

Internship and Work Experience-Public Service (POL595.01)
Sam Houston State University
Fall 2009

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Office Hours: On the SHSU campus, Tuesday and Thursday, 7-8 and 9:30-11; Thursday 4-6 at the University Center or by appointment.

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Course Objectives

POL595 is the three credit hour internship course for students working toward the MPA and MA degrees. Its purpose is to allow students of various backgrounds to gain valuable work experience or enhance the work experience they already have through more systematic reflection on career development. In POL595, the student will work to achieve:

- A personal commitment to professional and career development;
- The development of specific skills and competencies of professionals in his/her field;
- A working perspective on the role that human capital plays in organizational outcomes;
- An enhanced understanding of how his/her organization interacts with outside stakeholders, as well as within the broader political and economic environments in which it operates;
- A clear understanding about the mission of the organization that you serve;
- An appreciation of the public service or non-profit sector organizational environments.

Course Requirements

The requirements are twofold:

- 1) The central requirement for the successful completion of POL595 depends, foremost, on the fulfillment of your internship/work experience. This is the participatory and experiential core of POL595.
- 2) The other important requirement is the completion of a comprehensive written report that details, on the one hand, the specific skills and competencies that have been acquired or honed in the course of the student's internship/work experience and, on the other hand, offers a broader narrative that reflects on where the student presently stands in his/her career development or the development trajectory that the student envisions in the future.

Grading Scale. The standard graduate level SHSU grading scale is in effect: 90-100 A, 80-89 B, 70-79 C, and you will not receive a passing grade if you finish the term below a 70 percent.

Class Format

The nature of this internship and work experience course is such that you are working towards professional and career development through the on-the-job experience. The student is expected to maintain the terms of his/her work agreement.

Required Text

The graduate internship work experience course does not have a required text. However, on a few occasions I may provide you with handouts or links of interest to supplement your thinking on issues related to professional and career development.

Academic Dishonesty

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experience both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work (exams, quizzes, and attendance) will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work to be submitted, plagiarism, collusion and the abuse of resource materials.

Americans with Disabilities Act

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center. They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until you register with the Counseling Center.

Student Absences on Religious Holy Days Policy

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete

an assignment from which the student is excused within a reasonable time after the absence. University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe a religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

Visitors in the Classroom

Unannounced visitors to class must present a current, official SHSU identification card to be permitted into the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.