This syllabus accompanies an internship experience during a semester or over the course of a school break. The following requirements have been agreed to by the student, the supervising faculty member, and the host of the internship. The course is worth 3 upper level political science credit hours. In order to receive these credits, you will be expected to do several things during the semester. In addition, the evaluation of your propriety and performance by your supervisors will constitute a major part of the final grade.

First of all, you are first and foremost interns for your designated supervisors. You are expected to work diligently and will professionally represent UL at all times. You need to assume that in all you do, and all you say, there is someone observing this behavior. As such, you have a strict code of conduct while in the internship. You will dress and behave in a professional manner at all times. Be aware that even if you are on a break (at lunch, or on a smoke break), your behavior and conversations can be overheard by staffers, constituents, and others. You must be certain that you are respectful and properly represent UL at all times.

Once in the office, you are expected to be a dutiful employee for the employer that you serve. Your job is not to espouse your own agenda, nor to attempt to influence the office or firm towards ideals that you may possess. You are simply a helpful part of the staff. You will also be expected to complete any tasks that might be assigned to you without discussion or complaint. Part of what is done everyday is accomplished by “gofers.” If I hear that you are having a problem with the requests made to you or are disgruntled concerning your position, you will be removed and you will fail the course. If you feel that any of the requests of the supervisor are unethical, illegal, or beyond the scope of the internship, you MUST contact the faculty director immediately.

Along the same lines of behavior will be the respect that you will be expected to show any others you may encounter during the course of the internship. You will meet many different kinds of people and you will be expected to show respect and humility to each of them and their unique opinions or insights. I will tolerate no subversion of private (conversations with other interns) or public (conversations with other employees) nature. If you have an issue that you feel is serious in nature, you can bring the issue to me directly and we will work through the situation. If you decide to be vocal in your disagreements in any other function, you can again be removed immediately and will fail the class.
In addition to fulfilling the requests of the employer with whom you will be placed, you will be expected to follow several academic guidelines in order to receive the full three credit hours.

- First of all, you will be expected to work as an intern for an average of 10-15 hours per week over the course of the semester. In order to ensure this participation, you will be expected to turn in a timesheet at the end of the internship that is approved by your supervisor and illustrates at least 10 hours of work per week. If you become ill or have an emergency where you will not be able to attend for a significant period during that week, you must notify your internship supervisor and also turn in a doctor’s excuse for that week. Otherwise, you will be expected to attend your internship without fail.

- You will also be responsible for several academic requirements during the semester as well. First of all, after your first week in the office, you must complete a memorandum of understanding that will be due. This memorandum, constructed in consultation with your supervisor, will explain the position in which you have been placed, the supervisor for whom you will be working, a description of your job responsibilities as you understand them, and a statement of the goals that you expect to be obtained through internship participation. This will be worth 10% of your final grade. Failure to complete the memorandum in the first month of the internship will result in a forfeiture of the credit and immediate cancellation of the internship.

- You will also keep a journal for the entire duration of the internship. You will be expected to enter your experiences on a daily basis. Each day that you are working for the internship, you will be responsible for a journal entry detailing the events of the day and the experiences that were had. You should indicate the duties of the day and comments on those duties. At the conclusion of the internship, you will turn in the complete portfolio with all of the journal entries for grading. For the credit hours, effort is expected, and detailed journal entries of at least a small paragraph per day, are an excellent way to evaluate this effort. The journal will be worth 40% of your final grade.

- The third assignment will be a comprehensive 10-15 page research paper that will be due at the end of the semester. This research paper should be an extension of your internship subject. It will be related to a topic that will be agreed upon with the internship faculty director. This will expect you to be working on the paper outside of the internship by paying attention to what is going on around you as well as researching the events as they occur. This final project will be worth 30% or the final grade.

- The final 20% of the grade for the internship will result from feedback received on your performance and attitude during the internship. I cannot emphasize your propriety and appropriate dress and conduct enough in this regard. Should there be any kind of behavioral or attitudinal problems reported by your supervisor, this entire part of the grade will be forfeit and you will risk an F for the course depending on the severity of the issues.