

Instructor: Takashi Tsukamoto

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Days	Time	Room
Tue	06:30 PM- 09:20 PM	GRAM303

Spring 2010

PSC399: Public Affairs Internship

Course Description

The primary purpose of public affairs internship is to give students real-life experiences in public service/political arenas (e.g. various levels of government agencies, nonprofit organizations, the court, political organizations, etc.) through a part-time internship (10 hours per week) in their chosen field. It is an ideal way to enter the public sector, develop contacts in the "working world," and enhance your career readiness (as well as your résumé).

The internship should accomplish several goals. It should: give the student professional experience in some aspect of public sector activities; help students define their career goals; help students network within their chosen field; encourage students to connect the school course works and a work environment.

Which Internship?

- 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 locally. 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 the agency/organization and approved by the instructor.**

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.

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 part of this course. It is our understanding that effective communication skills and career development are closely linked. Therefore, all students must be interested and active in improving oral communications.

Learning Objectives

The following are the objectives of this course:

- To experience the public service
- To develop first-hand knowledge about career opportunities
- To analyze professional goals
- To improve oral communication and public speaking
- To have a confidence in career development and oral communication

Requirements

- Must work approximately 10 hrs per week for 15 weeks
- Keep an internship journal (you are expected to turn in periodically)
- Write an internship report (double-spaced 8-10 pages)
- Attend the weekly class meeting and do oral communication practices (including two student-led class lecture and three 5-minute public speeches)
- Receive an evaluation from the internship supervisor

Course Expectations

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

- Attend class regularly, do class activities and attend other scheduled events
- Turn in journals and an internship report on predetermined dates
- Deliver three types of in-class 5-min. speeches: informative, persuasive and motivational
- Be punctual and respectful to others (no disruptive behaviors, no cell phone and other telecommunication devise uses), and stay for the entire class.

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	15 pts
Class participation and activities	25
Internship report	30
Internship site evaluation	30
	100 pts

Required Material:

- “The Speaker's Compact Handbook, Revised” Jo Sprague and Douglas Stuart, Wadsworth (ISBN 0495570796)

Schedule:

	Topics	Contents
1/25	Course Introduction	
2/01	Scheduling	January 28: Resume Workshop 4:00-5:00 CSC, #1 EUC February 1: Resume Workshop 4:00-5:00 CSC, #1 EUC Internship Learning Plan due
2/08	Lec-6: Topic Selection-a 11a. Looking for a topic Lec-7: Topic Selection-b 11b. Narrowing your topic 11c. Clarifying the reasons for your speech Lec-8: Topic Selection-c 11d. Developing a thesis statement	
2/15	Lec-13: Choosing Points that Work 18a. Main points that develop your thesis 18b. Main points that are mutually exclusive 18c. Two to five main points 18d. Relationships among points Lec-14: Arranging Points 19a. Types of patterns 19b. Organizing subpoints Lec-15: Outlining 20a. The conventional outline format 33b. Speech notes	Public speaking 1: Informational Speech 1/3
2/22	Lec-20: Informative Strategies 22a. Help your listeners grasp information 22b. Common techniques of clear explanation Lec-21: Persuasive Strategies 23a. Your goals 23b. Audience types:1 Favorable audience Lec-25: Motivational Appeals 25a. The emotional impact you want 25b. The needs of your listeners 25c. The values of your listeners 25d. Inappropriate use of motivational appeals	Public speaking 1: Informational Speech 2/3 (Career seminar sponsored by PAC)
3/01	Lec-10: Your Research Strategy 13b. Progress from the general to the specific 13c. Develop a terminology lexicon 13d. Use question to direct your research Lec-11: Identifying and Recording Evidence-a 16a. Examples Lec-12: Identifying and Recording Evidence-b 16b. Statistical evidence 16c. Testimony from authorities	Public speaking 1: Informational Speech 3/3
3/08	(SPRING BREAK)	
3/15	Lec-1: Listening 2a. Prepare to listen 2b. Be curious and think critically	

	<p>2c. Listening to learn 2d. Constructive feedback Lec-4: Workplace Context-a 7a. Job interviews Lec-5: Workplace Context-b 7c. Project proposal 7d. Project status reports</p>	
3/22	<p>Lec-22: Persuasive Strategies-a 23b. Audience types: 2 Neutral audience, 3 Unfavorable audience Lec-23: Persuasive Strategies-b 23c. Organizational patterns Lec-24: Reasoning-c 24d. Showing links between evidence and claims</p>	Public speaking 2: Persuasive Speech 1/3
3/29	<p>Lec-30: Introduction and Conclusions-a 31a. The introduction: 1 Project confidence before starting, 2 Engage the audience's attention immediately, 3 Turn attention into interest Lec-31: Introduction and Conclusions-b 31a. The introduction: 4 Provide a logical orientation, 5 Make your introduction compact Lec-32: Introduction and Conclusions-c 31b. The conclusion 31c. Common introduction and conclusion pitfalls</p>	<p>Public speaking 2: Persuasive Speech 2/3 March 29: UNCG Recent Alumni Panel 4:00 - 6:00: Alexander Room/EUC</p>
4/05	<p>Lec-3: Overcoming Fear of Speaking and the Speech Basic 4d. Positive self-suggestions Analyzing 5a. The basic Lec-35: Vocal Delivery 34d. Distracting vocal characteristics Lec-19: Building Sound Arguments 21f. Common reasoning fallacies</p>	Public speaking 2: Persuasive Speech 3/3
4/12	<p>Lec-16: Building Sound Arguments-a 21a. Identify where reasoning is needed 21b. Inductive reasoning 24a. The cost-rewards analysis of an inductive argument Lec-17: Building Sound Arguments-b 21c. Deductive reasoning 24b. The premises of a deductive argument Lec-18: Building Sound Arguments-c 21d. Causal reasoning 24c. Causal claims 21e. Reasoning by analogy</p>	
4/19	<p>Lec-33: Polishing your Speech-a 32a. Weave in supporting materials smoothly Lec-34: Polishing your Speech-b 32b. Use signposts to link points Lec-27: Presentational Aids 27b. Make your aids clear and manageable 27c. the benefits and perils of presentation software</p>	Public speaking 3: Motivational speech 1/3
4/26	Lec-28: Language and Style-a	

	29b. Clear language 29c. Appropriate language Lec-29: Language and Style-b 29d. Vivid, varied language Lec-36: Physical Delivery 35a. Appearance 35b. Distracting mannerisms 35c. Posture 35d. Movements 35e. Gestures 35f. Eye contact	Public speaking 3: Motivational speech 2/3
5/03	Lec-2: Speaking Ethically 3b. The integrity of ideas Lec-9: Audience Analysis 12c. Audience attitudes towards your topic 12d. Audience expectations Lec-26: Credibility 26a. Assess your speaking image 26b. Build your credibility before the speech 26c. Bolster your credibility during your speech 26d. Effective delivery	Public speaking 3: Motivational speech 3/3
5/10	Internship Report Essay due @ GRAM234 by 6:30PM	

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