

PS 5309: Internship in Public Administration

Fall 2024

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Course Description

The internship program in public administration is designed to give the student an opportunity to engage in experiential learning in a supervised setting in the public sector or in a nonprofit organization.

Program Learning Outcomes

Public Administration	Political Science
<p>The graduating student will:</p> <ul style="list-style-type: none">• Demonstrate the ability to critique significant theoretical approaches of public administration.• Demonstrate the ability to evaluate domestic and international administrative processes.• Demonstrate the ability to apply appropriate statistical tools for quantitative analysis.	<p>The graduating student will:</p> <ul style="list-style-type: none">• Demonstrate the ability to analyze significant theoretical approaches of political science• Demonstrate the ability to evaluate domestic and international political processes• Demonstrate the ability to apply appropriate statistical tools for quantitative analysis

Marketable Skills

Public Administration	Political Science
<ul style="list-style-type: none">• Students can organize and execute presentations relevant to public administration• Students understand and can execute a program evaluation• Students can conduct statistical analyses that are useful to the work of public administrators.• Students can read and interpret an organization budget	<ul style="list-style-type: none">• Students can organize and execute verbal and written presentations of complex social issues• Students can tackle social and political problems by acquiring relevant data and using insight and technical skills to analyze data and develop logical solutions• Students understand the roles and responsibilities of institutional authority within local, state, national, and international communities.• Students understand and can execute a policy analysis

ASSIGNMENTS & GRADING

The following are requirements to receive course credit for the internship:

- The student must complete 120 hours in the internship to earn three hours of course credit. The schedule will be based on the availability of the internship supervisor and student. The course instructor will check in with the internship supervisor to confirm completion before the end of the semester. NOTE: Project-based internships may have slightly different formats.
- The intern must turn in a final paper.

FINAL PAPER & PRESENTATION

A final paper and presentation must be submitted before the end of the semester. Please use APA style for citations, but the rest of the paper can be creatively formatted as long as it has the following information:

1. Project Description: Please describe (in as much detail as possible) the project you are doing.
2. Project History: Please describe the historical context for this project.
3. Project Purpose & Significance: Please describe the project's purpose and significance.
4. Project Timeline & Hours: Please describe the timeline for completion and the number of hours you anticipate to spend on this project.
5. Leadership & Membership: Please provide information for a supervisor or manager (or someone who can confirm the work was completed). Please also include a description of others helping with this project. No names are necessary—just titles, roles, and responsibilities. Please also indicate who has authority for final acceptance and approval of this policy or project.
6. Comparable Products: Are there other organizations or entities that have something similar to what you are trying to develop? Please list and describe those as fully as possible. How will you be using that information to help guide the development of your project? What are the items that you can and cannot use from existing programs? Please explain.
7. Reference List: Please provide a full reference list in APA format.
8. Product: Please provide evidence of your project's completion and anything that you can share from your project. This may include items in the following list. Please remove any confidential or personal information, and please put these in chronological order.
 - a. Emails
 - b. Meeting agendas
 - c. Policy drafts
 - d. Approved policies
 - e. Training manuals
 - f. Training agendas

9. Presentation: Before the end of the fall semester, you will be doing either a recorded or virtual presentation of the items above. This will be a 15-20 minute presentation, where you cover the highlights of the outline above. The presentation should have 10-15 well-designed PowerPoint slides.

OTHER COURSE POLICIES & RESOURCES

ACADEMIC INTEGRITY: Intellectual development requires hard work. Academic dishonesty severely interferes with this development and reduces the value of college degrees. Presenting the ideas or work of others as your own, submitting the same paper for multiple classes, doing someone else's work, using generative AI to write your papers, and/or failing to cite your sources when you utilize the ideas of others, are all examples of dishonest academic conduct. As an SRSU student, it is your responsibility to read and understand the university's expectations about academic integrity. All violations will be taken seriously and handled through the appropriate university process. The policy can be found at: <https://www.sulross.edu/about/administration/university-policies/>

In addition, please note that plagiarism detection software will be used in this class for written assignments.

If you have any questions about this, please ask!

SRSU LIBRARY SERVICES:

The Bryan Wildenthal Memorial Library in Alpine offers FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library's website, library.sulross.edu. Off-campus access requires logging in with your LoboID and password. Librarians are a tremendous resource for your coursework and can be reached in person, by email (rsulibrary@sulross.edu), or phone (432-837-8123).

The Southwest Texas Junior College (SWTJC) Libraries at Uvalde, Del Rio, and Eagle Pass offer additional access to library spaces and resources. Del Rio, Eagle Pass, and Uvalde students may also use online resources available through SWTJC website, library.swtjc.edu. The SWTJC Libraries serve as pick-up locations for InterLibrary Loan (ILL) and Document Delivery from the Alpine campus.

SRSU DISABILITY SERVICES: Sul Ross State University (SRSU) is committed to equal access in compliance with Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student's responsibility to initiate a request each semester for each class. Students seeking accessibility/accommodations services must contact Mary Schwartze Grisham, SRSU's Accessibility Services Coordinator at 432-837-8203 (please leave a message and we'll get back to you as soon as we can during working hours). The office is located on the first floor of Ferguson Hall (Suite 112), and their mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas, 79832. **Please note that instructors are not permitted to provide classroom accommodations to a student until the appropriate verification has been received.**

DISTANCE EDUCATION STATEMENT: Students enrolled in distance education courses have equal access to the university's academic support services, such as library resources, online databases, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should correspond using Sul Ross email accounts and submit online assignments through Blackboard, which requires secure login. Students enrolled in distance education courses at Sul

Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website. Directions for filing a student complaint are located in the student handbook.

BLACKBOARD TECHNICAL SUPPORT: SRSU 24/7 Blackboard Technical Support Online Support Desk Contact Info: Toll Free: 888.837.6055. Email: blackboardsupport@sulross.edu