned.

3. Describe a time when it was especially important to make a good impression. How did you go about it? What did you learn?
4. Describe a time when you had to work with someone whose personality was very different from yours. How did you navigate it? What did you learn?
5. Give an example of a time you faced a conflict while working on a team. How did you handle it? What did you learn?
6. Explain a situation in which you had to be strategic to meet all of your priorities. How did you prioritize? How did you motivate yourself? How did you work with others to move forward? What did you learn?
7. Describe a long-term project you had to manage over the course of several weeks. How did you keep everything moving along in a timely manner? What did you learn?
8. Write about a specific goal you set for yourself. How did you go about ensuring that you would meet your objective? If it is a new goal, how WILL you go about it?
9. Write about a time you managed numerous responsibilities. How did you handle it? What did you learn?
10. Describe a successful presentation you gave, piece of writing you drafted, or other major communication-based experience. Why do you think it was a hit?
11. Do you think the field in which you are interning would be a good fit for you professionally, or have you discovered that something else might be better? Explain how you are reaching/ have reached that conclusion.
12. How has your own personal sense of mission changed, evolved, or strengthened over the course of the internship?
13. Write about a person you have met through your internship who you admire. What have you learned about that person, and what is it that you most admire—their path, their accomplishments, their skills, their passion? In what ways would you like to follow their example, and how can you start now?
14. Write about your proudest accomplishment during the internship so far. What does it say about you? How does it inform your thinking about your future? How did you make it happen?
15. Write your reflections about a biography or career development book you have read during your internship. How has your thinking about your own vocation and future changed? (Please note, there is no *required* reading for the course, but several *recommended* books are listed below.)

Midterm Check-in Paper & Meeting (10%)

Deadline	Reflection Paper: February 24, 6 PM CT Zoom Meetings: February 27 at 12 PM CT <i>or</i> February 28 at 5 PM CT
Submission	Sakai & Zoom
Grading	Credit/ No Credit

The mid-semester check-in will happen in two parts. First, students will submit a brief written reflection about their internship to Sakai. Second, students will attend **one** of two scheduled class meetings on Zoom.

Before the meeting, interns should write brief responses (less than one paragraph each) to the questions below. Responses should be submitted to Sakai no later than 6 PM CT on Friday, February 24.

1. Describe something you've learned from your internship so far. This could be a new skill, a best practice for your workflow, a lesson about how to interact with coworkers or the public, or anything else you've gained from the experience.
2. Describe one way in which your internship has met, succeeded, or fallen short of your expectations for it.
3. Now that you've been on the job for a few weeks, what is one goal (updated or new) you'd like to set for yourself to meet before you complete the internship?
4. List one or more topics *directly related to your internship work* about which you might like to write your final paper. (See final paper prompt below.)

After submission, students will meet in groups to discuss their reflections and hear from other students about their internship experiences. Students may also use this meeting to ask for advice, air concerns, or discuss anything else related to their internships. Dr. Hansen will email students Zoom links for each meeting earlier in February.

Students are graded on completion. The reflection questionnaire and meeting are each worth 5% of the grade. Failure to complete either component will result in a 0 for that part of the assignment. If students cannot attend either of the scheduled meetings, students must write Dr. Hansen *in advance* to schedule a one-on-one meeting. If students do not attend either meeting or schedule a make-up meeting in advance, they will receive a 0 on the assignment, no exceptions.

Supervisor Evaluation (50%)

Deadline	April 28, 6 PM CT
Submission	Your supervisor must email the form to me at ehansen4@luc.edu . Please ask your supervisor to use the following subject line: "internship evaluation, [your last name]" Submission is <u>your responsibility</u> .
Grading	See evaluation form at the end of the syllabus.

Your supervisor will complete an evaluation of you at the end of the term; a blank copy is attached to the end of this syllabus. The supervisor provides numeric ratings and a suggested course grade. Your recorded grade for this portion of the course will be the higher of the two (average of numeric ratings or suggested grade). For example, if the average is an 85% (B) but the supervisor suggests an A, you receive an A. Supervisor comments are used to determine borderline grades. It is your responsibility to ensure that your supervisor has this form and returns it to me by the deadline.

Final Paper (25%)

Deadline	April 28, 6 PM CST
Submission	Sakai
Grading	Rubric (Sakai)

Interns will complete a final term paper that connects the internship, organization, and field to a major question about politics, policy, civic life, or public service. **As a research paper, it must pose a specific question and offer a clear argument (thesis) in response.** This paper is not another longer reflection or journal entry about our personal experience. The length of the paper will vary based on the number of credit hours for which you are enrolled: 1500-2000 words for 3-credit hour enrollees, 3000-4000 words for 6-credit hour enrollees. Word counts include title, references, and any foot or endnotes. Please use APA citation style.

It is expected that students will present scholarly existing research related to the issue/puzzle/question. If appropriate to the question posed, you can discuss the ways in which your organization relates to the issue. You have considerable leeway in choosing a research question. You should pick something you are interested in learning more about that is related in some way to your internship experience.

Excellent final paper ideas often arise from conversations with supervisors and other staff and are then shared with the organization at the end of the internship. To assist in writing this paper, students are encouraged to interview the permanent staff of the organizations. Ask whether there is a question on which the organization might appreciate a brief review of the academic literature. For example, you might analyze:

- Different solutions to a policy or community problem
- Variation in a specific political or social condition across states, communities, or countries
- Tactics for mobilizing voters or engaging volunteers
- Legal arguments about a given topic
- Public opinion about a particular topic
- The political history of a community or issue

Graduate students enrolled in PLSC 470 must obtain an internship in which they do graduate-level work, rather than primarily administrative or assistant-level tasks. Based on this work, graduate students must author and submit a 3000-6000 word written research paper or other

deliverable (e.g. policy brief, consulting report, series of memos, white paper). Ideally, this written product will arise from the graduate-level work assignments completed during the internship. Graduate students should work with their placement supervisor to determine the nature of this product and should also schedule a meeting with Dr. Hansen during the first month of the course to discuss a plan. Graduate students are advised to consult the professional writing advice and guidelines from the following sources. Undergraduates may also find them useful:

- [Stanford Law School Law & Policy Lab Writing Workshops](#) (scroll down, see especially “White Paper Guidelines”)
- University of North Carolina at Chapel Hill Writing Center “[Policy Briefs](#)” handout
- Smith, C. F. (2005). *Writing public policy: A practical guide to communicating in the policy-making process*. Oxford University Press, USA.
- Pell Institute “[Evaluation Toolkit](#)” see especially the examples of evaluation reports.

Late papers will be penalized 5 points per day for a maximum of ten days. Failure to submit a paper by then will result in a grade of zero for this assignment, and an “F” for the course.

Recommended Resources

Your internship experience will be as valuable as you make it. This is an excellent time to develop your professional skills, network, and ideas about your path after graduation. I recommend the following resources for those purposes.

Find a Mentor and Get Advice: Loyola’s [online mentoring platform](#), LUConnect, connects students to alumni for career-related conversations. Students can search alumni by industry, job title, major, or keywords. Alumni on the site have signed up to participate and expect outreach from students. You may request a meeting via Skype, in-person, or phone. Through LUConnect, students arrange single conversations, job shadows, and mentor relationships. If you have any questions, please feel free to contact Brigette Petersen at bpetersen@luc.edu.

Resume Help and More: Loyola’s [Career Services Center](#) provides career coaching, resume advice, and other professional development assistance. The staff can assist you as you think about how best to communicate about your internship to future employers.

Recommended Reading: I strongly recommend that students keep up with basic current events for the duration of the internship. Get in the habit of reading a major national newspaper (or several) and keeping up with local news via a local paper, local public radio, and/or Chicago Tonight (WTTW). Pay special attention to any news stories and events related to your internship work. **Consider asking your supervisor and colleagues what specific news sources they read to stay abreast of issues in their field or what professional accounts they follow on social media.** Staying informed will help you strike up conversations, make a good impression, and get the most from your work experience.

Additionally, students often find that it is useful to read a book or two about career development and vocation discernment during internships. **Biographies of people you admire are excellent for this purpose. Reading a biography, autobiography, or career-focused memoir during**

your internship is my top recommendation. Or, depending on the ways in which you'd like to personally develop, you might consider:

1. Martin, James. *The Jesuit guide to (almost) everything: A spirituality for real life.* Harper Collins, 2010.
2. Grant, Adam M. *Give and take: A revolutionary approach to success.* Penguin, 2013.
3. Duhigg, Charles. *The power of habit: Why we do what we do in life and business.* Random House, 2012.
4. Abrams, Stacy. *Lead from the outside: How to build your future and make real change.* Picador, 2019
5. Sandberg, Sheryl. *Lean in: Women, work, and the will to lead.* Random House, 2013.
6. Burnett, William, Bill Burnett, and David John Evans. *Designing your life: How to build a well-lived, joyful life.* Knopf, 2016.
7. Bolles, Richard N. with Katherine Brooks. *What color is your parachute? Ten Speed Press.* 2020 (revised edition).
8. Kay, Katty, and Claire Shipman. *The confidence code: The science and art of self* (2014).

Not all these books will be a good fit for all students. They are all available from University and local libraries and can be accessed as audiobooks and ebooks. It may be worth your while to investigate a few of them.

Additional Policies

Professional Communication

Please reply to all emails related to your internship promptly. As a professional courtesy, in all communication, written or spoken, please address all supervisors, colleagues in your office, and me with an appropriate title and surname, unless you are explicitly asked to use a first name. Anyone with a specific title or degree should be addressed as such (e.g. **Dr., Professor, Ms. Consul-General, Senator**). Anyone else should be addressed with **Mr. or Ms.** Even if people do not explicitly say so, many expect this form of professional courtesy. If they prefer a more informal address, they will let you know.

Workplace Grievances, Conflict, and Harassment

Serious issues in the workplace should be brought to my attention immediately. It is essential that interns report any harassment, abuse, hostile work environment to the internship director. You should also contact the organization's Office of Human Resources (or equivalent).

You may also come talk to me at any point about any significant conflict that you are unable to resolve with your supervisor. That said, for conflict or issues that do not involve harassment, abuse, or hostility, interns should first attempt to work through such issues with their supervisor on their own. If you are unsure whether your situation is serious, error on the side of bringing it to my attention as quickly as possible.

Accommodations

I am committed to providing a safe and equitable learning environment for all students. Please be aware that resources and accommodations are available at Loyola for students who have exceptional learning needs, economic hardship, and have experienced sexual or gender-based violence or harassment or discrimination.

If you have a documented *exceptional learning need or disability* and wish to discuss academic accommodations, please contact me as soon as possible.

Any student who *faces challenges securing their food or housing* and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify me if you are comfortable in doing so. I will make every effort to assist you in navigating university and public resources.

If you (or someone you know) has experienced or experiences any form of *discrimination or sexual harassment*, including sexual assault, domestic violence, dating violence, and stalking, know that you are not alone. Loyola University Chicago has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more. Please be aware all Loyola *faculty* members are legally “responsible employees,” which means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I **must** share that information with the Title IX Coordinator. Although I have to make that notification, you will control how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need. If you wish to speak to someone privately, you can contact the Wellness Center. Additionally, to connect with Loyola Advocacy Services, call the **Sexual Assault Advocacy Line** at 773-494-3810. The Line is open Monday-Friday, 8am-4:30pm and 24 hours on the weekend when classes are in session.

Academic dishonesty will not be tolerated. All assignments will be automatically run through Turnitin.com (an extremely effective plagiarism detection tool). Incidents of plagiarism or cheating on an exam (by copying from another student, use of a “cheat sheet,” or other means) will result in a grade of F (zero) on the assignment or exam in question. The behavior will be reported to the chair of your major department and to the Dean of the College of Arts and Sciences. Note that records of academic misconduct may be transmitted to medical school, law schools, and other organizations who have a legitimate reason to inquire.

Syllabus Disclaimer

The schedule, policies, and assignments described in this document are subject to change in the event of extenuating circumstances.

Course Calendar (for the intern's use and reference)

Event or Assignment	Default Date*	My Date (fill in, see assignment policies)	Check When Complete
Internship Begins	January 17 or similar		
Journal 1 Due	January 27		
Provide Learning Agreement and Evaluation Forms to Supervisor	During the first week of your placement		
Learning Agreement Due	January 27		
Midterm Check-in Paper Due	February 24		
Midterm Check-in Meetings	February 27 12 pm <i>or</i> February 28 5 pm		
Journal 2 Due	March 24		
Remind Supervisor About Evaluation	One week prior to the end of your internship		
Final Paper Due	April 28		
Supervisor Evaluation Due	April 28		

* The default time deadline each day is 6 pm CT.

**Internship in Political Science
Loyola University Chicago
EVALUATION FORM**

Dear Internship Supervisor:

Thank you for your participation in our internship program. We request that you respond to the questions in this brief form so we can effectively evaluate the intern who worked in your office. This evaluation contributes to the intern's final course grade. **Please email the completed form to Dr. Eric Hansen, ehansen4@luc.edu, with the subject line "internship evaluation, [intern last name]."**

Name of internship supervisor: _____

Name of internship coordinator (if different than supervisor): _____

Name of intern: _____

Office phone of internship supervisor: _____

Office email of internship supervisor: _____

Please make any additional comments in the space provided below or on an additional sheet of paper. Your comments in this section can be especially helpful in assessing the intern's performance on the job and in strengthening our overall program for the future.

Signature of internship supervisor: _____

Telephone Number (Office): _____

Date: _____

Sincerely,

Eric Hansen, Ph.D.
Assistant Professor
Director, Internship Program
Department of Political Science
Loyola University Chicago
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Chicago, IL 60660
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