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Days	Time	Room
Wed	06:00 PM- 08:50 PM	GRAM203

Spring 2007
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. Internships are one of the best ways for you to fill the gap: to enter the public sector, make contacts in the "working world," and enhance your academic preparation (as well as your résumé) on a part-time basis (10 hours per week).

Through 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.

We will be achieving these goals through three principles:

- Critical review of the relationship between knowledge and practice
- Research and analysis
- Oral communication practices

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 broad goals 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 improve speaking competence and confidence
- 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 Count (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 which 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. The university does not allow it. Ask me about this document once you find a potential sponsor.**

Finding Internship

Students must find their own internships. The department doe not place you with organizations. As is true of any job hunting, 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 explain your internship placement
2. Have him sign the registration 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, in addition to some common readings. 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 and your research project.

In other words, student initiatives, interactions and mutual supports are the central parts. Essentially, you build this course. Thus, you must:

- Attend class regularly
 - Turn in journals on predetermined dates and an internship report
 - Make presentations/speeches
 - Turn in final presentation
 - 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 individual research paper, internship journal and internship report
 - All written materials should be turned via email (to the above address) before 6:00PM of due dates.

Grading Policy:

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

Schedule:

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

Structure:

Internship journal	25 pts
Internship report	25
Research presentation	25
Class activities and participation	25
	100 pts

Presentation will be evaluated according to specific communication criteria (e.g. voice, appearance, eye contacts, timing, persuasion, and clarity) and the quality of research content.

Required Reading Materials:

- Distributed during the class and/or posted on Blackboard

Schedule:

	Topic	Contents	Reading Materials	Assignments	Speaking Practice
1/10	Introduction and Course Explanation	Instructions on internship journal, report, research and research strategy	Chapter_13_doing_research.pdf		
1/17	Public Speaking Made Easy	Videos: “The mastery of speaking as a leader” and “Public speaking made easy”	Chapter_1_communication_perspective.pdf		
1/24	My Internship Goals and Research Goals	Speaking Center Introduction	Chapter_2_your_first_speech.pdf	Turn in journal Turn in research design	Public speaking 1: “My internship goals” or “My research goals and strategies”
1/31	Speaking Center Workshop I:	Creating a speech: how does it differ from written reports and papers			
2/07	Speaking Center Workshop II:	Preparing for the speech: informative speech, persuasive speech, and the ways to make them effective	Chapter_11_delivery_skills.pdf Chapter_14_speaking_to_inform.pdf Chapter_15_speaking_to_persuade.pdf	Turn in journal	
2/14	Speaking Center Workshop III:	Effective communication in the workplace	Chapter_3_preparing_for_conscious_communication_in_workplace.pdf		
2/21	Learning from the Pros	Guest Speaker		Turn in journal	Public speaking 2: “My first month of internship”

2/28	Instructor internship visits			Turn in revised research design	
3/07	Spring Break				
3/14	Career Services Workshop I:	Resume Writing @ Eliot Center Suite 1, Career Center Conference Room	Assertion_training.pdf	Turn in journal	
3/21	Career Services Workshop II:	Interviewing @ Eliot Center Suite 1, Career Center Conference Room	Chapter_10_participating_in_group_communication.pdf		
3/28	Job Analysis and the Job Description	Workbook - Exercise	Chapter_3_listening_critically_to_speeches.pdf	Turn-in journal	Group communication to make a job description an ideal president of the US/Governor/Mayor Group presentation
4/04	Performance Evaluation	Workbook - Exercise Video: "The executive edge: presentation skills"	Chapter_11_member_roles_and_leadership_in_groups.pdf		
4/11	Individual paper presentation and peer review			Turn-in journal	Public speaking 3: "Research presentation"
4/18	No class meeting				
4/25	Individual paper presentation and peer review				Public speaking 3: "Research presentation"
5/09	Research Presentation Due Internship report Due				

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