



The mission of Concord University is to provide quality, liberal arts-based education, to foster scholarly and creative activities and to serve the regional community.

## **POSC 450 POLITICAL SCIENCE INTERNSHIP**

**CRN: 20531; Section: 02**  
**Semester: Spring 2019**  
**Credit Hours: 6**  
**Prerequisites: None**

**Instructor: Dr. Sally J. Howard**  
**Office: Marsh Hall 329**  
**Office Hours: M:2-3, T/Th:11-12, W:10-11,**  
**F:12-1, and by appointment**

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### **Course Description:**

Courses in Political Science are designed to stimulate in students a greater awareness and understanding of political institutions, processes, relationships, and their underlying principles. The political science internship is a required part of the political science degree at Concord University. All students graduating with a degree in political science will have some practical experience working in a political, governmental, legal or similar setting. This will provide students with an opportunity to relate what they have learned in the classroom to what goes on in the real world, to meet people working in government-related fields, and to help students make decisions regarding their desired career path.

**Course Management System:** None

**Hardware/Software Needed:** None

**Text Requirement:** Book of your choosing for Book Report described below.

### **Concord University Educational Goals:**

**Skills: #6** An ability to apply and to transfer academic and experiential learning appropriately from one context to another.

**Skills: #7** An ability to learn and work effectively both independently and collaboratively.

**Attitudes: #2** Exercise of responsible leadership, including leadership by example, and of responsible followership.

**Applicable National Standards:** None

## Learning Outcomes:

Upon successful completion of this course, students will:

- Understand how political concepts learned in class apply in real world situations
- Have gained experience in exercising professional conduct
- Have progressed on the path toward determining desired career goals

## Course Requirements:

**1) Work Hours and Academic Credit:** Students participating in independent internships receive 3 hours of academic credit for every 120 internship hours. Students participating in the Frasure-Singleton Internship Program receive 3 credit hours. Students participating in the Herndon Legislative Fellowship receive 6 POSC 450 credit hours (in addition to 3 POSC 206 credit hours and 3 POSC 225 credit hours).

**2) Journal Submissions:** Journal entries should summarize what you have been working on, what you have learned, your impressions of the field you are working in, how your work relates to things you have learned in your classes, etc.

**Part-time** interns must submit a 2-3 page journal entry *every other week*. Journals should be submitted to me via email before midnight on Sundays.

**Full-time** (35+ hours/week) interns must submit a 2-3 page journal entry *every week*. Journals should be submitted to me via email before midnight on Sundays.

**Frasure-Singleton** interns must keep a daily journal (2-3 pages per day). The journal may be submitted to me via email upon completion of the internship.

**Herndon** interns must submit a 2-3 page journal entry *every week*. Journals should be submitted to me via email before midnight on Sundays.

**3) Book Report:** In addition, students must select a non-fiction book related to the field in which they are working and write a book report (see guidelines). Please have the book pre-approved by me. Book reports must be turned in both to me and to turnitin.com. **Book reports are due on Monday, May 6, 2019.**

## Policies and Grading:

Upon starting your internship (or sooner, if possible) you should submit to me the location of your internship, contact information for your internship supervisor, a brief description of the kind of work you will be doing, and an approximate work schedule for your internship (days/hours per week, duration, etc.).

When at your internship, you are representing Concord University. Please always dress and act in a professional manner and perform all duties to the best of your ability. We want to show Concord in the best possible light and we want offices to be willing to host Concord interns in the future.

Your first responsibility as an intern is to your on-site supervisor. Any scheduling problems, absences, etc. need to be taken care of by you with your supervisor. Any problems at the internship site should be reported to me as soon as possible.

All POSC 450 hours are pass/fail. In order to pass, the journal, book report and internship hours (as indicated by your supervisor's evaluation) must be completed in a satisfactory manner.

## **Book Report Guidelines**

**Book reports should be approximately 6-8 typed pages. They should include the following:**

- 1) Title and author of the book and year written.**
- 2) Summary of the essential theme(s) of the book.**
- 3) Importance of these themes to the field in which you are working.**
- 4) Your reaction to the themes of the book. This section should entail serious thought on your part. What did you learn from the book? Do you agree with the author (on what parts? why/why not)? Was the author's argument/thesis well-considered?**
- 5) Your report should be neat, well-organized and carefully proofread. It should have proper spelling, grammar and capitalization. Book reports may be submitted to me via email.**

### **Turnitin Information:**

**Class:** POSC 450

**Class ID:** 20054171

**Enrollment Key:** BookReport

## IMPORTANT UNIVERSITY POLICIES

### **Accessibility/Accommodations:**

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

### **Academic Dishonesty**

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

### **Concord University Honor Code**

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

*"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."*

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

### **Class Attendance Policy**

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures.)

### **Emergency Alert System**

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

### **Emergency Information**

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to: <http://www.concord.edu/administration/office-public-safety>.

### **Inclement Weather Policy**

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

**University Closure** - No students or employees are to report.

**Classes Cancelled** - Students do NOT report BUT employees are expected to report to work at their normal time.

**Operating on an Inclement Weather Delay** - Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.)

\*Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.

**Sexual Harassment & Assault**

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384-5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or [titleix@concord.edu](mailto:titleix@concord.edu). Reports to Campus Security can be made at (304-384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

**Student Conduct**

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct.

**Technology Services**

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail [cuhelpdesk@concord.edu](mailto:cuhelpdesk@concord.edu).

**Syllabus Disclaimer**

This syllabus is subject to change based on the needs of the class. You will be notified of changes in class and via email.