

## Political Science 291/491: Internship Syllabus, Spring 2021

Instructor: Michael S. Rocca, Associate Professor & Internship Coordinator

Office: SSH 2043

Virtual Office Hours: Tuesday and Thursdays, 9:00am-10:30am, or by appointment.

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### SCOPE AND PURPOSE

POLS 291 and POLS 491 internships place students with professionals working in political parties, government agencies, or other public organizations. Interns work closely with both the field supervisor in the public organization and with the faculty instructor. Internships allow students to observe how professionals and professional organizations operate on a daily basis and afford to students multiple opportunities to apply academic skills and knowledge while contributing to an organization's operation. Through an internship, students have the chance to learn through experiences, insofar as the workplace, office, or agency becomes a text for analysis and reflection.

### REQUIREMENTS

Students must obtain prior permission of the instructor in order to enroll in POLS 291 or POLS 491 credits. The following requirements must be completed by no later than Friday prior to Final Exam Week, as listed in UNM's Final Exam Schedule.

#### *Expectations*

- Arrive at work as scheduled, ready to work, and stay for the agreed upon time
- Present yourself in a professional manner at all times, including being appropriately dressed for your workplace
- Communicate any concerns with your supervisor and the internship coordinator in a timely and respectful manner
- Demonstrate enthusiasm and interest in what you are doing; ask questions and take initiative as appropriate
- Complete and submit assigned tasks by designated timelines. Meet all deadlines.
- Keep track of and accurately report internship hours worked

### COURSE CREDIT

1 hour of course credit = at least 64 internship hours

2 hours of course credit = at least 120 internship hours

3 hours of course credit = at least 160 internship hours

**\*\*\*IMPORTANT:** When you sign up for POLS 291 or 491, the default is 1 credit hour for the course. **You must change the number of credit hours at the time of registration if you seek more than 1 credit hour.**

## **GRADING**

This class is graded on a “credit/no credit” basis. Students will receive “credit” if they meet all expectations listed above, as well as the appropriate number of hours. Students will receive a “no credit” if any of the expectations *or* hours are not met.

## **ASSIGNMENTS**

Every two weeks, each intern must submit a time-sheet, complete with a brief description of their duties and responsibilities during the respective time period. The time-sheet must be signed by their immediate supervisor and submitted to Professor Rocca via the 291/491 Learn website.

### *Deadlines*

- Time-sheet 1: Due 1/29
- Time-sheet 2: Due 2/12
- Time-sheet 3: Due 2/26
- Time-sheet 4: Due 3/12
- Time-sheet 5: Due 3/26
- Time-sheet 6: Due 4/9
- Time-sheet 7: Due 4/23
- Time-sheet 8: Due 5/7

## **ACCOMMODATION STATEMENT**

In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor’s attention, as he/she are not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Contact Accessibility Resource Center at 277-3506 for additional information.

## **ACADEMIC INTEGRITY STATEMENT**

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

## **TITLE IX STATEMENT**

A Note About Sexual Violence and Sexual Misconduct: As a UNM faculty member, I am required to inform the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu) of

any report I receive of gender discrimination which includes sexual harassment, sexual misconduct, and/or sexual violence. You can read the full campus policy regarding sexual misconduct at <https://policy.unm.edu/university-policies/2000/2740.html>. If you have experienced sexual violence or sexual misconduct, please ask a faculty or staff member for help or contact the [LoboRESPECT Advocacy Center](#).