

Internship POLS 3354 (CRN 26382)

Spring 2020

The University of Texas at El Paso

Dr. Charles Boehmer

Contact Information and Office Hours:

Office 202 Benedict Hall
Telephone: 747-7979
Email address: crboehmer@utep.edu

Office Hours:

Mondays -- 1:30-2:30
Tuesdays & Thursdays 10:30-11:30
and by appointment

Undergraduate Catalog Course Description

A course offered for students who have, or want to be assigned to a work-related experience that is relevant to Political Science.

Course Overview and Goals

This is a UTEP EDGE experience where students acquire new skills and networks in local, regional, and distant internships at the offices of elected officials, public and nonprofit agencies. The three-credit internship course is designed for well-prepared students to gain experiences in such organizations. Well-prepared students will not only have a good GPA, but also working knowledge of government and of contemporary news about public affairs via daily scans of several respectable media outlets. Please see the UTEP EDGE website: <https://www.utep.edu/edge/>.

Potential skills learned in this course listed as within the UTEP EDGE will vary depending on the internship experience but may include:

- Communication
- Social Responsibility
- Global Awareness
- Teamwork
- Leadership
- Confidence

Student Evaluation

Students are expected to complete 160 hours (approximately 12 hours per week in a long semester), to write weekly reports on a regular day (Tuesday) each week to crboehmer@utep.edu, to complete a reflection paper by the last day of the semester, and to obtain a paragraph (or letter) evaluation from their internship supervisor by the last day of the semester along with a verification of their logged hours. No special forms are required for the log or evaluation.:

- Completion of Internship Hours: 25%
- Weekly Reporting: 25%
- Evaluation from Internship Supervisor: 25%
- Reflection Paper: 25%

Completion of Internship Hours: Students who appear to have worked fewer than the 160 hours will receive point deductions.

Weekly Assignments: Weekly reports via email on internship work are due by Tuesday each week, discussing the internship activities from the prior week. The report should include hours, activities, and some brief reflection on what the learned or experienced. More points will be earned for clarity, writing quality, and effort. The first weekly report, via email, should be approximately 500-750 words detailing students' initial impressions of the office, organizational culture, management style, and tasks assigned to them. The professor will respond to weekly reports with comments, suggestions, and/or questions that should be answered on the next weekly report. Subsequent emails may be shorter, around 250 words.

Evaluation from Internship Supervisor: Please have your supervisor provide an evaluation of your work during the semester in a letter to the instructor. Something less than a letter may be acceptable if circumstances dictate such, but the letter is preferable. Points will be based on the positive or negative evaluation of the supervisor.

Reflection Paper: This paper should be in a Word document that summarizes the work activities of the internship and what one learned from the experience. How did the internship connect with other courses at UTEP? How did it affect one's vision for the future, such as career choices? What one learn from this experience and how does it fit into the UTEP EDGE? What skills did one learn for the future? Clarity, writing proficiency, and effort are important in the evaluation of this paper, in addition to the content answering the questions above.

Ethical Expectations and UTEP Academic Honesty Policies

Students should be aware of the policies listed in the UTEP Undergraduate Catalog concerning academic honesty, attendance, etc.: <http://catalog.utep.edu/undergrad/academic-regulations/curriculum-and-classroom-policies/>. Moreover, it is expected that students behave ethically and remember that their

behavior reflects UTEP more broadly in the community. Students must be honest in their reporting and reflections as part of this course.

Disabilities and Accommodations

If you have a disability and need classroom accommodations, please contact. The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass. *CASS' Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.* The Student is responsible for presenting to the instructor any CASS accommodation letters and instructions before arrangements need to be made for exams, quizzes, or other needs. It is important to explore whether your internship can meet your CASS accommodation.

Required Readings

No books are assigned in this course, although the professor may send links and suggest material throughout the semester.

Course Schedule:

Weeks 1-15: Weekly reporting on your internship, beginning January 28 to May 12

Due May 15, 11:59 pm: Reflection Paper Due, Evaluation by Supervisor due, Log of Hours due