

7.1 Research Internship Sample Syllabus



POSC 395
DIRECTED GOVERNMENT & POLITICAL LEADERSHIP
California Policy Research Internship

Art Auerbach, J.D., Ph D.
Associate Professor, Teaching
Internship Director
aauebac@usc.edu
Office Hours: By appointment only

Meghan Ginley
Manager, Unruh Institute of Politics
ginley@usc.edu
Office Hours:
By appointment only (email Meghan to set up)

IMPORTANT DEADLINES

Due:

Students must register for POSC 395 on WebReg (D-Clearance required prior to registration)

Due:

First political event write-up must be submitted. **Write-ups are due within one week of event.**

Due:

Final presentations to representatives of partner organization, presentation times are TBD.

Due:

Submit final policy report
Second political event write up

EVENT REQUIREMENTS

All Students Must Attend:

- Bi-monthly meetings with Professor Auerbach and Meghan Ginley
- Mid-semester exchange with partnership (TBD)
- 2 Unruh Institute Political Events (2-page write-up is due within one week of each event)
- 2 of the Course Activities (Listed on Page 4)
- (1) One-on-one with Professor Auerbach to discuss final policy report

Please note, Political Events and Course Activities are independent of one another and are not interchangeable

1. Course Description

Students will take part in a team-based research project where they will work to develop potential



solutions in their respective policy areas by conducting original fieldwork, interviewing policy experts, reviewing academic and policy reports, and using other forms of primary and secondary research. At the conclusion of the internship, each group will present their final product to representatives of their partner organization.

2. Internship Hours per Units of Credit

Units/Credits	2	3	4	5	6	7	8
Suggested weekly hours	10	14	18	22	26	30	34
Total hours at internship	100	150	200	250	300	350	400

3. Meetings and Communication with Partnership Organization

An introductory meeting between students and representatives of their partner organization will take place in the beginning of the semester. The Mid-Semester Exchange in which students will share research progress with their partner organization will take place midway through the semester. Each policy group will deliver their final product to representatives of their partner organization. Students should stay in close contact with their partner organization throughout the semester, but are required to include the Internship Director and Community Engagement Director in any communication with them.

4. Meetings and Communication with Unruh Staff

Groups will meet with the Internship Director and Community Engagement Director on-campus twice a month. In these meetings, interns are expected to bring a 2-page summary of their research and share research progress as an individual and as a group. Dr. Auerbach will be in contact with you throughout the semester via the Blackboard system. Check Blackboard on a regular basis for information relevant to POSC 395. During the semester, you should also keep in close contact with Dr. Auerbach and Ms. Ginley to discuss your research progress.

Student groups will present their final product to the Unruh staff before the final presentations. The specific date and time is dependent upon the students' schedules. If a student does not adequately prepare for the run-through presentations, as determined by Professor Auerbach and Ms. Ginley, then he/she may not be permitted to present before their partner(s). Alternative arrangements will be made for students to give their final presentation.

You are encouraged to meet with your policy team at least once a week. The organization of these meetings will be left to group members.

5. Grading

Course grades will be based on satisfactory completion of the required number of hours at the



internship, the supervisor's evaluation of your performance, and fulfilling other coursework requirements. The final grade for the course will be based on:

Unruh Manager Evaluation	25%
Partner Organization Evaluation	10%
Final Policy Presentation	20%
Final Research Project	35%
Event Write Ups	10%

*NOTE: The Unruh Manager Evaluation will be comprised of attendance at all meetings,, submission of bi-monthly write-ups and participation during all meetings, partner and bi-monthly alike. The Partner Organization Evaluation will include overall performance over the course of the internship.

**NOTE: All late papers will be marked down by 5 points for each day they are late. Also, papers will be marked down 1/3 of a letter grade for every 10 hours of research that the student is short of the required 100 hours).

6. Course Activities

The following list of course activities have been carefully organized with the intention of enhancing each students career development skills. These activities will bring in experts in the corresponding fields to give students an opportunity to gain life-long skills in each category.

- **All students, including students that have previously taken POSC 395 in prior semesters, are required to attend two of the following course activities of their choosing. Students who would like to attend more than two course activities may do so for personal benefit, but will not receive any extra credit or additional course recognition.**

Course Activities:

As each Course Activity approaches, students will receive an email with specific details and RSVP links.

1. **"Politics in the News" with Adam Nagourney (Monday, September 16, from 5:30pm-7pm)**
Learn from field-expert Adam Nagourney, Los Angeles Bureau Chief for the NYT, about the process and intricacies of political reporting.
2. **"Director's Corner" with Bob Shrum and Mike Murphy at the USC Center for the Political Future (SOS B15)**
Come learn from our Directors, Bob Shrum and Mike Murphy, how to win friends and influence people in the world of politics.



3. **“How to Win the Presidency in New Hampshire” with Patrick Griffin**
Learn about the importance of New Hampshire in political campaigns and the inner workings of the New Hampshire caucus - everything you need to know entering the 2020 Presidential campaigns.
4. **Communications with Heather Wilson**
Learn from a local expert how to handle crises and manage crisis communications for political operations and large-scale organizations.
5. **Jobs Forum**
Learn about the various political fields by listening to a panel discussion of local professionals, followed by a networking session with the professionals.
6. **Resume Workshop**
Learn from a professional what a hiring manager is looking for a resume, followed by a hands-on tutorial on how to edit and enhance your resume and cover-letter.

7. Attending Political Events and Write-Ups

You are required to attend at least two (2) politically-focused events during the fall and turn in a short, 2-page write-up for each event. Your write-up MUST follow the memorandum format, an example of which is attached to the syllabi. **Please submit your write-up on Blackboard within one week of the event.** Your write-up should briefly describe the event, including what was the event, who spoke, at least one page on what was said and at least ½ page on whether you agree or disagree on what was said and why. The first write-up is due no later than _____.

You are encouraged to find political events that are of interest to you. All events hosted by USC’s Center for the Political Future are considered pre-approved events which qualify for the political event requirement for this course. Below is a list of preapproved events hosted by the Center this semester, however, you are more than welcome to attend other political events such as other political events on campus, events through your internship, City Hall meetings, County Board of Supervisor meetings, etc. All events that are not hosted by USC’s Center for the Political Future require approval from Professor Auerbach before attending the event.

To find on-campus events hosted by the Center for the Political Future, please check out our event calendar: <https://dornsife.usc.edu/unruh/programming/>

The Final Written Policy Report & Presentation

You are required to complete a writing assignment in which you analyze your designated area of research and make policy recommendations.

Final written projects should be 8-15 pages (depending on units, see below) and must include substantial *scholarly research*, including consideration of relevant literature. Please discuss your project in detail with the Internship Director and Community Engagement Director throughout the course of the semester.

A) Written Policy Report:



The final written component should be in the format of an 8 to 15-page policy report. Papers must be typed and double-spaced in 12-point font with 1" margins. Paper/project length is dependent on the number of credits/units earned:

- 2 units: 8-10 pages
- 3 units: 10-12 pages
- 4 units: 12-15 pages

Students' papers will receive 5 point deductions for failing to meet the minimum page length, failure to include a "references" page and 5 points for every day late. Note: You must use in-text (parenthetical) citations along with your work-cited page. Only include citations in work cited that are used in the paper. **Students are required to submit their final papers on Blackboard through the "Turnitin" system by the deadline.**

B) Policy Presentation:

Presentations will be one hour in length comprised of a 30-minute presentation to representatives of your partner organization followed by a 30-minute Q&A session.

8. Academic Integrity

Because the completion of the internship is a major part of this course, you **MUST** work all of the hours listed on your internship agreement form. All written assignments for this class must be your original work, completed only to fulfill the requirements of this course. Sources must be cited accurately and completely.

NOTE ON "RECYCLING PAPERS": Your paper/project **MUST** be original work done for this class and related to your internship. You may not re-use another student's paper, or your own paper from a previous course or a course in which you are currently enrolled.

This is an extremely serious issue, which, according to University policy, can result in failing this course as well as the course from which you "borrowed" your paper.

Please refer to the SCampus chapter on "University Student Conduct Code" (scampus.usc.edu/university-student-conduct-code) or contact the Internship Coordinator if you have any questions.

*Please note that the POSC 395: Directed Government and Political Leadership Syllabus is not a binding contract. Dr. Auerbach has the discretion to make changes as deemed necessary.

How to cite this resource: Auerbach, Art. 2021. "Supplemental Internship Resource: Research Internship Sample Syllabus," in *Political Science Internships: Towards Best Practices* eds. Renée B. Van Vechten, Bobbi Gentry, and John C. Berg. Washington, DC: American Political Science Association.