Internship in Government and Politics
Politics 396

Tuesdays 6:30 pm | Bistro

Faculty Supervisor: Megan Ybarra
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Office Hours: T 2:30-3:30pm, and by appointment

Description: This class provides students with an opportunity to gain practical experience in government and politics, while providing a structured learning environment for them to reflect on their experience as social scientists. Students will consider the role of government institutions, public officials, the media, and/or public advocacy agencies in politics. As a capstone to their internship experience, students will apply theoretical frameworks from political science or public policy to evaluate the work of the internship.

Student Learning Outcomes: Through the paired experience of working in internships and reflection in coursework, the course is designed to:

- Promote professional development through practical work experience;
- Encourage civic engagement, advocacy, and participation in public service; and
- Strengthen students’ academic understandings of governance, public policy and civic engagement.

Course Requirements & Evaluation: Students are expected to work at their internship 10-12 hours per week (totaling 150 hours in the semester), and must attend scheduled classes. Students are expected to keep a work log of activities (see sample below), as well as take field notes for their final paper.
1. Completed Activities: Documented with Work Logs 30%
2. Research Assignments & Final Paper 30%
3. Assessment: Exit interviews and evaluations 40%

Students must complete all assignments to receive course credit.

Course Assignments
1. Internship Log: Keep track of the hours your work and your specific accomplishments each time you work.

Sample Work Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Spent</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/18</td>
<td>4.5 hours</td>
<td>Attended hearing on corporate trusts and wrote memo to supervisor about issues raised.</td>
</tr>
<tr>
<td>1/19</td>
<td>2 hours</td>
<td>Constituent service work: wrote letters and followed-up complaints with phone calls</td>
</tr>
<tr>
<td>1/21</td>
<td>5.5 hours</td>
<td>Researched budget procedures in other states; wrote memo outlining options for Oregon.</td>
</tr>
</tbody>
</table>

2. Research Assignments:
   • Research Proposal: In one page, you should outline your paper topic, the kinds of readings you will engage in your paper, and how it relates to the work of your internship. Your final paper need not be limited to the scope of your internship, but it should relate to a policy or political problem you have encountered as part of your work.
   • Participation observation assignment;
   • Interview assignment;
   • Field notes;
   • Annotated bibliography; and
   • Final paper (6-8 pages, double-spaced) based on your proposal and building on your research assignments throughout the semester.

3. Evaluations and Exit Interviews
   • Supervisor Evaluations: Supervisors must evaluate interns at the end of the semester in writing. I will also encourage them to contact me during the semester.
   • Exit Interviews: Interns must schedule an exit interview with the faculty supervisor and their internship supervisor. Exit interviews are an opportunity for students to reflect on their internship experiences, as well convey their achievements to their supervisors. Please schedule these interviews well in advance.
   • Student written self-evaluations.
Course Schedule

- **Every Sunday Night**: Weekly work logs are due via email.
- **Presentations**: Each student will present their field notes during the semester. In addition to class meetings, students will also meet with Prof. Ybarra at least once in the second week of classes and schedule an exit interview for the last week of classes.

31 August
First Class Meeting: Course requirement, placements, internship contract

7 September
- No class meeting

Each student must meet with Prof. Ybarra & submit: an internship contract signed by their supervisor and a resume.

Internship contracts must include the following components:
- Hours: are they set? Must your supervisor or team be present?
- Responsibilities: Basic duties involved with the internship that your supervisor needs; skills that you expect to develop during the course of the internship; any final project
- End of Semester: Supervisor will provide a written evaluation of your internship as well as participate in a final meeting with the faculty supervisor
- Contact information for your supervisor: Address, email and telephone number

It’s also a good idea to ask about the following components:
- Necessary Equipment: If you are driving, are you reimbursed for gas? Will you have a computer/workstation?
- Office Conduct Expectations: Is there a dress code? Are there confidentiality expectations as a part of your role?

14 September
- **Listen**: “White House Interns” podcast: http://thestory.org/archive/the_story_697_White_House_Interns.mp3
- If you had been one of the White House interns, what research paper could you have written? What kind of research paper would you be able to write? What kind of “data” would you be able to collect?

21 September: Research Proposals
- Email your research proposal to Prof. Ybarra on Sunday night.

Bring two copies of your research proposal to class so we can workshop them.

28 September: Public Policy Analysis
- Reading from public policy school (on WISE)

*We will be joined by Russell Voth, a policy analyst with the State of Oregon’s Health Policy and Research Board (OHPR). He holds a Master’s degree in public policy from UC Berkeley.*
5 October: Participant Observation

12 October: Field Note Presentations
Presenter: __________________________________________________________
Presenter: __________________________________________________________
Presenter: __________________________________________________________

26 October: Interviews

9 November: Field Note Presentations
Presenter: __________________________________________________________
Presenter: __________________________________________________________
Presenter: __________________________________________________________

23 November: Research Presentations
Paper Outlines are due - bring a hardcopy to class.
Presenter: __________________________________________________________
Presenter: __________________________________________________________
Presenter: __________________________________________________________

30 November: Research Presentations
Presenter: __________________________________________________________
Presenter: __________________________________________________________
Presenter: __________________________________________________________

7 December: Exit Interviews, Self-Evaluations
Final Papers are Due!