

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.

| Syllabus WEEK NUMBER | DATE | SPECIAL NOTE |
|----------------------|----------|--|
| 1 | Jan. 6 | Introductions Letters to supervisors with intern "letter of agreement" Discuss expectations and evaluations <i>Risk/release form due if you have begun your internship</i> |
| 2 | Jan. 13 | <i>first day exercise due (exercise #1)</i> <i>intern contracts due, risk/release form due no later than this week</i> Nature and purpose of journals NO JOURNAL DUE THIS WEEK |
| 3 | Jan. 20 | <i>Goals and objectives exercise signed by student and supervisor (exercise #2)</i> 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 | Jan. 27 | <i>No class</i> |
| 5 | Feb. 3 | <i>Organizational chart exercise due (exercise #3)</i> Formal and informal power and authority Organizational structure in your placement |
| 6 | Feb. 10 | <i>Time sheet #1 due</i> Communication; interpersonal and organizational; processes, experiences, attitudes, feelings listening, understanding, forms of communications, lines of communications |
| 7 | Feb. 17 | Why does an internship justify receiving academic credit? <i>Defending the internship exercise due. (exercise #4)</i> |
| | Feb. 24 | No Class – Winter Break |
| 8 | March 2 | No Class |
| 9 | March 9 | What are the ingredients of an effective organization? Do citizens understand how to work within government organizations? |
| 10 | March 16 | Dealing with differences: race, gender and affirmative action |
| 11 | March 23 | NO CLASS <i>Time sheet #2 due</i> |
| 12 | March 30 | Sexual harassment in the workplace; <i>Is there a policy in your workplace? Bring a copy to class!</i> |
| 13 | April 6 | <i>Resume exercise due (exercise #5)</i> Career considerations: recruiting; interviewing; resume writing letters/evaluation forms for supervisors to be distributed |
| 14 | April 13 | <i>Time sheet #3 due</i> <i>Evaluating the internship exercise due (exercise #6)</i> <i>Agency supervisor's evaluation due</i> <i>All materials due to instructor</i> |

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, you should discuss an alternate assignment with Dr. Rosenfeld.

Weekly journals and assignments should be submitted to the correct Canvas dropbox for the course by Tuesday at 6:00 pm before the Wednesday class. Students are expected to submit a journal for each week of their internship except the week in which you do exercise #1.