Professor Ken Collier  
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**Objectives**  
The learning objectives of the internship program are:

1. To provide students with practical work experience in government and politics;  
2. To connect experience in public service with analysis of political science literature;  
3. To use experience to build an understanding of the functioning of government institutions;  
4. To prepare students for careers.

**Course Requirements**  
- Attendance at mandatory meetings  
- Completion of weekly journals and work logs  
- Submission of project binder or similar internship products  

*NOTE: All requirements must be fulfilled to receive credit for the course.*

**Readings**  

**Overview**  
Students enrolled in the Department of Government's internship will remain on campus but will conduct research for non-profit organizations, members of the Texas Legislature, or other public officials. While students will not be expected to relocate to Austin or another location, they will be expected to perform the work they would if they were taking part in a traditional on-site internship. This may occasionally include long hours and demanding standards.

The student must have a cumulative 2.0 GPA or above, completed at least three upper-level courses in political science or public administration, and be of junior or senior standing. College policy mandates that student work at least 50 hours for each hour of credit. This means that the student must work at least 150 hours to earn the three hours credit behind our internship program. Interns will not be paid and will only receive course credit for their work.

The student’s conduct and performance must be exemplary. All communication with faculty, public officials, staff, and fellow interns should be professional. Unprofessional behavior shall be cause for being dropped from the program. If requested to meet with public officials students will be expected dress and act in an appropriate manner.

Students will be required to work with whatever legislators or state officials agree to take part in the program. Students should be prepared work diligently for officials that they may have political or other disagreements with.

The student will have the following responsibilities:  
1) Work on the days and times agreed upon with faculty supervisor.  
2) Maintain confidentiality of individual/organization with which internship takes place.
3) Meet periodically with the faculty supervisor.
4) Notify supervisor of any planned absences as soon as possible.
5) Complete all assignments, tasks, and final project associated with internship experience.
6) Submit weekly journal entries through D2L that summarize work progress and reporting hours worked.
7) Compile a project binder that includes copies of all work submitted as part of the internship experience as well as other supporting materials.

Student work will be evaluated for grading based on grammar, clarity, as well as how effectively it serves the need of the official.

**Academic Integrity (A-9.1)**

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

**Acceptable Student Behavior**

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

**Witheld Grades Semester Grades Policy (A-54)**

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Students with Disabilities**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be
provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

**Program Learning Outcomes**

In any given semester, one or more of the following program learning outcomes for the political science major may be addressed in this course.

1. The student will clearly articulate hypotheses.
2. The student will critically analyze and critique political institutions and/or complex contemporary political issues.
3. The student will demonstrate effective oral communication skills.
4. The student will develop a coherent research design.
5. The student will execute a well-developed research paper.