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Days	Time	Room
Tue	06:00 PM- 08:50 PM	GRAM204

Spring 2008

PSC399: Public Affairs Internship

Course Description

This course is designed for you to make connections between the theoretical understandings gained from classroom learning and the actions taking place in the real-life public service/political arenas through a part-time internship (10 hours per week). It is an ideal way to enter the public sector, make contacts in the "working world," and enhance your career readiness (as well as your résumé). Through a guided work experience, you will have an opportunity to observe and participate in the practical application of theories, concepts and techniques taught in the Political Science program.

Speaking Intensive

This is a "speaking intensive" course. Therefore, speaking in a variety of oral contexts, including interpersonal communication, small group communication, and public communication, is a central part of this course. All students must be interested and active in improving oral communications. It is our understanding that effective communication skills and career development are closely linked. This course assists you to examine this connection.

Learning Objectives

In addition to the overviews described above, the following are the objectives of this course:

- To acquire first-hand knowledge about the public services and political career opportunities
- To enhance analytical skills for professional goals
- To gain analytical skills for public speaking
- To become an effective communicator in informal as well as formal settings
- To develop confidence in career development in general and in oral communication in particular

Requirements

In order to qualify for political science credit, an internship must be related in some meaningful way to politics, government, public service, or other facets of civic life. Law offices do not qualify. Internships are available in Washington, DC, the state capital, and in the Triad area. Previous interns have been placed in congressional district offices (Coble, Miller, Watt), federal government field offices (Social Security Administration and Veterans Administration in Winston-Salem; Dept. of Housing and Urban Development in Greensboro), City of Greensboro (City Manager's Office, Police Department, Housing and Community Development), District Attorney's Office, Guilford County (Elections Office, County Manager), U.S. Attorney's Office, and many nonprofit agencies (e.g., Housing Coalition, Self-Help Credit Union, Court Watch).

It is advised that you choose internships that are closely related to your career interests. It is usually your advantage that you choose an internship with an organization having full-time staff members, specific office space and regular work hours to gain sufficient guidance and substantive learning experiences.

- **All internships must be arranged in advance of the semester with both the instructor (for approval) and with the agency/organization (for contract).**

- **The internship sponsor must sign an official document with the university. Until the potential sponsor signs this document (it is called "Instructional Agreements"), you cannot start working with them.**

Finding Internship

Like any job hunting experience, finding an internship position may require patience and persistence. The Career Service Center (<http://csc.dept.uncg.edu>) is an important resource for you. You should contact with them as soon as possible. You can also start from the Government listings (the blue pages) in the phone book. The department also assists you. We have a list of past internship sponsors for your reference. Dr. Ruth DeHoog (Department Head), Dr. Ken Klase (MPA Director) and Dr. Tsukamoto (Public Affairs Internship instructor) always try to expand our students’ internship opportunities and be of your help.

Registration Procedures:

1. See Dr. Tsukamoto to discuss/explain your internship placement
2. Have him sign the registration form (the pink add permission form)
3. Take your registration form to Registrar’s Office

Course Expectations

The internship experience combines field and classroom work - ten hours per week in the field and one class meeting per week in the evening. Each intern will develop a reading list relevant to the subject matter of their internship. You will keep a daily journal of your experiences, which will be periodically reflected upon by you and evaluated by the instructor. Since this course is a speaking intensive course, you will be required to participate in class discussions and make oral presentations related to your internship. The journal will be an important resource for your oral communication practices.

Student initiatives, interactions and mutual supports are the central parts of this course. You must:

- Attend class regularly
- Turn in journals and an internship report on predetermined dates
- Take part in class activities and workshops
- Be punctual and respectful to others (no disruptive behaviors, no cell phone and other telecommunication device uses), and stay for the entire class.
(Additional instructions will be given to you with regard to the internship journal and internship report)

Grading Policy:

Final grades are determined according to the following schedule and structure.

A+	97-100	B+	87–89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	60-66
A-	90-92	B-	80-82	C-	70-72	F=	Below 60

Internship journal	30 pts
Class activities and participation	40
Internship report	<u>30</u>
	100 pts

Required Reading Materials:

- Distributed during the class and/or posted on Blackboard

Schedule:

	Topics	Contents
1/15	Instruction: internship journal, report and public speaking ▪ Understanding Speaking	“Getting to know the class” speech activity
1/22	▪ Planning ▪ Topic Selection and Analysis	Public speaking 1: “My internship goals”
1/29	Career Services Workshop I	Resume writing @ Eliot Center Suite 1, Career Center Conference Room
2/05	▪ Audience Analysis ▪ Overcoming Fear of Speaking	“Life’s Little Journey” speech activity
2/12	▪ Arranging Points ▪ Outlining	“Metaphor” speech activity
2/19	▪ Transitions ▪ Introduction	Linguistic techniques activity
2/26	▪ Conclusions ▪ Supporting Materials	Tribute speech activity
3/04		Public speaking 2: “What I learned from my internship so far”
3/11	SPRING BREAK	
3/18	Instructor internship visits	
3/25	Career Services Workshop II	Interviewing @ Eliot Center Suite 1, Career Center Conference Room
4/01	▪ Motivational Appeals	Workshop: PowerPoint Presentation
4/08	▪ Attention and Interest ▪ Persuasive Strategies	Off to a great start activity
4/15	▪ Informative Strategies ▪ Mode of Delivery	Cultural appreciation activity
4/22	No class meeting	Workbook assignment: Job Analysis and the Job Description
4/29		Public speaking 3:
5/08	Internship Essay due @ GRAM234	

Changes might have to be made to the above schedule to accommodate unexpected events and other conditions