

**San José State University**  
**Department of Political Science**  
**PADM 281, Public Administration Internships**  
**Fall 2022**

Instructor(s): Mary Currin-Percival  
Office Location: Clark 447  
Telephone: (408) 924-5569 (messages not regularly checked)  
Email: [mary.currinpercival@sjsu.edu](mailto:mary.currinpercival@sjsu.edu) (best way to contact me)  
Office Hours: Tuesdays 1:30-2:30pm, Thursdays 4:30-5:30pm, and by appointment  
Class Days/Time: Thursdays 6:00pm-8:45pm  
Location: Clark 303A

### **Course Description**

The Public Administration Internships course gives students the opportunity to connect knowledge about politics, administration and policymaking learned in the classroom to real life application. Prerequisite: Instructor consent. Grading is Credit/No Credit.

### **Course Format**

The is an in-person course. See the course meeting schedule in the syllabus. We will not be meeting every week. A great deal of the work will be completed or submitted on Canvas or by email (e.g., workshops, journals).

### **Faculty Web Page and MYSJSU Messaging**

Course materials such as the syllabus, handouts, notes, assignment instructions, etc. can be found on the on Canvas Learning Management System course login website at <http://sjsu.instructure.com>. Regularly check the messaging system through [One.SJSU](#) to learn of any updates. By enrolling in this course, you consent to all course requirements listed in this syllabus, published on our Canvas site, and announced in class. Be certain that SJSU has your current email address. Please contact me within the first week if you cannot access the Canvas website, download and read .pdf files, link to other websites, or send or receive email.

### **Master of Public Administration Program Learning Outcomes**

Upon completion of the MPA program, students should be able to demonstrate the following learning outcomes.

MPAPLO1: Lead and manage in public governance.

MPAPLO2: Participate in and contribute to the public policy process.

MPAPLO3: Analyze, synthesize, think critically, solve problems and make decisions.

MPAPLO4: Articulate and apply a public service perspective.

MPAPLO5: Communicate and interact productively with a diverse and changing workforce and citizenry.

## Course Learning Outcomes

Upon successful completion of this course, students will be able to:

1. CLO1: Acquire the practical skills and knowledge required to be active participants in government and public administration.
2. CLO2: Learn to think critically about the role of city, county, and state government institutions and organizations in the policy process.
3. CLO3. Learn about the mechanics of professional networking and develop a deeper understanding of how networks help achieve professional goals.
4. CLO4. Learn about planning a career in the public or nonprofit sector and develop practical skills that translate into success in the professional workplace.

## Other technology requirements / equipment / material

[Associated Students Print & Technology Center](#) offers a computer lab for students in *Diaz Compean Student Union, 2nd Floor, Suite 2600*.

[Martin Luther King, Jr. Library at SJSU](#). SJSU students, faculty, and staff can borrow laptops, iPads, hotspots, and more at no charge from Student Computing Services, located on the 4th floor of the King Library.

[SJSU IRC](#). Laptops and other technology may be checked out at no cost from the IRC.

## Required Readings

Several required readings (listed directly below and in course schedule) will be posted on the course Canvas site. These reading will be required and discussed during our class meetings.

1. Holyoak, L. (2013). Are all internships beneficial learning experiences? An exploratory study. *Education+ Training*.
2. Gerlach, J. D., & Reinagel, T. P. (2016). Experiential learning in MPA programs: A case for complementarity between internship and service learning requirements. *PS: Political Science & Politics*, 49(1), 132-138.
3. Lebovits, H., & Bharath, D. M. (2019). Service-learning as a tool to cultivate democratically minded students: A conceptual framework. *Journal of Public and Nonprofit Affairs*, 5(3), 277-292.

I will also post a couple of short readings on CA state and local government. You should read the Mercury News [www.mercurynews.com](http://www.mercurynews.com) on a regular basis (at least 2-3 times a week), [Sanjoseinside.com](http://Sanjoseinside.com), and/or San Jose Spotlight <https://sanjosespotlight.com>.

## Library Liaison

The library liaison for Political Science is available to answer questions and provide one-on-one help using the library for research. Contact info: Essy Barosso-Ramirez ([essy.barosso-ramirez@sjsu.edu](mailto:essy.barosso-ramirez@sjsu.edu); 408.808.2041)

## Course Requirements and Assignments

### ***Plagiarism Tutorial (5 points)***

***9/8 8pm***

You must pass all of the modules of this tutorial with a score of at least 75%. If you complete the quiz on time and earn at least 75%, you will receive 5 points for the plagiarism quiz. Please note the following:

- To complete this assignment, first, log in [here](#) or [here](#). One is the undergrad tutorial and the other is the grad tutorial (either is fine). **Add your email address, not mine**, so you will receive a copy of your results.
- Next, pass the tutorial/quiz with at least a 75% overall score. **Then, forward to me the email that the library sends to you. Do not send a screenshot or a PDF. Forward the actual email.** That way, we both have a copy of it. The day you forward to me the email from the library is the day you have submitted this assignment to me. Be sure to do this by **September 8, by 8pm** to avoid the 2 points/day late penalty, which begins on September 8 at 8:01pm.
- **If you have completed this quiz within the last two years for another class, you may forward your previous results to me. You do not have to complete this quiz again (unless you earned lower than 75%). I encourage you to do so if you are unsure about what constitutes plagiarism though. A quick refresher can't hurt.**

### **Internship Contract (10 points)**

**9/8 8pm**

Complete (and submit) Program Learning Document (internship contract) by email. I will distribute these during or before our first meeting) that when completed, will need to outline the duties of the internship, your proposed work schedule (with beginning and end dates), and learning objectives. Both you and your on-site internship supervisor will need to sign the document. The late penalty is 2 points on the assignment for every day the contract is turned in after the due date until the start value on the assignment is a zero. Students are required to submit a contract regardless of whether credit is received for this particular assignment. Students who fail to submit a contract will not be eligible to have their internship hours verified by the instructor. This will result in a failing grade in the course. Assesses CLO4.

### **Completion of 260 internship hours over the course of the semester (250 points)**

Please note, no partial points are granted for incomplete internship hours by the last day of the semester. Students must reach 260 hours to receive the 250 points for this assignment. Failure to complete the requisite internship hours will result in a failing grade in the course. Assesses CLO1, CLO2, CLO3, and CLO4.

### **Internship Journal Reflection Project (75 points—25 points for each monthly summary).**

One of the assignments for the course is to reflect upon the internship experience. Traditionally this has been in the form of a monthly journal submitted to the internship coordinator. Students also share their internship experiences in class discussion. Assigned readings are required and should be incorporated into the journal reflection project. It is also expected students complete the assigned readings before attending class.

You may journal in multiple ways. You may submit your monthly journal as video, in audio or podcast style format, or as a GoogleDoc. If there is another format you would prefer, you can consult with me. Your summary each month should be approximately 2 pages in length, double spaced with 12-point font and 1-inch margins (or the equivalent audio or video length). When completing your monthly summary of activities, discuss and reflect on one or two major projects you worked on during that month. What were you tasked with? What was the goal(s) of the activity? What did you learn from the process? In what ways did your work tie into your

previous activities during your internship? The key here is focus one or two major projects rather than supply a bulleted list of items or activities you did during the month.

On each monthly summary please also include a detailed summary of your internship hours that month (use time in/time out method) and the total number of hours (to date) for the semester.

The due dates are noted in the course schedule. Assesses CLO1, CLO2, CLO3, and CLO4.

**Public Administration Internship Paper Outline (25 points).**

**Due 10/13 8pm**

I will post a more detailed prompt for the Internship paper and the paper outline on Canvas. But in short, in the internship paper outline, students will provide the following: 1) the research question and thesis, 2) an outline of the central arguments in the paper, 3) 1-2 sentences on how the internship will be incorporated into the paper, and 4) a list of 6-8 academic sources in APA format. Assesses CLO2.

**Public Administration Internship Paper Outline Workshop (50 points)**

**Due 11/3 8pm**

The internship paper outlines will be workshopped on Canvas. In teams of 2-3 students, classmates will provide to each other the following in the workshop: 1) 200-word constructive comments on the RQ and thesis. 2) Ask at least two questions about the paper. 3) Two additional academic source recommendations. Assesses CLO2.

**Final Examination or Evaluation: Public Administration Internship Paper (200 points)**

**Due Wednesday, Dec. 14 8:00pm.** The internship paper (8-10 pages in length) will require students to either 1) construct a research question that engages theories of public administration and then critically analyzes the internship experience or 2) Complete an applied research paper that identifies a community problem or issue that is particularly relevant to your internship placement/or work. After consultation with me and reviewing existing research, you will outline a series of actionable items/policy approaches designed to address the issue or problem under study. A separate memo posted on Canvas at the end of the third week of the semester will provide more detail of the internship paper assignment. Assesses CLO1, CLO2.

**Determination of Grades**

Your grade will be calculated as follows. You may keep track of your grade in the class on the CANVAS course website.

<b>Assignment</b>	<b>Points</b>
Plagiarism Tutorial	5
Completion of 260 Internship Hours	250
Internship Journal Reflection Project	75
Completion and Submission of Program Learning Document	10
Internship Paper Outline	25
Internship Paper Outline Workshop	50
Internship Paper	200
<b>Total</b>	<b>Total 615</b>

**Grading Policy**

The course is Credit/No credit. You need to complete all internship hours AND earn at least 449 points (a "C" average) in order to earn credit for this class.

**Make-up/Late Policy—Please pay close attention to the different assignments.**

The Internship Research Paper can be submitted or completed late only in the event of a documented serious medical illness or emergency, family emergency, religious holiday, pre-approved university-sanctioned event, or military orders). Documentation must be provided to me within 72 hours of the emergency.

The internship paper outline must be submitted no later than 5 days late in order for you to participate in the Internship Paper Outline Workshop.

All other assignments can be submitted late with a penalty applied for each day late (see individual assignments for more details).

***Attendance and participation***

NOTE that University policy F69-24 at <http://www.sjsu.edu/senate/docs/F69-24.pdf> states that “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading.”

It is expected that you will attend scheduled classes. Attendance is not recorded, but scheduled class meetings may involve in-class activities that are part of larger assignments. Therefore, missing class will negatively affect your grade. If you miss class, it is your responsibility to obtain class notes or instructions from a colleague in class. Every student is expected to participate in class discussion regularly. Regular participation makes the class more interesting and exciting for all of us!

**Public Administration 281: Public Administration Internships  
Fall 2022, Course Schedule**

*\*Schedule is subject to change with fair notice and will be announced via email and/or Canvas.*

<b>Week</b>	<b>Date</b>	<b>Topics, Readings, Assignments, Deadlines</b>
1	Thursday, Aug 25 <b>Read</b>	<b>Class Meeting #1:</b> Introduction to course 1. Canvas course website 2. Course syllabus
	<b>Assignment</b>	1. Internship fieldwork
2	Thursday, Sept 1 <b>Assignment</b>	1. Internship fieldwork
3	Thursday, Sept 8 <b>Assignment</b>	1. Internship fieldwork 2. Complete internship contract (submit scanned pdf copy on Canvas) <b>Due today at 8pm.</b> 3. Complete Plagiarism Tutorial. <b>Due today at 8pm</b>
4	Thursday, Sept 15 <b>Assignment</b>	1. Internship fieldwork

Week	Date	Topics, Readings, Assignments, Deadlines
5	Thursday, Sept 22 <b>Assignment</b>	1. Internship fieldwork
6	Thursday, Sept 29 <b>Read</b>  <b>Assignment</b>	<b>Class Meeting #2:</b> Understanding Context in Politics and Public Administration 1. Holyoak, L. (2013). Are all internships beneficial learning experiences? An exploratory study. <i>Education+ Training</i> . 1. Internship fieldwork
7	Thursday, Oct. 6  <b>Assignment</b>	<b>Class Meeting #3:</b> Internship Research Paper Review and Connecting Research to Practical Public Administration 1. Internship fieldwork 2. Internship Reflection (August and September) submit by email <b>Due by 8pm today</b>
8	Thursday, Oct. 13 <b>Assignment</b>	1. Internship fieldwork 2. Internship paper outline <b>Due today 8pm</b>
9	Thursday, Oct. 20  <b>Read</b>   <b>Assignment</b>	<b>Class Meeting #4:</b> What is Service Learning? Should it be Required in an MPA Program? 1. Gerlach, J. D., & Reinagel, T. P. (2016). Experiential learning in MPA programs: A case for complementarity between internship and service learning requirements. <i>PS: Political Science &amp; Politics</i> , 49(1), 132-138. 2. Lebovits, H., & Bharath, D. M. (2019). Service-learning as a tool to cultivate democratically minded students: A conceptual framework. <i>Journal of Public and Nonprofit Affairs</i> , 5(3), 277-292. 1. Internship fieldwork
10	Thursday, Oct. 27 <b>Assignment</b>	1. Internship fieldwork
11	Thursday, Nov. 3 <b>Assignment</b>	<b>Class Meeting #5:</b> Optional Library Research Workshop 1. Internship fieldwork 2. Internship paper outline workshop <b>Due today by 8pm</b> 3. Internship Reflection (October). Email to me. <b>Due by 8pm today.</b>
12	Thursday, Nov. 10 <b>Assignment</b>	1. Internship fieldwork
13	Thursday, Nov. 17 <b>Assignment</b>	<b>Class Meeting #6:</b> Individual meetings about papers. 1. Internship fieldwork 2.
14	Thursday, Nov. 24	<b>Thanksgiving—campus closed</b> Non-instructional Day

<b>Week</b>	<b>Date</b>	<b>Topics, Readings, Assignments, Deadlines</b>
15	Thursday, Dec. 1 <b>Assignment</b>	<ol style="list-style-type: none"> <li>1. Internship fieldwork</li> <li>2. Internship Reflection (November) <b>Due today by 8pm.</b></li> </ol>
16	Thursday, Dec. 8 <b>Assignment</b>	<b>Class Meeting #7</b> Lessons Learned from the Semester <ol style="list-style-type: none"> <li>1. Internship fieldwork</li> </ol>
Final Exam	<b>Wednesday, Dec. 14 8:00pm</b>	Final Evaluation: <b>Internship Paper.</b> Submit your internship paper via Canvas <b>Wednesday, Dec. 14 8:00pm.</b>