Public Affairs 4191.01 - Undergraduate Internship
John Glenn School of Public Affairs – The Ohio State University

Internship Instructor: Alex Toomey
Email: toomey.25@osu.edu
Credit Hours: 3
Office Hours: by appointment

Course Description
Students will work an average of 10 hours per week at their designated internship. All internship placements are negotiated with a view to serving the needs of the host organization while balancing those with the student’s academic preparation on the one hand and her/his professional goals on the other. Internships often draw upon some combination of practical experience, research, information technology, organization skills, and written communication skills. The host organization may expect a variety of tasks from you, but we emphasize that at least part of the focus ought to include attention for the organization and management of the host organization. This may include observing or assisting with functions, such as: fund raising and event planning, financial management and grand writing/administration, human resource management, strategic planning, program planning and evaluation.

Course Objectives and Outcomes
Internships are a wonderful way to get students acquainted with the world of government and the nonprofit sector. Also, internships underline the importance that the American Society for Public Administration (ASPA) and its first journal, Public Administration Review, has placed since their beginnings in 1939 and 1940 respectively on bridging the interests of practitioners and academics. Typically, students are asked to call upon their intellectual and technical resources to complete challenging assignments and meet tight production schedules that may require the juggling of multiple professional and academic responsibilities. In view of the challenging nature of an internship during a regular semester, we assure the student adequate and valuable mentoring from workplace supervisor(s) and colleagues as well as from faculty and the internship coordinator.

1. The student will develop some understanding of the commitment, intensity, and intellectual level required of anyone working in the public sector with at least a College degree;
2. The student will be exposed to different leadership and management styles, and recognizing that generally there is not one best way;
3. The student will learn to reflect systematically upon reading, listening and experiences through a portfolio assignment (see below).

Assignments and Grading Guidelines
a) Position Acceptance Form – DUE PRIOR TO COURSE REGISTRATION
   - (Appendix A of syllabus)
   - This document and the accompanying job description count for 10% of your final grade.

b) Mid-Term Evaluation – Each student will work with his or her supervisor to complete the Midterm Performance Evaluation Form. Students and supervisors should use this assignment as an opportunity early in the internship to identify successes as well as areas for growth. The Mid-Term Evaluation Form is worth 10% of the final grade for the course.
c) **Informational Interview Assignment** – Each student will complete one informational interview with a professional **other than their immediate supervisor**. Ask this individual questions about their professional development and how their career trajectory led to their current position. This professional can be from the same organization in which the student is completing their internship or from a different organization. However, the interview should be conducted with an individual who is employed in an industry that is similar to the professional aspirations of the student. This assignment will allow students to expand their professional network while learning practical information about other professionals in their chosen field. The interview and corresponding 1-page summary is worth 10% of the final grade for the course.

d) **Portfolio Assignment** – Each student is required to gather a portfolio. The purpose of this assignment is:

- **self-assessment**: identify the areas of experience, skills, understanding and mastery that you have acquired during the internship in relation to coursework completed prior to the internship;
- **evidence**: provide supporting evidence of your having achieved this understanding or experience through the activities and assignments you have performed as part of your internship.
- **awareness**: develop the kind of sensitivity that any entry-level public servant with a college degree or higher is expected to have about the social environment in which her/his organization operates.

The student develops the format and content of the portfolio. Each must portfolio must include a table of contents, all the materials you have used (newspaper articles, news releases, interviews, brief commentaries upon scholarly articles, program evaluations, and so forth) and a discussion of these in terms of theories and concepts you learned about in previous courses.

The portfolio should include three components:

- 1.) An introductory statement (1 to 2 pages) that outlines your goals and objectives at the outset of internship. This is basically a statement of what you hope to learn and achieve.
- 2.) Evidence of the activities and responsibilities you undertook through your internship. You want to gather examples of your work to demonstrate what you did during your internship.
- 3.) A closing statement (1 to 2 pages) that explains whether you achieved the goals and objectives you set out to accomplish at the outset. The statement should also reflect on other things you learned, skills you acquired etc., as well as how the experience has shaped your future goals.

**You will be required to prepare a brief, 5-minute presentation on your internship experience for the final class session. The portfolio and in-class presentation combine to count for 35% of the overall grade. Attendance at this class is mandatory.** Use of PowerPoint and/or other visual aids is permitted but not mandatory. The presentation is meant to educate your fellow classmates about the various types of work that exist within the nonprofit and public sectors.

e) At the end of the semester we will send an evaluation form to (the) internship supervisor(s) at the host organization asking them to provide examples of projects assigned and to indicate their level
of satisfaction with the results. We ask what specific contribution the student made to the office or organization and for an overall rating – on the standard OSU grading scale – of the student’s performance. This written evaluation comprises 35% of the final grade for the internship course.

Point Breakdown:
- Position Acceptance form and Job Description – 10%
- Mid-Term Evaluation Form – 10%
- Informational Interview Assignment – 10%
- Professional Portfolio, Presentation, and Attendance – 35%
- Supervisor Evaluation – 35%

Academic Misconduct
It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct (http://studentaffairs.osu.edu/info_for_students/csc.asp).

Disability Services
Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerone Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; http://www.ods.ohio-state.edu/.

Calendar
Week 1: In-Class Session
- Introductions
- Syllabus

Week 2: (No in-class meeting)

Week 3: (No in-class meeting)

Week 4: (No in-class meeting)
- Informational Interview Assignment Due

Week 5: (No in-class meeting)

Week 6: (No in-class meeting)

Week 7: (No in-class meeting)

Week 8: (No in-class meeting)
- Mid-Term Evaluation Due
Week 9: (No in-class meeting)

Week 10: (No in-class meeting)

Week 11: (No in-class meeting)

Week 12: (No in-class meeting)

Week 13: (No in-class meeting)

Week 14: (No in-class meeting)

Week 15: In-Class Session

- **Portfolio and In-Class Presentation Due**
- **Supervisor Evaluation Due**
Appendix A – Internship Position Acceptance Form

THE OHIO STATE UNIVERSITY
JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

Internship Position Acceptance Form

STUDENT INFORMATION
Name: _______________________________ Specialization: _______________________________
Student #: _______________________________

EMPLOYER INFORMATION
Organization Name: _______________________________
Student’s Supervisor: _______________________________ Title: _______________________________
Work Telephone: (___) _______________________________ Work Email: _______________________________
Work Address: _______________________________

POSITION INFORMATION
Title: _______________________________
Begin Date: _______________________________ End Date: _______________________________
Hours Per Week: _______________________________ Hourly Wage: _______________________________
Brief Description of Duties (or attach job description): _______________________________

The employer agrees to: assist the student in the completion of an academically-relevant and meaningful experience, including providing adequate supervision and an evaluation of the student’s performance. The employer agrees to discuss termination/performance situations with a John Glenn School Internship Coordinator.

Employer Signature: _______________________________ Date: _______________________________

The student agrees to: satisfactorily meet all requirements of both the employer and The Ohio State University John Glenn School of Public Affairs, including duties as assigned by the employer, course assignments as outlined by the course syllabus, course registration, and payment of all associated fees for all semesters of participation. Students also agree that they have read and agree to the Code of Professional and Ethical Conduct on the reverse side of this form.

Student Signature: _______________________________ Date: _______________________________
**The John Glenn School of Public Affairs agrees to:** provide support to both the student and employer in an effort to answer questions, resolve potential problems, and otherwise endeavor to make the experience productive, rewarding, and educational for both parties.

JGS Signature: ___________________________ Date: ___________________
Code of Professional and Ethical Conduct for Students Participating in an Internship

General Statements:
While participating in an internship, you are representing not just yourself, but the university and your fellow students, both current and future. Your performance at your work site may have implications far beyond your current situation.

You are governed by the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment.

Your performance while on assignment as an intern may be measured by your employer's performance measurement process and/or a university-sponsored performance evaluation.

You must keep both the John Glenn School Internship Coordinator and your sponsoring employer apprised, at all times, of your current e-mail address, physical address and telephone number.

You understand that permissible work absences include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate excuses. You are required to notify your sponsoring employer in case of absence.

Any changes in your internship status (layoff, cutback in hours, or dismissal) must be reported immediately to the John Glenn School Internship Coordinator.

If you feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), you are to contact the John Glenn School Internship Coordinator immediately.

Due to the nature of internship, students are not able to drop the course. Once an offer of employment is accepted students are required to complete the semester.

Specific Statements:
While working at your internship, you will conduct yourself in a professional manner at all times. This includes, but is not limited to:

- Maintaining confidentiality regarding information accessed on any patients, clients, members, customers, employees, and products or services associated with the internship employer

- Reporting for work on-time on and on a regular basis

- Participating in any orientation or testing required by the internship employer

- Observing all established safety and sanitation codes as set by the employer

- Engaging in positive, good, legal behavior

- Accepting responsibility and accountability for decisions and actions taken while at work

- Ensuring that all interactions with guests, patients, clients, members, customers, the public and fellow employees are conducted with dignity and respect towards every person