



ANGELO STATE UNIVERSITY
Practicum in Politics
Washington, D.C. Internship Program

POLS 4671

Instructor: Dr. Matthew Gritter
Associate Professor of Political Science

Office: Room 213, Rassman Building
Office Hours: MTW 12-4

Phone: 325-942-2262

Email: mgritter@angelo.edu

Expected Learning Outcomes

Upon completion of this course the student will be able to:

1. Express a first-hand perspective of how federal and/or state policy is formulated in our nation's capital;
2. Describe the challenges and rewards of public service; and
3. Exhibit leadership skills tailored to a career in public service.

Methods for Assessing the Expected Learning Outcomes

The expected learning outcomes for this course will be assessed through:

1. Weekly journal entries emailed to mgritter@angelo.edu for the duration of the internship.
2. Two posts published on a social media platform.
3. Networking Assignment.
4. Two essay assignments: student must complete and submit two papers.
5. Feedback from the office where the student has worked during the internship period.

Course Assignments/Grade Determination

Preparation:

Orientation seminars will be conducted in preparation of the student's internship. Homework (i.e., reading and completion of paperwork) may be assigned prior to each orientation session. Former interns will be in attendance to share first-hand information about the internship. Attendance is mandatory at all preparation events. **Any absence must be approved in advance by the internship coordinator.**

Journal:

The intern will keep a journal over the course of his/her time in the District of Columbia, nation's capital. The journal should be emailed to mgritter@angelo.edu weekly for the duration of the internship. The journal should consist of a summary of activities at work, experiences in the Tech House & around Washington, D.C., and/or travel opportunities. Journal entries can vary from week to week as far as content; however, a reasonable attempt should be made to provide more than a superficial description of weekly activities.

Social Media Initiative:

You will be provided with a biographical information sheet to fill out at the beginning of September. The information provided will be shared through social media and the website to promote your brand and experiences during the internship. There will also be opportunities to post about the internship through your own social media platforms including Facebook, Instagram, blog pages, etc. **The student will be required to make two internship-related posts on two different social media outlets.** The posts may include pictures with congressional members, staff, monuments, or other relevant material promoting your brand and experiences as an intern.

Networking Assignment:

Please attend three networking functions of your choice. At those events, please collect at least one business card from an individual you meet there. After the event, please reach out to those individuals via email or phone call. After touching base with them please write us a short description of your interaction with that person, their job title, an interesting fact you learned about them and/or their job, and your follow up with them. Please also explain the networking event where you met him or her. The individual descriptions should be included in your journal entries as appropriate. However at the end of the internship period, please submit a packet that contains all three networking activities and their corresponding descriptions. There is not a minimum page limit, but you must describe the information mentioned above in detail.

Office/Performance Evaluation:

Interns will be placed in an office where they are required to work a minimum of 40 hours per week for the duration of the internship. Regardless of the particular duties assigned, interns are an integral part of their respective office. It is imperative that interns report to work on time, exhibit a strong work ethic and complete their assigned duties each day. Interns will be assigned an intern coordinator within the office to whom they will report during their internship. The intern coordinator will be requested to communicate regularly with Angelo State University and provide feedback on the intern's performance. An intern's conduct both in and out of the office is reflective not only on the student, but Angelo State University and his or her office. Improper conduct may result in a failing grade in this course.

Final Assignments:

There are two final assignments, though this may vary.

- Assignment 1 – Reflection Paper
5-6 page paper discussing the student’s overall DC internship experience.
- Assignment 2 – Legislation Analysis Paper
5-6 page paper that discusses what you learned about the about the legislative process. For example, who filed the bill, why it was filed, what is its purpose, and how did it become a law. You should also discuss, in your opinion, some of the pros and cons of the bill, who supported its passage, and those that did not support the bill. Why did individual(s) or groups support the bill or not? What do you think the significance of the bill is or will be?
- All written assignments in hard copy must be typed, paginated, and double-spaced with one-inch margins (unjustified) and Times New Roman font with a 12 pt. size.

Due Dates: All assignments are due on or before December 5, 2019.

Grading:

Journaling	15%
Social Media Initiative	10%
Networking Assignment	15%
Office/Performance Evaluation	30%
Final Assignments	30%

Accommodations for Disabilities:

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

The Student Affairs Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting the Student Affairs Office, Suite 112 of the Houston Harte University Center, at 325-942-2047 (phone) or 325-942-2211 (fax) or by e-mail at studentservices@angelo.edu to begin the process. The Student Affairs Office will establish the particular documentation requirements necessary for the various types of disabilities.

Religious Holidays:

Student absence for observance of a religious holy day will be treated in accordance with OP 10.19 of ASU’s Operating Policies and Procedures. The University Operating Policy states that

“a student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent for the observance of a religious holy day shall be allowed to take an exam or complete an assignment scheduled for that day within a reasonable time after the absence.”

Academic Honesty:

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code, which is contained in both print and web versions of the ASU Student Handbook. See the Current Student page on the ASU homepage (URL address: <http://www.angelo.edu/cstudent/>) and click on Academic Honor Code. Acts of academic dishonesty and misconduct as referenced in Angelo State University's Student Handbook will be referred to the Dean of Students.