

San José State University
Department of Political Science
PADM 281 Public Administration Internships
Fall 2021

Course and Contact Information

Instructor:	Mary Currin-Percival
Office Location:	Clark Hall 406L
Telephone:	(408) 924-5569 (messages will rarely be checked)
Email:	mary.currinpercival@sjsu.edu (preferred mode of contact)
Office Hours:	Mondays and Wednesday 12-1pm (and by appointment) via Zoom. Link is on Canvas.
Class Days/Time:	Thursdays 6:00pm-8:45pm (see schedule)
Classroom:	Online, synchronous (with Canvas content). See course schedule for class meeting dates).
Prerequisites:	Instructor consent

Course Description

The Public Administration Internships course gives students the opportunity to connect knowledge about politics, administration and policymaking learned in the classroom to real life application. Prerequisite: Instructor consent. Grading is Credit/No Credit.

Faculty Web Page and MYSJSU Messaging

Course materials such as the syllabus, handouts, notes, assignment instructions, etc. can be found on the on Canvas Learning Management System course login website at <http://sjsu.instructure.com>. You are responsible for regularly checking with the messaging system through [One.SJSU](#) to learn of any updates. By enrolling in this course, you consent to all course requirements listed in this syllabus, published on our Canvas site, and announced in class. Be certain that SJSU has your current email address. Contact me within the first week if you cannot access the Canvas website, download and read .pdf files, link to other websites, or send or receive email.

Communication

Canvas: You must check our Canvas course page regularly and read my announcements. **Email:** I will make every effort to promptly return emails between 8am and 6pm M-F. If I do not respond within 48 hours, please send me another email. Sometimes my inbox gets a little flooded and I miss an email. Sometimes I mean to return an email and I just forget (we all do that). I will answer emails on the weekends and evenings periodically and more often before the exam and around assignment due dates. **Office Hours:** My Zoom office hours are listed at the top of this syllabus. Please do not hesitate to come by during these scheduled times or contact me to schedule an appointment. The link to my Zoom office hours is provided in our Canvas course page. I am available to meet with you by appointment if you have class or work during my regularly scheduled office hours.

Course Format

The course is online synchronous format. See the course meeting schedule in the syllabus. We will not be meeting every week. Work will also be completed on Canvas (e.g., workshops, discussions).

Master of Public Administration Program Learning Outcomes

Upon completion of the MPA program, students should be able to demonstrate the following learning outcomes.

MPAPLO1: Lead and manage in public governance.

MPAPLO2: Participate in and contribute to the public policy process.

MPAPLO3: Analyze, synthesize, think critically, solve problems and make decisions.

MPAPLO4: Articulate and apply a public service perspective.

MPAPLO5: Communicate and interact productively with a diverse and changing workforce and citizenry.

Course Learning Outcomes

Upon successful completion of this course, students will be able to:

- CLO1:** Acquire the practical skills and knowledge required to be active participants in government and public administration.
- CLO2:** Learn to think critically about the role of city, county, and state government institutions and organizations in the policy process.
- CLO3:** Learn about the mechanics of professional networking and develop a deeper understanding of how networks help achieve professional goals.
- CLO4:** Learn about planning a career in the public or nonprofit sector and develop practical skills that translate into success in the professional workplace.

Mapping PADM 281 Course Learning Outcomes to MPA PLOs	Program Learning Outcomes	Assessment Methods
CLO1: Acquire the practical skills and knowledge required to be active participants in government and public administration.	PLO 1, 2, 3, 4	Internship hours, internship journal reflection assignment
CLO2: Learn to think critically about the role of city, county, and state government institutions and organizations in the policy process.	PLO 1, 2, 3	Internship hours, internship journal reflection, internship paper outline, internship paper outline workshop, internship paper
CLO3: Learn about the mechanics of professional networking and develop a deeper understanding of how networks help achieve professional goals.	PLO 1, 5	Internship hours, internship journal reflection, internship contract
CLO4: Learn about planning a career in the public or nonprofit sector and develop practical skills that translate into success in the professional workplace.	PLO 1, 3, 5	Internship hours, internship journal reflection, internship contract

Required Readings

Several required readings (listed directly below and in course schedule) will be posted on the course Canvas site. These reading will be required and discussed during our class meetings.

Holyoak, L. (2013). Are all internships beneficial learning experiences? An exploratory study. *Education+ Training*.

Gerlach, J. D., & Reinagel, T. P. (2016). Experiential learning in MPA programs: A case for complementarity between internship and service learning requirements. *PS: Political Science & Politics*, 49(1), 132-138.

Lebovits, H., & Bharath, D. M. (2019). Service-learning as a tool to cultivate democratically minded students: A conceptual framework. *Journal of Public and Nonprofit Affairs*, 5(3), 277-292.

I will also post a couple of short readings on CA state and local government. You should read the Mercury News www.mercurynews.com on a regular basis (at least 2-3 times a week), Sanjoseinside.com, and/or San Jose Spotlight <https://sanjosespotlight.com>.

Other technology requirements /equipment

Class meeting will be on Zoom and the class use the Canvas course management system. You will need reliable access to the internet to attend class meetings, complete online assignments, upload assignments, and access the syllabus, announcements, and course updates on Canvas. Laptops may be checked out at no cost from the IRC <https://sjsuequipment.getconnect2.com>.

Library Liaison

The library liaison for Public Administration is available to answer questions and provide one-on-one help using the library for research. His name and contact info is: Paul Kauppila, Librarian (Political Science Liaison). He can be reached by telephone (408) 808-2042 or by email Paul.Kauppila@sjsu.edu.

Course Requirements and Assignments

1. Plagiarism Tutorial (5 points). **Due 9/2 8pm**. You must pass all of the modules of this tutorial with a score of at least 75%. If you complete the quiz on time and earn at least 75%, you will receive 5 points for the plagiarism quiz. Please note the following:

- The plagiarism tutorial is a requirement for the internship paper. ***I will not accept this paper until you submit your tutorial quiz results (with at least 75% score) to me.***
- You must **email** your plagiarism tutorial quiz results to me mary.currinpercival@sjsu.edu.
- **Please note: The library will not send your results to me. You must forward to me the results the library sends to you. Do not send a screenshot of your quiz results.**
- **The date I receive your email with the forwarded results is the date of submission**, regardless of the date you actually completed the quiz. **The plagiarism quiz results are due by 8pm on 9/2**. Late quizzes will be penalized one point per day, beginning at 8:01pm on 9/2.
- If you have completed this quiz **within the last year** for another class, you may forward your previous results to me. You do not have to complete this quiz again (unless you earned lower than 75%).
- The tutorial can be found here: <https://libguides.sjsu.edu/plagiarism>.
- The graduate tutorial quiz link is not working, but this tutorial covers the same topics.

2. Completion of 260 internship hours over the course of the semester (250 points). Please note, no partial points are granted for the incomplete internship hours by the last day of the semester. Students must reach 260 hours to receive the 250 points for this assignment. **Failure to complete the requisite internship hours will result in a failing grade in the course.**

3. Complete (and submit) Program Learning Document (internship contract) (10 points). **Due 9/2 8pm.** I will distribute these during or before our first meeting) that when completed, will need to outline the duties of the internship, your proposed work schedule (with beginning and end dates), and learning objectives. Both you and your on-site internship supervisor will need to sign the document. The late penalty is 2 points on the assignment for every day the contract is turned in after the due date until the start value on the assignment is a zero. Students are required to submit a contract regardless of whether credit is received for this particular assignment. Students who fail to submit a contract will not be eligible to have their internship hours verified by the instructor. This will result in a failing grade in the course.

4. Internship Journal Reflection Project (75 points—25 points for each monthly summary). Individual consultation with me may also be required if problems arise. One of the assignments for the course is to reflect upon the internship experience. Traditionally this has been in the form of a monthly journal submitted to the internship coordinator. Students also share their internship experiences in class discussion. Assigned readings are required and should be incorporated into the journal reflection project. It is also expected students complete the assigned readings before attending class.

You may journal in multiple ways. You may submit your monthly journal as video, in audio or podcast style format, or as a GoogleDoc. If there is another format you would prefer, you can consult with me. Your summary each month should be approximately 2 pages in length, double spaced with 12-point font and 1-inch margins (or the equivalent audio or video length). When completing your monthly summary of activities, discuss and reflect on one or two major projects you worked on during that month. What were you tasked with? What was the goal(s) of the activity? What did you learn from the process? In what ways did your work tie into your previous activities during your internship? The key here is focus one or two major projects rather than supply a bulleted list of items or activities you did during the month. On each monthly summary please also include the total number of hours you interned during the month and the total number of hours (to date) for the semester. I'll be using these numbers to log your time for the semester. The due dates are noted in the course schedule.

5. Public Administration Internship Paper Outline (25 points). **Due October 14th at 8pm.** I will post a more detailed prompt for the Internship paper and the paper outline on Canvas. But in short, in the internship paper outline, students will provide the following: 1) the research question and thesis, 2) an outline of the central arguments in the paper, 3) 1-2 sentences on how the internship will be incorporated into the paper, and 4) a list of 6-8 academic sources in APA format.

6. Public Administration Internship Paper Outline Workshop (50 points). **Due Friday, October 29th 8pm.** The internship paper outlines will be workshopped on Canvas. In teams of 2-3 students, classmates will provide to each other the following in the workshop: 1) 200-word constructive comments on the RQ and thesis. 2) Ask at least two questions about the paper. 3) Two additional academic source recommendations.

7. Final Examination or Evaluation: Public Administration Internship Paper (200 points). Due Thursday, December 9th at 7:30pm. The internship paper (8-10 pages in length) will require students to either 1) construct a research question that engages theories of public administration and then critically analyzes the internship experience or 2) Complete an applied research paper that identifies a community problem or issue that is particularly relevant to your internship placement/or work. After consultation with me and reviewing existing research, you will outline a series of actionable items/policy approaches designed to address the issue or problem under study. A separate memo posted on Canvas at the end of the third week of the semester will provide more detail of the internship paper assignment. The internship paper is due at end of our final exam period, which is **Thursday, December 9th at 7:30pm.**

Determination of Grades

NOTE that **University policy F69-24** at <http://www.sjsu.edu/senate/docs/F69-24.pdf> states that “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading.”

You may keep track of your grade in the class on the Canvas page. Assignment point breakdown:

	Points
1. Plagiarism Tutorial	5
2. Completion of 260 Internship Hours	250
3. Internship Journal Reflection Project	75
4. Completion and Submission of Program Learning Document (Internship Contract)	10
5. Internship Paper Outline	25
6. Internship Paper Outline Workshop	50
7. Internship Paper	200
Total	615

Grading Policy

The course is Credit/No credit. You need to complete all internship hours **AND** earn at least 449 points (a “C” average) in order to earn credit for this class.

Make-up/Late Policy

There are no make-up assignments, including required internship hours at the end of the semester, without appropriate documentation (serious medical illness or serious medical emergency, religious holiday, pre-approved university-sanctioned event or activity, military orders, family emergency) that you were unable to complete the assignment on time. Students who cannot successfully fulfill their scheduled internship hours during the semester, for any of the reasons just described, should contact me immediately to work out an alternative schedule. Be certain that you schedule all of our assignments right away. If you have a vacation or similar event planned during one of these assignment days, take this course during another semester.

Late internship papers will not be accepted (this is the final exam for the course), except in cases of medical emergency, family emergency, military orders, or university-sanctioned events (approved in advance). Documentation must be provided in order for an excuse to be considered. If your internship paper is late and your reason for submitting it late does not fall under this policy, you will receive a “0” on the paper.

Classroom Protocol

Attendance and participation

It is expected that you will attend scheduled classes. Attendance is not recorded, but scheduled class meetings may involve in-class activities that are part of larger assignments. Therefore, missing class will negatively affect your grade. If you miss class, it is your responsibility to obtain class notes or instructions from a colleague in class. Every student is expected to participate in class discussion regularly. Regular participation makes the class more interesting and exciting for all of us! Zoom fatigue affects us all; but since we will not meet often, do your best to keep your camera on so we can try to support each other during this stressful time.

University Policies

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs’ [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/>”

Consent for Recording of Class and Public Sharing of Instructor Material

[University Policy S12-7](#), requires students to obtain instructor’s permission to record the course and the following items to be included in the syllabus:

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. **You must obtain the instructor’s permission to make audio or video recordings in this class.** Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
- It is suggested that the greensheet include the instructor’s process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.
- In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. **You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.**”
- **You may not record office hours for this course.**

You **may not** make audio or video recordings in this class without my written permission. You must also obtain the explicit permission of every student in the class in order to record lectures, except in the case of academic accommodations. Do not distribute any assignments, exams, prompts, or materials provided to you on Canvas or in class from this course without my explicit permission. **Do not distribute your colleagues’ work submitted on Canvas without their explicit permission.** Violation of these policies will be reported to the Office of Student Conduct and Ethical Development.

Political Science Department Writing Policy

Students of political science should develop the ability to write in clear, grammatical English. Spelling and grammar count! Students must take care that appropriate citations are used. Direct quotations must be so indicated with quotation marks. Ideas from others must also be referenced. Failure to cite your sources constitutes academic misconduct, which carries with it serious sanctions. A tutorial on citations is available at <http://libguides.sjsu.edu/writeandcite>. The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center visit <http://www.sjsu.edu/writingcenter/>

Academic integrity

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy F15-7](#) requires you to be honest in all your academic course work. **Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development.** Visit the [Student Conduct and Ethical Development](#) website for more information.

Public Administration Internships/PADM 281, Fall 2021 Course Schedule

Schedule is subject to change with fair notice via email or Canvas announcement.

Week	Date	Topics, Readings, Assignments, Deadlines
1	Thursday, 08/19 Read Assignment	Class Meeting #1: Introduction to course 1. Canvas course website 2. Course syllabus 1. Internship fieldwork
2	Thursday, 08/26 Assignment	1. Internship fieldwork
3	Thursday, 09/02 Read Assignment	Class Meeting #2: Summary of Internship Work; Understanding Context in Politics and Public Administration 1. Holyoak, L. (2013). Are all internships beneficial learning experiences? An exploratory study. <i>Education + Training</i> . 1. Internship fieldwork 2. Complete internship contract (submit scanned pdf copy on Canvas) Due today at 8pm. 3. Complete Plagiarism Tutorial. Due today at 8pm
4	Thursday, 09/09 Assignment	1. Internship fieldwork
5	Thursday, 09/16 Assignment	Class Meeting #3: Internship Research Paper Review and Connecting Research to Practical Public Administration 1. Internship fieldwork

Week	Date	Topics, Readings, Assignments, Deadlines
6	Thursday, 09/23 Assignment	1. Internship fieldwork
7	Thursday, 09/30 Read Assignment	Class Meeting #4: What is Service Learning? Should it be Required in an MPA Program? 1. Gerlach, J. D., & Reinagel, T. P. (2016). Experiential learning in MPA programs: A case for complementarity between internship and service learning requirements. <i>PS: Political Science & Politics</i> , 49(1), 132-138. 2. Lebovits, H., & Bharath, D. M. (2019). Service-learning as a tool to cultivate democratically minded students: A conceptual framework. <i>Journal of Public and Nonprofit Affairs</i> , 5(3), 277-292. 1. Internship fieldwork
8	Thursday, 10/07 Assignment	1. Internship fieldwork 2. Internship Reflection (August and September) submit by email Due by 8pm today
9	Thursday, 10/14 Assignment	1. Internship fieldwork 2. Internship paper outline Due today 8pm
10	Thursday, 10/21 Assignment	1. Internship fieldwork
11	Thursday, 10/28 Assignment	Class Meeting #5: Optional Library Research Workshop 1. Internship fieldwork 2. Internship paper outline workshop Due TOMORROW 8pm
12	Thursday, 11/04 Assignment	Class Meeting #6: Individual meetings about papers. 1. Internship fieldwork 2. Internship Reflection (October). Email to me. Due by 8pm today.
13	Thursday, 11/11	Veteran's Day No class (campus closed)
14	Thursday, 11/18 Assignment	1. Internship fieldwork
15	Thursday, 11/25	Thanksgiving Holiday Break no class (campus closed)
16	Thursday, 12/02 Assignment	Class Meeting #7 Lessons Learned from the Semester 1. Internship fieldwork 2. Internship Reflection (November) Email to me. Due today by 8pm.
Final Exam	Thursday, December 9th 7:30pm	Final Evaluation: Internship Paper. You will need to submit your internship paper by end of our final exam period, which is Thursday, December 9th 7:30pm.