

PS 5309: Internship in Public Administration

Fall 2025

Professor: Jessica Velasco, DPA

Office Hours: M (2-5 p.m.), Thur (1-3 p.m.), and by appointment

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Catalog Course Description

Students who enroll in this course are involved in work experience in public or non-profit agencies. Permission of the department chairman required. Academic and work experience evaluations. Maximum of six semester credit hours allowed toward degree requirements.

Course Learning Outcomes

The internship program is designed to give the student an opportunity to learn the craft of public management while practicing it in a supervised setting. In this particular internship, the student is expected to gain behind-the-scenes knowledge about how a campaign for public office is conducted, as well as get experience conducting various functions involved in public campaigns.

Program Learning Outcomes

Public Administration	Political Science
The graduating student will: <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.	The graduating student will: <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

	<p>within local, state, national, and international communities.</p> <ul style="list-style-type: none"> • Students understand and can execute a policy analysis
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GRADING

The grade for the internship will be based on the completion of the items below and by the supervising faculty member in consultation with the internship coordinator.

ASSIGNMENTS

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

- The student must work in the internship a total of 120 hours to earn three hours of course credit (240 hours for 6 hours of course credit). The schedule will be based on the availability of the internship supervisor and student.
- The intern must turn in a final paper and do a presentation about his/her internship experience (instructions below).
- There are also forms for the internship supervisor to sign before and after the internship. These must be submitted to the Dr. V. (at the beginning and end of the semester)
- **NOTE: Due to the variety of internship formats and schedules, parts of these requirements may be different for some students.**

FINAL PAPER & PRESENTATION

The paper must include the following sections: NOTE: Although information in this paper will not be shared publicly, please refrain from using specific names in the paper.

- I. A setting analysis. The setting analysis will include a description of the work environment and agency/institution (if applicable). It should include demographics of the community including a statement on the economic environment of the community (average incomes, business statistics), a statement on the social environment of the community (major groups in the community such as religious, ethnic / racial, civic, educational), and a statement of the political culture of the community.
- II. An organizational analysis. The organizational analysis should include a statement on the governing structure of the organization/agency/office you are working in and a statement of the administrative structure of that organization/agency/office. In addition to your statement on the formal organizational structure, you should note your observations about the informal structure and governing norms of the organization.
- III. Overall assessment of what was learned: Please provide an in-depth analysis of what was learned as it relates to government, working in government, being in particular positions in government, and the power dynamics of the particular environment the internship was conducted in.
- IV. Suggestions for future students who want to do similar internships or the same one: Please provide tips for future students that will help them maximize the experience and/or get an internship. Include a description of anything you wish you would have done differently.

PRESENTATION

Before the end of the semester, the intern will schedule a time to do a brief presentation about the internship experience for fellow graduate students and undergraduates (virtual presentation).

OTHER COURSE POLICIES & RESOURCES

ACADEMIC INTEGRITY: Students in this class are expected to demonstrate scholarly behavior and academic honesty in the use of intellectual property. Students should submit work that is their own and avoid engaging in behaviors that violate academic integrity, such as turning in work as original that was used in whole or part for another course and/or professor; turning in another person's work as one's own; copying from professional works or internet sites without citation; collaborating on a course assignment, examination, or quiz when collaboration is forbidden. ***In this course, every element of class assignments must be fully prepared by the student. The use of generative AI tools for any part of your work will be treated as plagiarism.*** Violations of academic integrity can result in failing assignments, failing a class, and/or more serious university consequences. These behaviors also erode the value of college degrees and higher education overall.

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!

LATE WORK: I have been very intentional about how I have designed this course and distributed the content to optimize your learning and comprehension. Trying to cram weeks of work into a few days or waiting until the end of the semester to do everything isn't conducive to learning. For this reason, you must have an extenuating circumstance and approval from me to submit late work. If you submit late work without an approved extension from me, I reserve the right not to grade it. Communication is key.

INCOMPLETE POLICY: We do have the ability to assign students an incomplete at the end of a course. However, two conditions are typically required for an incomplete to be granted: 1) an extenuating circumstance, and 2) most of the work for the course has been completed. We will be using this option sparingly. In addition, the max extension for an incomplete is 6 months, and incompletes are calculated as an "F" in your GPA until you have successfully completed the final assignments.

COURSE BLACKBOARD RESOURCES: There are several resources on the course Blackboard page. You are expected to review and familiarize yourself with the items in Blackboard in the first week of class. NOTE: Please post general, course-related questions to the discussion board forum I have set up for this. Typically, if one student in the class has the question, others do as well. Please allow 24 hours for a response, and then feel free to email me or call me directly with your question.

ALPINE LIBRARY INFORMATION

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 (srsulibrary@sulross.edu), or by phone (432-837-8123).

No matter where you are based, public libraries and many academic and special libraries welcome the general public into their spaces for study. SRSU TexShare Cardholders can access additional services and resources at various libraries across Texas. Learn more about the TexShare program by visiting library.sulross.edu/find-and-borrow/texshare/ or ask a librarian by emailing srsulibrary@sulross.edu.

ADA STATEMENT

SRSU Accessibility Services. Sul Ross State University (SRSU) is committed to equal access in compliance with the 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 Mrs. Mary Schwartze Grisham, LPC, SRSU's Accessibility Services Director or Ronnie Harris, LPC, Counselor, at 432-837-8203 or email mschwartz@sulross.edu or ronnie.harris@sulross.edu. RGC students can also contact Alejandra Valdez, at 830-758-5006 or email alejandra.valdez@sulross.edu. Our office is located on the first floor of Ferguson Hall, room 112, and our mailing address is P.O. Box C122, Sul Ross State University, Alpine. Texas, 79832.

STUDENT RESPONSIBILITIES STATEMENT

All full-time and part-time students are responsible for familiarizing themselves with the Student Handbook and the Undergraduate & Graduate Catalog and for abiding by the University rules and regulations. Additionally, students are responsible for checking their Sul Ross email as an official form of communication from the university. Every student is expected to obey all federal, state and local laws and is expected to familiarize themselves with the requirements of such laws.

COUNSELING SERVICES

Sul Ross has partnered with TimelyCare where all SR students will have access to nine free counseling sessions. You can learn more about this 24/7/365 support by visiting [Timelycare/SRSU](https://www.timelycare.com/SRSU). The SR Counseling and Accessibility Services office will continue to offer in-person counseling in Ferguson Hall room 112 (Alpine campus), and telehealth Zoom sessions for remote students and RGC students.

SRSU 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 a 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

IMPORTANT NOTES ON GRADUATE COURSEWORK

AND COMPREHENSIVE EXAMS

Grades: In graduate school, a “C” is required to pass the class. In addition, you must maintain at least a 3.0 GPA to remain in good standing. The program faculty evaluate the progress of students in the program at the end of each semester. Just maintaining a “B” average in the program is not enough to be deemed eligible to continue in the program or to complete the comprehensive exam.

Comprehensive Exam: A comprehensive exam is required in the final semester of coursework for MA-PS and MPA students. We will send out information to those finishing coursework in their final semester. However, you can request the comprehensive exam information anytime. Please make sure to save copies of all of your papers, assignments, and books. These will assist you in the comprehensive exam.