



THE OHIO STATE UNIVERSITY

JOHN GLENN COLLEGE
OF PUBLIC AFFAIRS

PUBAFRS 4191.02: Student Internship in Public Affairs Spring 2017 Course Syllabus

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NOTE: The program is composed of three components: the internship, the policy seminar, and the policy paper. Students in the program, also known as John Glenn Fellows, must take all three courses concurrently.

Course Description

Students work four full days per week (M, T, W, and Th) in Washington D.C. Fridays are devoted to study tours. Policy salons and other events also are scheduled for weekday evenings. All internship placements are negotiated with a view to serving the needs of the sponsoring office, agency, or NGO while reflecting the individual student's academic preparation and promoting his or her professional goals. Internships often draw on some combination of research, information technology, and organizational or language skills. Ideally, the internship experience will inform the weekly seminar (PUBAFRS 4020) and the analytic policy paper (PUBAFRS 4021).

Course Objectives and Outcomes

Each student will gain invaluable experience working in a substantive field placement that serves as a bridge between academic preparation and professional goals. Students will become adept at time-management, juggling multiple professional and academic responsibilities, meet work-place performance on a par with professional staff, and will gain confidence and maturity by working in serious offices and organizations devoted to various policy concerns, largely in the public sector. Students also learn how to excel in competitive, professional environments and are challenged to speak and write clearly and cogently. Students gain valuable mentoring from their workplace supervisors and colleagues, as well as exposure to various leadership and management styles. Students will gain further professional experience and knowledge of DC through weekly study tours, professional development activities and requirements, and policy salons. **These events are mandatory.**

The John Glenn College of Public Affairs

The John Glenn College of Public Affairs is an academic unit at the Ohio State University that offers coursework at the undergraduate, Masters, and doctoral levels in public affairs. Courses emphasize the interconnection between

policy making and the management of the organizations and networks of organizations that tackle public problems. The College offers an undergraduate major in Public Affairs. Also at the undergraduate level, the College offers courses that are included in the College of Social and Behavioral Science Minor in Public Policy and International Studies baccalaureate degree, as well as undergraduate co-curricular programs with the Glenn College Learning Community and the First Year Experience Leadership Collaborative (Academic Affairs FYE). This course, PUBAFRS 4191.02, is offered only in Washington, D.C. The Washington Academic Internship Program has three component parts: the internship (PUBAFRS 4191.02), the policy seminar (PUBAFRS 4020), and the policy paper (PUBAFRS 4021). Students enrolled in the program, also known as John Glenn Fellows, take all three courses concurrently. PUBAFRS 4191.02 may be counted as a free-elective course in most Ohio State University undergraduate degree programs. Before enrolling in the course, students should meet with the Glenn School's advising staff and their primary undergraduate advisor to determine how the course can be included in their degree program of study.

Assignments and Grading Guidelines

The course is divided into three components: internship, study tours/DC experience, and professional development. Each component has specific requirements, which are outlined in detail below.

Internship

- **Work Plan (5%):** Each student, in consultation with his/her internship supervisor, develops a work-plan that outlines goals and expectations and methods of evaluation at the internship site. This serves as a contract among the student, our program and the field placement. It also lists the hours and contact information of the student during his/her workday. This is due by the beginning of the third week (**Monday, January 23rd**) of the semester.

The clarity and professionalism of this document will determine your grade and will count for 5% of your final grade for the internship course.

- **Presentation (15%):** Each Fellow will 'present' on their internship in front of their cohort. The format of the presentation is a simulation of a job interview. The Fellow will start the interview by handing the interviewer (Katy) an updated copy of their resume with their WAIP internship included. From there, the Fellow will speak for 1.5-2 minutes, answering the opening question asked by the 'interviewer' (Katy), "*I see you interned in Washington, DC at X organization for a semester. Can you provide a brief overview of that experience and what your key takeaways were?*" Following that answer, you will be asked 2-3 more interview questions in this simulated job interview, facilitated by Katy in front of your peers. Each student can expect to 'present' for a total of 5-8 minutes. You will be timed on your opening answer, as it must be contained to 1.5-2 minutes.

These presentations will occur on **Thursday, April 13th** in the evening, 6:30pm at the Hall of the States.

Grades will be given by the instructor based on how well you present in front of your peers, answer interview questions, and package your WAIP internship on the resume. The intended learning outcome is to feel confident when speaking about your experience in professional settings, while practicing your public speaking skills. Students should treat this assignment as if it were a real job interview.

- **Supervisor Evaluation (50%):** At the end of your internship, we send an evaluation form to your supervisors asking them to comment on your punctuality, reliability, and self-presentation. We ask how satisfied the supervisor is with the student's work by giving several examples of projects assigned and completed. We ask what specific contributions the student made to the office or organization and the overall rating of the student's performance for tasks assigned and completed. Supervisors will email this back to Katy by **Friday, April 21st**.

This written evaluation, followed up by a personal phone call from the Washington office to the supervisor, constitutes 50% of the final grade for the internship course.

• **Summary of Internship (5%):** At the end of the program, students will submit a 1-2 page, single-spaced written report on their internship experience, which will be made available to future Glenn Fellows.

This document should include a brief description of the organizational culture, how you fit in the mission of the organization, the specific job tasks you performed and projects you worked on as an intern, pros and cons of the internship site, rewarding aspects of your internship, any challenges you faced, and if you would recommend the site to a future intern. Please explain why you would or would not recommend it to a future intern. This is 5% of your final grade. These summaries will be confidential and will not be shared with sites.

Study Tours, Policy Salons and DC Experiences

• **Study Tours, Policy Salons and other DC Experiences (15%):** Each Friday, Fellows will participate in study tours arranged by the Program Manager to experience other aspects of DC and become exposed to other agencies, organizations and historical landmarks. Each week, students will go to an evening policy salon or professional development activity, also required and accounted for in the final grade.

The Program Manager will send a reminder email each week with study tour and policy salon reminders, but you can view the schedule on the shared Google calendar.

Grades will be given based on attendance, attentiveness during the tours and overall professionalism. Please note Friday study tours and weekly policy salons are mandatory and absences cannot be excused, so please plan any weekend travel accordingly.

• **Activities checklist, including 2 blogs and one day holding Instagram handle (5%):** Complete the certified activities checklist, including preparing at least 2 200-word posts for the WAIP blog. Each Fellow will publish two blogs about their experiences while completing activities on the list. Please visit the blog

(<http://glennschoolwaip.blogspot.com/>) to gain a better idea. You can obtain the login credentials from Katy when you are ready to draft. Each Fellow will also ‘take over’ the official WAIP Instagram, WeTheWAIPers for a day, any day they choose that another Fellow hasn’t already claimed. Talk to Katy to get login.

Grades will be given based on completion of the activities checklist, as well as on grammar, spelling, content and overall effort of each blog post. Instagram and blog posts must be professional and relevant to DC, while representing Ohio State, the Glenn College and WAIP well.

Professional Development

• **Informational Interviews (5%):** Fellows will complete five informational interviews during their semester in DC. Informational interviews are a great source for gathering information about an occupation or industry in which you are currently interested. An informational interview is an interview that you initiate- you will ask the questions. The purpose is to obtain information, not a job. Students may informational interview their supervisors, colleagues at their internship site, or any professional they meet at a networking event or policy salon. Fellows may also ask the Program Manager for potential contacts in industries/occupations that may interest them.

Fellows will submit a short paragraph about each informational interview in one document. This document is graded on completion.

• Grades will follow the standard scale: 93-100 for an A, 90-92 for an A-, 88-89 for a B+, 83-87 for a B, and so on down. Below 63 is an E.

PUBAFRS 4191.02: Student Internship in Public Affairs Grading Breakdown		
	Deadline	% of final grade
Internship		
Work Plan	1/23/2017	5%
Presentation	4/13/2017	15%
Supervisor Evaluation	4/21/2017	50%
Summary	4/21/2017	5%
Internship Total % of Final Grade		75%
Study Tours, Policy Salons, DC Experience		
Attendance, dress and professionalism	Ongoing	15%
DC Activities Checklist, including 2 blogs and 1 day holding Instagram handle	1 st blog due 2/3 and 2 nd due 4/21; Instagram is ongoing but must be done by 4/21	5%
Study Tours/DC Experience % of Final Grade		20%
Professional Development		
Informational Interviews	Ongoing; 5 completed by 4/21/2017	5%
Professional Development % of Final Grade		5%
TOTAL		100%

Academic Misconduct

From: <http://oaa.osu.edu/coamfaqs.html#academicmisconductstatement>:

The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University’s Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Failure to follow the rules and guidelines established in the University’s Code of Student Conduct may constitute “Academic Misconduct.” Sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

In the Ohio State University’s Code of Student Conduct, Section 3335-23-04 defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.”

Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University’s Code of Student Conduct is never considered an “excuse” for academic misconduct.

Other sources of information on academic misconduct (integrity) to which you can refer include

- The Committee on Academic Misconduct web page: <http://oaa.osu.edu/coam.html>.
- Ten Suggestions for Preserving Academic Integrity: <http://oaa.osu.edu/coamtensuggestions.html>.

Residential Misconduct

Students must at all times abide by rules laid down by Washington Intern Student Housing (WISH) for living in WISH-managed residences on Capitol Hill. Those rules will be distributed at the beginning of the program. Failure to comply can result in forfeiture of the security deposit or, in extreme cases, expulsion for the Washington Academic Internship Program.

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.

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