

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	May 3 NO CLASS	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	May 10	<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	May 17	<i>Goals and objectives exercise signed by student and supervisor (exercise #2)</i> <b>FIRST JOURNAL IS DUE THIS WEEK</b> 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	<i>Organizational chart exercise due (exercise #3)</i> Formal and informal power and authority Organizational structure in your placement
5	May 31	<i>Time sheet #1 due</i> 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? <i>Defending the internship exercise due. (exercise #4)</i>
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 <i>Time sheet #2 due</i>
11	July 12	Dealing with differences: race, gender and affirmative action
12	July 19	Sexual harassment in the workplace; <i>Is there a policy in your workplace? Bring a copy to class!</i>
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	<i>Resume exercise due (exercise #5)</i> NO CLASS
15	August 9	NO CLASS <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!</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, 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.