Kennesaw State University  
POLS 3398 Internship  
Fall 2016

Internship Coordinator: Tara W. Stricko, Ph.D.  
Office: 5004A Social Sciences Building  
Email: tstricko@kennesaw.edu (preferred method of contact)  
Office Hours: By appointment.

Course Description

A supervised, credit-earning work experience with a previously approved business firm, private agency or government agency. Students must make application with the Internship Coordinator before the end of the semester prior to the semester in which the internship is planned.  
Prerequisites: POLS 1101; approval of Department Chair and Department Internship Coordinator.

General Internship Policies

Students seeking an internship must obtain the approval of both the internship coordinator as well as the POLS/IA department chair. Approval is not guaranteed. At a minimum the student must be a junior or senior with a cumulative GPA of at least a 2.5. The POLS/IA coordinator and chair reserve the right to refuse to approve students for internships or re-approve internships under certain conditions including (but not limited to) situations where the student has been fired from, failed a previous internship, or otherwise performed poorly. Note: the minimum required GPA is subject to change in future semesters.

Students are expected to behave in a professional and adult manner. It is the responsibility of the student to negotiate working days/hours and expectations with the internship site. If there are any problems or questions it is the responsibility of the student to address these issues with either the site supervisor or, if necessary, the internship coordinator. The coordinator cannot help students if she is not informed of any problems. Issues or concerns should be addressed promptly and soon after they arise.

Typically there are two mandatory meetings – pre and post. Students are expected to attend both meetings if scheduled. Any scheduling conflicts should be discussed in advance with the internship coordinator.

For every three-semester credit hours, the student must work and document 150 hours at the internship site. (For example, 10 hours a week for 15 weeks in fall and spring and 15 hours a week for 10 weeks in summer). Students may start working early but only with the prior approval of the internship coordinator.

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<tr>
<th>Semester Hours</th>
<th>Contact Hours per Week</th>
<th>Total Hours on site</th>
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The POLS/IA Department may approve twelve hours credit (Fall and Spring semester only) for a full-time internship (40 hours per week) if the site is outside metropolitan Atlanta (i.e. a Washington DC position). Students must complete the minimum contact hours for the number of credits selected. Partial credits are not given and students who do not complete the required number of hours will receive an automatic F for the course.

The POLS/IA department can assist students in locating opportunities for internships, but is not responsible for “placing” interns. Register at http://careerctr.kennesaw.edu for an online job services system and be sure to contact Jessica Edens-McCravy (jedens@kennesaw.edu) assistance on locating potential internship sites. Other students and former interns are good sources for leads on internships, but it is up to each student to contact employers and schedule interviews for internships. Use the online application system on the Career Services website to apply once you have secured an internship.

Course Policies

Academic Integrity:
All students should examine the university’s standards of academic integrity contained in the student handbook. These principles will be strictly enforced in this course. Cheating will not be tolerated. Anyone thought to have violated the standards of academic integrity will face university-sanctioned penalties, including but not limited to, failing the class.

Plagiarism and Cheating:
No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit (including examinations, laboratory reports, essays, themes, term papers, etc.). Unless specifically authorized, the presence and/or use of electronic devices during an examination, quiz, or other class assignment is considered cheating. Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s).

Statement on Disabilities:
KSU's disABLED Student Support Services (DSSS): Kennesaw State University provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. DSSS, a part of KSU's Student Development Center (Carmichael Student Center, Suite 267),
provides information on how to register for support services, how to obtain accommodations, potential accommodations and the Disabled Students Organization (ABLE). Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course should contact the DSSS via Ms. Carol Pope, ADA Compliance Officer for Students, at 770-423-6443 (V) or 770-423-6480 (TDD). Please do not request accommodations directly from the professor or instructor without a letter of accommodation from DSSS. The website for DSSS is http://www.kennesaw.edu/stu_dev/dsss/dsss.html

Course Evaluation

Final grades will consist of the following components:

Weekly Journals 15% 15
Research Paper – Rough Draft 10% 10
Research Paper – Final Version 20% 20
Research Presentation 15% 15
Supervisor’s evaluation 40% 40

= 100% = 100 points

The following grading scale will be used in this class:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>89.5% and above</td>
</tr>
<tr>
<td>B</td>
<td>79.5% to 89.49%</td>
</tr>
<tr>
<td>C</td>
<td>69.5% to 79.49%</td>
</tr>
<tr>
<td>D</td>
<td>59.5% to 69.49%</td>
</tr>
<tr>
<td>F</td>
<td>below 59.5%</td>
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Meetings

Meetings as well as all the other due dates will be announced via email using the email address students provide on the application forms. Please note that Dr. Stricko may decide to conduct all meetings and presentations either in person or electronically/over the phone.

Pre-semester Meeting – Interns will meet with the coordinator and/or committee. General expectations and guidelines will be discussed.

Post-semester Presentation – At the end of the semester students will give presentations on their research topic. An electronic copy of the research paper will be due to Dr. Stricko several days to one week prior to the presentation date. (She will announce the due date in advance.) Students must also provide a copy of the paper to his/her assigned committee member. Some members will want hard copies while some will want electronic. It is up to the student to ask which version his/her committee member will prefer.

Weekly Journal
Interns will keep a weekly journal. The purpose of the journal is two-fold. 1) It will provide a description of the intern’s activities at the internship site and 2) the journal should also be used to record ideas and concepts from the intern’s research. But the journal entries should show evidence of advance thought and a synthesis of classroom learning with the student’s real world experiences. For example, journals might describe case studies, or important literature, or conclusions drawn from the internship experience. Journals must be submitted via email to Dr. Stricko (tstricko@kennesaw.edu) each week the student works by 11:59 pm on Saturday night. The file title must contain the student’s name (e.g. “Journal Student Smith”) and each entry must be added to the same file. The newest entry should be added first so the file (when opened) will look like:

    Journal: Student Smith
    Entry Week 3: blah blah…
    Entry Week 2: abc…
    Entry Week 1: xyz…

**Research Paper**

**TOPIC:** The research must focus on some aspect of POLS/IA. Considerable discretion is given to students in selecting a specific subject, but ideally should be related to the internship. The topic should be something that the student finds interesting and it should be narrowly focused.  

**LENGTH:** The minimum paper length is dictated by amount of credit received. The requirements are: 9 double-spaced pages for 3 hours of credit, 12 pages for 6 hours of credit, 15 pages for 9 hours, and 18 pages for 12 hours. Note: title pages, abstracts, references/works cited, and returns (spacing) do not count towards the page requirements.  

**STRUCTURE:** The paper must contain a title page, an abstract/summary, an introduction, a brief literature review, analysis, conclusion and bibliography/references. The introduction should contain an explicit statement of the argument or question, a summary of how the topic will be supported or explored and definitions of key concepts. The literature review should identify at least four or five principal theoretical works on the topic, include a brief discussion of what each work reveals (or does not reveal), and a concluding statement about the current knowledge of the topic. The purpose of the analytical section is to defend the thesis. Students should restate the argument in the first paragraph of this section, and then present supporting evidence. Evidence includes things such as statistical findings, tables, graphs, quotations, and descriptions of events. This is also where students should present interpretations of the evidence. The conclusion should restate the argument and then summarize the results of the research. Is the argument supported? What is the state of a current subject? Any standard method of attribution is acceptable including APA, MLA, Turabian, or Chicago Manual. Students must be consistent and accurate and state which method he or she is using. Notes may be supported in either a footnote or endnote format. Include an alphabetized Bibliography/references section.  

The KSU Writing Center is a free service offered to all KSU students. Experienced, friendly writing assistants work with you throughout the writing process on concerns such as topic development, revision, research, documentation, grammar, and mechanics. Rather than edit your
paper for you, writing assistants will help you learn strategies to become a better writer on your own. For more information or to make an appointment (appointments are strongly encouraged), visit http://www.kennesaw.edu/english/WritingCenter, or stop by Room 242 in the English Building.

During the fall and spring semester students will be assigned one of the faculty members of the internship committee. This faculty member is a resource for the student to use when writing his/her paper and will be the one grading both the rough draft and the final paper. I urge all students to take advantage of this helpful resource. During the summer term Dr. Stricko will perform this function for all interns.

**Rough Draft**

Students will be graded on the rough draft of their paper midway through the semester. The criteria outlined for the final paper will be utilized, with the understanding that it is a draft. As with journal entries, electronic file titles must contain the student’s last name. This applies to the rough draft as well as the final version of the paper.

**Research Presentation**

Students must give an oral presentation of their research (not the internship experience) and expect about 5 minutes for question and comments from other students and committee members. Power Point presentations are typically used but are not required. The required presentation length will vary depending upon the number of students in the class but will be announced in advance and is typically 10-15 minutes. Research presentations may be done over the phone if Dr. Stricko decides it is easier for everyone involved.

**Supervisor’s Evaluation**

Towards the end of the semester students will be emailed a copy of the supervisor’s evaluation form. The form must be returned to Dr. Stricko by the beginning of the presentations at the end of the semester. The Evaluation form includes a spot for the supervisor to confirm that the student worked the required number of hours. Students should keep a record of hours worked for the internship that documents the minimum hours is completed.