

Mississippi Valley State University
Public Administration (PA)
Fall 2018

Course Syllabus

Course Number: PA 317-01 / CRN 20644

Credit Hours: Three (3)

Meeting Days/Time/Location: Wednesday, 5:00-7:40, TED Office of International Relations

Faculty: Kathie Stromile Golden, Ph.D
E-mail: kstromile@aol.com

Office: Technical Education (IT)
Phone: 662-254-3094 // Fax : 662-254-3130

Office Hours: Tuesday and Wednesdays By Appointment

1. **Text Book:** No particular textbook or readings will be assigned during the internship.
2. **Course Description:** The course provides job placement for students who are working toward an undergraduate degree in Government and Politics and Pre-Law/Legal Studies. Although the internship operates on a year-round basis, the duration of the program is optimally designed for 10 - 12 weeks per semester and 4 – 5 weeks per summer session. Students will be placed in an agency that aligns with their career goals, if possible, to work on assigned tasks. Each student will write a job-related project paper outlining their experience, inclusive of acquired knowledge, assessment of the agency's culture (operations and management) and strengths and weaknesses observed. A student performance report from the agency will be used in determining the final grade. The instructor is solely responsible for assigning the final grade.
3. **Course Objectives:** To provide students (1) educational research and practical experience which will enable them to compete for professional positions in the public, private and/or non-profit sectors, (2) with essential skills and career related experiences which will assist them in their chosen or search for a career, and (3) the opportunity to observe firsthand, the dynamics of agency operations, and to acquire the knowledge and skills required to conduct business efficiently, effectively and productively.
4. **Student Intern requirements**
 - a. Each student is expected to...
 - (1) be regular and punctual in attending all classes and assigned internship work. Regular and punctual attendance are required if significant learning is to occur. Absences may be excused by appropriate university authority/medical/internship agency/etc. documentation. Documentation must be presented at the next class session or attendance at the internship agency for the student to be excused and allowed to do makeup work. University policy allows for a reduction in students' academic grade for excessive absences, which include unexcused time missed from work at the internship agency and unexcused class absences.

(2) abide by the employment policies of the agency while on the job. Failure to comply with the work conditions or attendance requirements (be regular and punctual) is sufficient reason to terminate the internship without further notice or warning.

(3) write and submit an internship related paper to the instructor/internship coordinator. The internship paper is the student's personal evaluation of the internship experience (see outline in the Internship Design). A daily or weekly log should be maintained and submitted with the paper. It might also be helpful to developing paper. This must be accomplished before any academic internship credit is awarded. No grade will be awarded unless the paper is approved.

b. **Grading Criteria:** The final letter grade will be based on 170 points which can be accrued by each student during the semester. Points may be accumulated in the following ways:

<u>Item</u>	<u>Points</u>	<u>Percent (%) of Grade</u>
Job-Related Project Paper and Log	100	44
Agency Evaluation of Intern	35	20
Site Evaluation by Instructor	30	15
Attendance	100	20
TOTAL	225	100

5. **Letter grades will be determined as follows:**

<u>Scale(%)</u>		<u>Class Points</u>	
93 – 100	= A	158 – 170	= A
85 – 92	= B	144 – 157	= B
77 – 84	= C	130 – 143	= C
70 – 76	= D	119 – 129	= D
Below 70	= F	Below 119	= F

6. Instructional Methodology: Practical; On-the-Job Training.

7. **Services for Students with Disabilities (SSD):** Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located inside the EMAP Computer Lab in the Technical Education (IT) Building to register for the program at the beginning of each semester. If you are determined to be eligible after your confidential consultation, you will be provided with a Memo of Accommodations that must be submitted to each of your instructors.

For more information or to schedule an appointment, please contact Mr. Billy Benson, Jr. via phone or email at 662-254-3005 or billy.benson@mvsu.edu.

8. Disclaimer: This syllabus is subject to change. This document does not constitute a contract with the University. It contains guidelines.

**INTERNSHIP
(PA 317-01)
CLASS SCHEDULE
Fall 2018**

August

- 22 Administration // Course Overview
Lessons Learned // Discussion of internship options
- 29 Students research possible internship agencies

September

- 5 Discussion of internship options // Internship documents are due

- 7 Coordinate with potential internship agencies // Assignment of Internship
- 10 **Internship Begins**

- 12-29 Internship Site

October

- 1-31 Students will be away at Internship Agencies
- 1-5 **Mid-Term - Students will submit Internship Log and a draft of their Internship Paper and in order to receive a mid-term grade!!!!**

- 29-31 Faculty/Internship Coordinator visits the Internship Agencies

November

- 1-16 Students will be away at Internship Agencies

- 19-23 **Fall Break and Thanksgiving**

- 28 **All Internship students will return to class // Last Day for Draft Project Paper**
Conduct Course Evaluation // Instructor feedback to interns // Documentation of
Lessons Learned // Student Presentations of Internship Experience

December 3, 2018 Submission of Final Project Paper