PBA 470.002 Syllabus
Fall, 2020
August 24, 2020-December 11, 2020

Course: PBA 470.002. Internship in Public Administration
Term: Fall, 2020
Instructor: Dr. Kwame Badu Antwi-Boasiako, Department of Government
Email: antwibokb@sfasu.edu (Please use class D2L email address).
Office: Liberal Arts North 124; Phone: 936-468-2145
Office Hours: Virtual: Monday 1pm-3pm. I can be contacted by email or zoom: online). I will try to be available through zoom during my office hours as well. Office hours can be made by appointment if you cannot make the listed hours. Please contact me by email if you would like to set up a virtual or face-to-face meeting.

Course Description: Supervised work experience with an approved public or non-profit organization. The course is graded on a P/F basis and may be taken for three (3) or six (6) credit hours. Prerequisites: Completion of 9 hours in PBA courses with a 2.5 GPA or with the consent of the instructor and department chair. Junior standing.

Course Requirements and Calendar:
1. Work a minimum of 150 hours (3 credit course) or 300 hours (6 credit course)
2. Provide log sheets every other week formatted as directed and discussed before the beginning of the internship.
3. Complete one of the following of your choice (due December, 2020 by 11pm):
   An end of course report on what you did during the internship. Report should contain following sections:
   1) Executive summary of overall report
   2) Discussion of the agency/organization such as its mission/vision, how its structured, types of activities it engages in
   3) Duties and tasks you completed during the internship and how what you did contributed to the functioning of the organization
   4) How your experience during the internship will contribute to your skill set for your future career path, basically what can you take away from the internship that could be useful in your future career. Report would be a minimum of 2 pages.
Grading: This course is graded pass/fail. To achieve a passing grade in this course the student must complete the requirements above in the course requirements and calendar section. In addition, the student must receive a favorable evaluation from the internship supervisor. Program Learning Outcomes:

1. Demonstrate an understanding of the institutional, political and legal processes of the United States, and articulate the functions of public administration in terms of historical roots, structure, and contemporary issues.
2. Demonstrate the ability to effectively apply important terminology, facts, concepts, principles, analytic techniques, and theories in the field of public administration when analyzing complex factual situations.
3. Demonstrate critical reasoning, problem solving abilities, communications skills, technology skills and ethical considerations relating to public responsibility.
4. Demonstrate an understanding of the social, political, economic, and cultural factors that influence public administration.
5. Demonstrate the ability to effectively communicate, both in writing and orally, using the important terminology, facts, concepts, and theories used in the field of public administration.
6. Demonstrate an awareness of ethical issues in public and nonprofit organizations, and how to use ethical reasoning to formulate decisions and promote positive organizational and professional trust.

Student Learning Outcomes:

1. Students will describe work situations where important terminology, facts, concepts, principles, analytic techniques, and theories in the field of public administration. Reflections will demonstrate effective application.
2. Students will discuss critical reasoning, problem solving abilities, communications skills, technology skills and ethical considerations relating to public responsibility.
3. Student will display understanding of the social, political, economic, and cultural factors that influence public administration.
4. Student will effectively communicate work duties and responsibilities, and provide reflections, using the important terminology, facts, concepts, and theories used in the field of public administration.
5. Student will discuss ethical issues and use ethical reasoning to formulate decision alternatives that could promote positive organizational and professional trust. **Required Readings:** A set of journal articles and readings will be assigned to read. They will be available on D2L. **Attendance Policy:** Student must set a work schedule with the internship supervisor. When a student cannot work the schedule the internship supervisor must be notified. **Academic Integrity:** An individual’s integrity is a reflection not only on themselves, but on the reputation of their profession as well. The standards you hold in your academic career will weigh heavily on those you retain throughout life. Your professional reputation is of the utmost importance in maintaining a positive career path. Thus, your academic integrity will be held to the highest possible standard while in this classroom. Zero tolerance will be given for academic irregularities. According to the university: “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](http://www.sfasu.edu/policies/academic_integrity.asp) **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](http://www.sfasu.edu/disabilityservices).” If modifications or accommodations are needed due to disability, please make an appointment with me as early as possible so arrangements can be made.
According to the university: “Withheld 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.”

**Bi-Weekly Reports and Due Dates**

<table>
<thead>
<tr>
<th>Report</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report 1</td>
<td>Sept 13, 2020</td>
</tr>
<tr>
<td>Report 2</td>
<td>Sept 27, 2020</td>
</tr>
<tr>
<td>Report 3</td>
<td>Oct 11, 2020</td>
</tr>
<tr>
<td>Report 4</td>
<td>Oct 25, 2020</td>
</tr>
<tr>
<td>Report 5</td>
<td>Nov. 8, 2020</td>
</tr>
<tr>
<td>Report 6</td>
<td>Nov. 22, 2020</td>
</tr>
<tr>
<td>Final Report</td>
<td>Dec. 13, 2020</td>
</tr>
</tbody>
</table>