

Instructor: Thomas H. Little  
 E-mail: Sllfthom@aol.com  
 Office: GRAM 411  
 Office hours: Tue. 2:-4:00 (and by appt.)  
 Phone: 336-856-0623/ (336) 202-7043 (Cell)

Days	Time	Room
Tue	04:00 PM- 06:50 PM	GRAM203

**Spring 2009**  
**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 with both the instructor (for approval) and with the agency/organization (for contract).**
- **The internship sponsor must sign an official document with the university.**

### **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. Little (Public Affairs Internship instructor) always try to expand our students' internship opportunities and be of your help.

### **Course Expectations**

The class is scheduled to meet once a week for 2 hours and fifty minutes. We will not meet every week and will seldom meet for the full period (more often about two hours). The purpose of this class is for you to have a good internship experience.

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 exercises and make oral presentations related to your internship. The journal will be an important resource for your oral communication practices.

You will not purchase a textbook for this class. Readings referenced in the syllabus can be found on Blackboard through the Speaking Center Website (<http://speakingcenter.uncg.edu/>) – select “Resources” and follow directions to E-Reserve Material. You will also find the “Tip Sheets” to be useful.

As part of the class, you will take an assessment of your communications style (DISC Assessment). The cost of the assessment tool and interpretation is \$50. At some point in the next month, please give me \$35 or a check in that amount and I will set up the assessment.

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

### **Grading Policy:**

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

Grades will be assessed as follows:

Journal	20%
Class Presentations	20%
Attendance/ Activities	20%
Written Assignments	40%

### **Required Reading Materials:**

- Distributed during the class, via e-mail and/or posted on Blackboard

**Schedule:**

	<b>Topics</b>	<b>Assignment</b>	<b>Activity</b>
1/20	Discussion of Course requirements		Introductions
1/27	Making the Most of Your Internship	Write “Objectives for My Internship” 1-2 page Paper; Read “Your First Speech” (Blackboard)	Discuss your “Objectives for My Internship” (1-2 Minute Speech)
2/3	Orientation by the Speaking Center	Internship Panel (Alexander Room) 5:00- 6:00	
2/10	Keys to Effective Public Speaking	TBD	Activities by Writing Center
2/17	Fitting in at your Internship	“The Role of Communications in Business and the Professions” (Blackboard)	Class Discussion- Update on Internship Progress and activities.
2/24	Personal Communications	Read Chapter	Take DISC Assessment
3/3	Internship Update		Speeches- “Moving Toward my Goals”
3/10	Spring Break		
3/17	Audiovisual Communications		
3/24	Update on Internships		
3/31	Small Group Communications		Decision making Exercises
4/7	No Class		
4/14	The art of Persuasion		Persuasion Speech
4/21			
4/28	Resume’s and the Job Market	Resume	
5/ 4	Final Presentations	Final Paper Due	
5/08			