

POLS 5100 – 5132 – Internships
Supervisor: Dr. Jeffrey Glas

Contact Information:

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I. Course Description

Internship opportunities provide valuable life experience and the chance to begin, or continue, developing your professional network. From the academic side, the internship experience provides you with an additional opportunity to apply the knowledge and analytic skills you have developed during your studies. In a sense, then, your internship is a lot like being a political scientist doing field work. To that end we are asking you (provided you are registered for the hours) to complete a series of analytic essays and a research paper designed for you to reflect and record your experiences and prepare you for work beyond your internship. By no means should you betray the confidence of your employer. Honesty and integrity are paramount. But this is a chance for you to make connections between what you have learned in the classroom with how things work in “the real world,” to use the parlance of our time. There is a very high likelihood that you will observe activities/behaviors that have previously gone unnoticed by political scientists and you are strongly encouraged to pursue any research interests you develop from this experience and share them with the faculty.

II. Course Requirements and Graded Evaluation

(2.1) Assignments and Graded Evaluation

Each of the courses you registered for in relation to your internship have a defined method of evaluation (see below). Your performance will be evaluated with a series of brief meetings (via Zoom), essays, and a research paper. Please keep in mind which of these courses you are registered for as I know some of you are only registered for internship hours and some of you are registered for the internship, the analytic essays, and the research paper. Each graded item is equally weighted and detailed rubrics will be provided for each analytic essay as well as each component of the research paper.

POLS 5100, 5110, 5120, and 5130 performance is evaluated qualitatively as either ‘satisfactory’ or ‘unsatisfactory’ across a brief survey (for introduction purposes), a midterm check-in meeting with me as well as a final check-in meeting.

POLS 5101, 5111, 5121, and 5131 represent the research paper component of academic side of your internship and follows a traditional grading scale. The research paper has been broken up into four (4) parts spread out across the semester.

POLS 5102, 5112, 5122, and 5132 performance is evaluated using the traditional grading scale (A – F, but let’s not have any F’s) across a series of six (6) analytic essays.

(2.2) Assignment Schedule

<u>Course Number</u>	<u>Item</u>	<u>Date Due</u>
POLS 5100, 5110, 5120, 5130	<i>Meetings/ Check-Ins</i>	
	Intro Survey	August 24 th
	Midterm Check-In	October 5 th
	Final Check-In	November 30 th
POLS 5101, 5111, 5121, 5131	<i>Research Paper</i>	
	Topic/Data Plan	September 7 th
	Research Plan & Lit Review	October 5 th
	Draft for Review	November 9 th
	Final Paper	November 30 th
POLS 5102, 5112, 5122, 5132	<i>Analytic Essays</i>	
	Agency History/Background	September 7 th
	Informational Interview	September 28 th
	Resume/Cover Letter	October 12 th
	Academic Essay 1	October 26 th
	Academic Essay 2	November 9 th
	Final Essay 3	November 30 th

(2.3) Grading

The grading scheme used to assess your performance depends on what you have registered for.

The internship hours (5100, 5110, 5120, and 5130) are graded as “Pass/Fail.”

Analytic Essays and the Research Paper grades will be assigned following the system depicted below:

A	=	94-100	C+	=	77
A-	=	90	C	=	74
B+	=	87	C-	=	70
B	=	84	D	=	60 – 69
B-	=	80	F	≤	59

III. Internship Policies

(3.1) Student Conduct

This should go without saying, but you are expected to conduct yourselves to the highest standards of professionalism. If I may be so forthcoming: You are representing The University of Georgia...act like it.

(3.2) Academic Honesty

You are responsible for knowing and complying with the policy and procedures relating to academic honesty. To understand what constitutes dishonest work, as defined by the University, please carefully review the policy here: <https://honesty.uga.edu/academic-honesty-policy/>

Violations of our academic honesty code will be maximally enforced.

(3.3) Class AI Policy

The academic side of your internship experience is a lot like doing semi-structured fieldwork. We are interested in your thoughts, your reflections, your writing, the connections you are making between your experiences and political science. The use of artificial intelligence tools at any stage in your coursework is strictly prohibited.

(3.4) Problems and Emergencies

If a problem or emergency arises that prevents you from participating in a meeting or submitting an assignment on time you should contact Professor Glas as soon as possible.

(3.5) Withdraw Policy

Be advised that the last day to withdraw from a course without failing is Wednesday, November 12th. All students who withdraw after this date will receive a “WF”.

IV. UGA Well-being Resources

UGA Well-being Resources promote student success by cultivating a culture that supports a more active, healthy, and engaged student community. Anyone needing assistance is encouraged to contact Student Care & Outreach (SCO) in the Division of Student Affairs at 706-542-8479 or visit sco.uga.edu. Student Care & Outreach helps students navigate difficult circumstances by connecting them with the most appropriate resources or services. They also administer the Embark@UGA program which supports students experiencing, or who have experienced, homelessness, foster care, or housing insecurity.

UGA provides both clinical and non-clinical options to support student well-being and mental health, any time, any place. Whether on campus, or studying from home or abroad, UGA Well-being Resources are here to help.

Well-being Resources: <https://well-being.uga.edu>

Student Care and Outreach: <https://sco.uga.edu>

University Health Center: <https://healthcenter.uga.edu/>

Counseling and Psychiatric Services: <https://caps.uga.edu>

or CAPS 24/7 crisis support at 706-542-2273

Health Promotion/ Fontaine Center: <https://healthpromotion.uga.edu>

Accessibility & Testing Office: <https://accessibility.uga.edu/>

Additional information, including free digital well-being resources, can be accessed through the UGA app or by visiting <https://well-being.uga.edu>