Syllabus
PLSC 3982: Political Internships
Autumn 2014
Fridays 11:00AM – 2:50PM, 210 Sturm
Professor Seth Masket

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It is said that experience is the best teacher. An internship provides more than simply on-the-job training. It is a different form of learning from that which we usually experience in the classroom. It allows you to learn by doing. By combining your work experiences with academic discussion and reading, you will develop a better understanding of modern politics, and you will improve your own marketability as a prospective employee.

The primary textbook for this class will be your place of employment; that is where you will do the bulk of the course’s work. You will need to work at least 12 hours per week at an internship in order to get course credit.

Course work
The first and most important thing you must do is find an internship. I have posted several sources for current internships on a Google Doc (the link is on the course Canvas site), and I am happy to talk with you about others, but the primary work for finding an internship must be done by you. The internship should require at least 12 hours per week of work from you. You should begin working at this internship no later than the third week of class, and it should run throughout the quarter, or at least until Election Day (November 4th). When you have secured an internship, please list your internship and your supervisor’s name and contact information on the Job & Supervisor Listing page available on Canvas. (Please let me know if you worked at this internship over the summer.)

You are required to maintain a blog about your internship, which I will help you set up on Canvas. This should consist of descriptions of the work you are doing, skills you are learning on the job, or interesting stories about the workplace. You should post at least once per week, starting Week 3. You must submit an entry each week prior to Thursday at 8PM.

You will also produce a series of short documents for the class, including a statement of learning objectives and a job description. You will also write a paper on the skills you are acquiring in your job, and you will create business cards for yourself.
Finally, we will all be reading the book *Primary Colors* by Anonymous (actually journalist Joe Klein). This book is an excellent description of the conflicts faced by an apprentice learning the ways of politics through a master, which is, to one extent or another, what all of you will be doing this quarter. A paper on this book is due during the 10th week of class.

This class will move pretty quickly, and it is easy to fall behind and very difficult to catch up if you do. So please be sure to stay on track with assignments. *If you are having any problems with your computer, with Internet access, or with Canvas, please let me know as soon as possible so we can remedy them.*

**Class activities**
Our class time together will be an opportunity for each of you to discuss your internships and what you have been doing there over the past week. We will examine various workplace challenges and office environments and discuss how your particular internship fits in. We will also discuss class readings.

Attendance at class meetings is *mandatory*. You are allowed to miss one class without a penalty to your grade. Any additional absences will result in a 10% deduction from your class participation grade. Medical absences will not count against your grade, provided you have a note from your health care provider.

**Communications**
I will hold office hours Wednesdays from 10AM to noon in my office in the Political Science suite (466 Sturm). I am also available over e-mail or by appointment.

**Academic Honesty**
All work submitted in this course must be your own and produced exclusively for this course. The use of sources (ideas, quotations, paraphrases) must be properly acknowledged and documented. For the consequences of violating the Academic Misconduct policy, refer to the University of Denver website on the Honor Code ([www.du.edu/honorcode](http://www.du.edu/honorcode)). See also [www.du.edu/ccs](http://www.du.edu/ccs) for general information about conduct expectations from the Office of Citizenship and Community Standards.

Violations of the Honor Code and Academic Misconduct will be taken seriously and are grounds for automatic failure of either the assignment or the entire course. Any concerns I have about an instance of potential academic misconduct will be forwarded to the Office of Citizenship and Community Standards for their review and records.

**Grade**
Your grade will be calculated through a combination of your performance on your final paper, your class participation (both on-line and in person), your portfolio, small written assignments, and the evaluation by your internship supervisor. I will evaluate each week’s participation grades at the end of that week, based on the quality of discussions and the completion of assignments:
Participation – 20%
Portfolio – 30%
Written assignments – 10%
Final paper – 30%
Supervisor evaluation – 10%
Week 1 (Sept. 12th)
  Topic: Introduction to course. Discuss internships. Submit names and contact information for supervisors.
  Reading: “Unpaid Internships” (available on Canvas)

Week 2 (Sept. 19th)
  Topic: Understanding organizational styles.
  Reading: Sides & Vavreck, “The Hand You’re Dealt” (available on Canvas)

Week 3 (Sept. 26th)
  Topic: Your place in the organization.
  Reading: Masket, “The Ground Game in 2012” (available on Canvas)
  Due: Draft of learning objectives and job description

Week 4 (Oct. 3rd)
  Topic: Professional networking
  Discussion of Primary Colors, chapters 1-3
  Due: Signed learning objectives and job description

Week 5 (Oct. 10th)
  Topic: Personal communications skills
  Discussion of Primary Colors, chapters 4-5

Week 6 (Oct. 17th)
  Topic: Your résumé
  Discussion of Primary Colors, chapters 6-7
  Due: Résumé

Week 7 (Oct. 24th)
  Topic: The Job Interview
  Discussion of Primary Colors, chapters 8-9

Week 8 (Oct. 31st)
  Topics: Last push to Election Day, negotiating salary
  Due: Executive summary

Week 9 (Nov. 7th)
  Topics: What happened on Election Day?

Week 10 (Nov. 14th)
  Topic: Where to go from here?
  Due: Essay on Primary Colors, Portfolio