

## Class Syllabus Template - NGCSU

Name: Carl Cavalli  
School: SOBG Email Address: Ccavalli@ngcsu.edu  
Department Name: Political Science & Criminal Justice Office Location: 120 Young Hall  
Course #: POLS 4485 Office Phone #: 706-864-1872  
Course Title: Political Science Internship Office Hours: TBA, see web site, below  
Semester Hours: 3, 6, or 9

**Web site:** <http://www.ngcsu.edu/cavalli/4485.htm>

### Prerequisites:

POLS 1101; 60 semester hours completed; Permission of instructor

### Corequisites:

none

### Course Description:

Political science internships are designed to provide students with real-world experience and study as a preparation for employment in the private or public sector.

### Course Objectives:

Political Science internships should provide students with:

1. First-hand knowledge and understanding of the workings of legal/political/governmental institutions;
2. A better understanding of their own legal/political/governmental interests and skills.

### Methods of Instruction:

#### Assignments

1. Students must post daily journal entries detailing work assignments, experiences, and personal reflections on the POLS Internship WebCT site. A weekly account of hours devoted to the internship must be included.
2. The student's immediate supervisor during the internship must complete an evaluation form. It is the student's responsibility to supply the instructor with the name and address of the supervisor by mid-term.
3. Students must write a paper that is no less than 12 full pages (from the top of the first page to the last line of the 12th page) in length (stapled, double-spaced, 1-inch or smaller margins, 12-point or smaller font). The paper must (1) review a book relevant to the internship and (2) discuss how the actual in-service experience both corresponds to and differs from the scholarly account. The book must be selected in consultation with the instructor.

### Evaluation Methods: (grading practices and weights assigned to each graded aspect of the course)

#### Grading

1. Supervisor's evaluation = 50% (10 points x 5)
2. Term paper = 35% (10 points x 3.5)
3. Daily journal = 15% (15 points)

All materials must be submitted by the last day of classes for the internship semester. Late submissions will be deducted one point per day.

While I do not grade on a curve, the typical class average is around a middle or upper "C" (Despite the often inflated nature of grading, a "C" is average—not below average; and a "B" is above-average). Simply completing the course requirements will most likely earn a "C" (70-79). A "B" (80-89) requires some demonstration of effort beyond just the requirements. An "A" (90-100) requires extraordinary performance.

### General Expectations:

#### Major Requirements

1. Students in the Pre-Law Concentration are required to complete a 9-hour internship. All hours apply directly to the Pre-Law degree program.
2. AB/BS Students are not required to complete an internship. Up to three credit-hours of any internship may be applied toward fulfilling the requirements of the Political Science AB/BS major, with the remaining hours counting as electives.
3. A 9 credit-hour internship (POLS 4485C) involves at least 320 contact hours of in-service work.  
A 6 credit-hour internship (POLS 4485B) involves at least 214 contact hours of in-service work.  
A 3 credit-hour internship (POLS 4485A) involves at least 107 contact hours of in-service work.

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Course Content: (by week)

To be determined by internship supervisor.

Every week: Students must keep a journal of their daily activities and their weekly hours.

Mid-semester: Their supervisors will be asked to evaluate them at about the mid-point of the semester.

Last day of classes: They must also produce a term paper – due, along with their journal, the last day of classes for the internship semester.

Knowledge Base: (required texts, optional materials, supplementary readings, etc.)

The general knowledge base for POLS internships is determined by the internship supervisor. Students must also select a book to review as part of their term paper. The book must be approved by the internship supervisor.

Academic Integrity Policy:

- Honor Code: “On my honor, I will not lie, cheat, steal, plagiarize, evade the truth, or tolerate those who do.”
- Suspected violations of the Academic Integrity policy should be referred by students to the instructor. If the instructor concludes that a violation of the Academic Integrity policy has occurred, the instructor will either (1) penalize the student and file an incident report with the Academic Integrity Council or (2) refer the matter directly to the Academic Integrity Council. If an incident report is filed by the instructor, the instructor will review the completed report with the student and will request that the student sign the report as an indication that the student is aware of the contents of the report

Plagiarism in any form is a violation of NGCSU Academic Integrity policies and will not be tolerated:

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

NGCSU Early Intervention required statement:

As part of NGCSU’s Early Intervention commitment to your academic success, I may refer you to university services designed to help you succeed. Please understand that such referrals are not a form of punishment – they are intended to help you. In turn, I expect you to take advantage of the offer.

Accommodation for Students with Disabilities:

North Georgia College & State University (NGCSU) is committed to the full inclusion of individuals with disabilities and to the principle of individual rights and responsibilities. To that end, the policies and procedures of NGCSU reasonably ensure that a person with a disability is not, on the basis of that disability, denied full and equal access to and the enjoyment of academic programs and co-curricular activities or otherwise is subjected to discrimination in such programs and activities.

The policies for access by individuals with disabilities at NGCSU are designed to ensure full compliance with all pertinent federal and state legislation, specifically to include Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

To receive disability accommodations, the student should contact the Coordinator of Disability Resources, Office of Academic Support Programs, Room 207 Barnes Hall. Approval of reasonable accommodations will be made on a case-by-case basis.