All documents and forms that you will need for the internship, including the detailed syllabus, letter of agreement, risk release form, time record, introduction letter for your supervisor along with expectations of interns, intern exercises, and final supervisor evaluation form are on the web at: 

http://www.emich.edu/polisci/internships/requirements.php All course materials are on the Canvas site and should be submitted in the appropriate dropbox.

<table>
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<th>Syllabus WEEK NUMBER</th>
<th>DATE</th>
<th>SPECIAL NOTE</th>
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| 1                    | May 3, NO CLASS | Introductions
Letters to supervisors with intern “letter of agreement”
Discuss expectations and evaluations
Risk/release form due if you have begun your internship |
| 2                    | May 10     | first day exercise due(exercise #1)
intern contracts due, risk/release form due no later than this week
Nature and purpose of journals
NO JOURNAL DUE THIS WEEK |
| 3                    | May 17     | Goals and objectives exercise signed by student and supervisor (exercise #2)
FIRST JOURNAL IS DUE THIS WEEK
Coping with first month problems
Dealing with stress on the job
What do you want to be doing 5 years from now? |
| 4                    | May 24     | Organizational chart exercise due (exercise #3)
Formal and informal power and authority
Organizational structure in your placement |
| 5                    | May 31     | Time sheet #1 due
Communication; interpersonal and organizational; processes, experiences, attitudes, feelings listening, understanding, forms of communications, lines of communications |
| 6                    | June 7     | Why does an internship justify receiving academic credit?
Defending the internship exercise due. (exercise #4) |
| 7                    | June 14    | NO CLASS |
| 8                    | June 21    | NO CLASS |
| 9                    | June 28    | What are the ingredients of an effective organization?
Do citizens understand how to work within government organizations? |
| 10                   | July 5     | Interpersonal issues: office politics, conflict and cooperation; crying and laughing in the office
Time sheet #2 due |
| 11                   | July 12    | Dealing with differences: race, gender and affirmative action |
| 12                   | July 19    | Sexual harassment in the workplace;
Is there a policy in your workplace? Bring a copy to class! |
| 13                   | July 26    | Career considerations: recruiting; interviewing; resume writing
letters/evaluation forms for supervisors to be distributed
Guest: April Calkovsky, EMU Career Services |
| 14                   | August 2   | Resume exercise due (exercise #5)
NO CLASS |
| 15                   | August 9   | NO CLASS
Time sheet #3 due
Evaluating the internship exercise due (exercise #6)
Agency supervisor’s evaluation due
All materials due! |

Student grades will be determined in part on class attendance and participation in the weekly seminars. If you find that you are unable to attend, please contact Dr. Rosenfeld in advance. If you are unable to attend more than three of these sessions, an alternate assignment will be required.
Weekly journals and assignments should be submitted to the correct eCollege dropbox for the course n later than 24 hours prior to the weekly seminar start time. Students are expected to submit a journal each week of their internship except the week in which you do exercise #1. Journals that are more than one week late will be substantially penalized.