**POLS Internships**

POLS 5100, 5110, 5120, 5130 (Supervisor check-in)

POLS 5101, 5111, 5121, 5131 (Essays)

POLS 5102, 5112, 5122, 5132 (Research)

Dr. Brittany Bramlett

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**Course Description**

Internships provide opportunities for professional development and networking. The academic portion of the internship experience allows students to apply what they have learned in class to their working experiences. Students will make connections between their study of politics and their observations of (and participation in) government and politics work.

**Course Requirements and Graded Evaluation**

Internship students register for courses that vary in method of evaluation (supervisor check-ins, essays, research paper). Students should note the courses for which they are registered and note due dates and rubrics sent by Dr. Bramlett via email. All assignments should be submitted via email ([bbram@uga.edu](mailto:bbram@uga.edu))

POLS 5100, 5110, 5120, and 5130:   
Students will be required to provide contact information for their supervisor and internship details in a brief survey at the beginning of the semester. The instructor will check in with the internship supervisor at various points during the semester to evaluate the intern’s work (graded as satisfactory or unsatisfactory).  
  
POLS 5102, 5112, 5122, and 5132:   
Students will complete 6 analytic essays (evaluated with traditional grading scale) over the course of the semester, with latter essays counting more toward the final grade than the early essays.   
  
POLS 5101, 5111, 5121, and 5131:  
Students will complete a series of assignments (evaluated with traditional grading scale) over the course of the semester that demonstrate the research process and work toward a final research paper.

**Assignment Schedule**

POLS 5100, 5110, 5120, 5130 (Supervisor check-in meetings)

Item: Due:

Introduction survey Monday, January 29  
 Midterm check-in Monday, March 4 to Friday, March 8  
 Final check-in Monday, April 22 to Friday, April 26

POLS 5102, 5112, 5122, 5132 (Analytic essays)

Item: Due: Weight:

Agency history/background Monday, January 29 10%  
 Informational interview Monday, February 12 10%  
 Resume/cover letter Monday, February 26 10%  
 Academic essay 1 Monday, March 18 20%  
 Academic essay 2 Monday, April 8 20%   
 Final essay Monday, April 29 30%

POLS 5101, 5111, 5121, 5131 (Research paper)

Item: Due: Weight:

Topic/data plan Monday, February 12 30%  
Annotated bibliography/research plan Monday, March 18 30%  
Draft for review Monday, April 15 10%  
Final paper Monday, April 29 30%

**Course & administrative policies**

E-learning  
Students must check their UGA email regularly for this course. All communication from Dr. Bramlett will come via email, and all assignments will be submitted via email.

Missed deadlines  
A student who has a conflict with a due date should let the instructor know ASAP. Typically things can be worked out, so the student’s grade will not suffer. We are living during a pandemic. Flexibility is key, but communication also helps.

Withdrawal policy  
Undergraduate students can only withdraw from four courses and receive a withdrawal-passing (WP) grade while enrolled at the University. Students can drop any class without penalty during the drop/add period at the beginning of every semester. Dropped courses during the drop/add period do not qualify as withdrawals. Instructors have the ability to withdraw a student from the class due to excessive absences. Please carefully review the policy in its entirety here: <http://www.reg.uga.edu/policies/withdrawals>

UGA culture of honesty policy  
The policy is in place to encourage academic honesty among students, faculty and other members of the university community. Students and faculty are responsible for knowing and complying with the policy and procedures. Academic dishonesty includes plagiarism, cheating and much more. It’s in the student’s best interest to understand what constitutes dishonest work, as defined by the University. Students caught cheating or plagiarizing will receive an F for the course, and their names will be forwarded to the University. Please carefully review the policy in its entirety here: <https://ovpi.uga.edu/academic-honesty/academic-honesty-policy>

Mental Health and Wellness Resources:If you or someone you know needs assistance, you are encouraged to contact Student Care and Outreach in the Division of Student Affairs at 706-542-7774 or visit [https://sco.uga.edu](https://sco.uga.edu/). They will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services.

UGA has several resources for a student seeking mental health services (<https://www.uhs.uga.edu/bewelluga/bewelluga>) or crisis support (<https://www.uhs.uga.edu/info/emergencies>).

If you need help managing stress anxiety, relationships, etc., please visit BeWellUGA (<https://www.uhs.uga.edu/bewelluga/bewelluga>) for a list of FREE workshops, classes, mentoring, and health coaching led by licensed clinicians and health educators in the University Health Center. Additional resources can be accessed through the UGA App.