SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 24.0101
SEMESTER: Departmental Syllabus
COURSE TITLE: Political Science Internship
COURSE NUMBER: POSC-0201
CREDIT HOURS: 3
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: KCKCC- “issued email accounts are the official means for electronically communicating with our students.”

PREREQUISITE(S): None

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

COURSE DESCRIPTION:
The course is an opportunity for students to gain governmental experience. The course will be flexible enough to provide an educational experience to the student and to satisfy the needs of the governmental agency. It provides the history/political science major an opportunity for experience in the political arena. This political experience may be at the local, state or national level, serving as an intern in city government, state offices in Kansas City, Kansas or the Kansas City Office of a Kansas congressperson or senator. For each credit hour, the student must perform a minimum of 45 contact hours of work.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:
I. Internship Core Components
   A. Complete one hundred (100) clock contact hours per semester credit.
   B. Keep a journal of daily activities to demonstrate a variety of job related skills.
   C. Meet a minimum of 4 times per semester with faculty coordinator.
   D. Write an analytical paper (10-15 pages typewritten) at end of internship evaluating the experience and providing suggestions for improvement of the program.
E. Cooperate with agency supervisor to complete evaluation of internship experience for purposes of awarding grade and credit.

II. Communication Skill Development
A. Answer telephone, direct callers to appropriate persons for assistance, answer questions.
B. Use the computer to transmit information, to build a data base, to organize presentations.
C. Write memos or prepare documents.
D. Make verbal presentations and prepare a presentation relating to an activity of the agency.

III. Public Policy Experience
A. Meet and learn the names and basic information about decision makers and co-workers at agency.
B. Recommend activities to provide client or constituent service.
C. Meet clients/constituents to represent the agency/organization in a positive manner.
D. Schedule events; prepare setting (logistics) to ensure effective activities.
E. Represent sponsoring agency in a positive manner.
F. Cooperate with others at sponsoring agency to complete goals, objectives, and tasks of that agency.

EXPECTED LEARNER OUTCOMES:
A. The student will be able to define the governmental agency’s goals, and ways of serving our local citizens.
B. The student will be able to evaluate the agency’s performance in service to the community.
C. The student will be able to demonstrate communication skill development.
D. The student will be able to write an analytical paper assessing the internship experience.
E. The student will be able to judge this political experience and its application to the various political theories discussed in the discipline of political science.

COURSE COMPETENCIES:

The student will be able to define the governmental agency’s goals, and ways of serving our local citizens.

1. The student will be able to report on internship experiences with assigned agencies.
2. The student will be able to provide written analysis and critique of the internship experience.
3. The student will be able to complete individual educational plan approved by the faculty coordinator for the student and sponsoring agency.
4. The student will be able to demonstrate effective verbal and written communications skills.

The student will be able to evaluate the agency’s performance in service to the community.

5. The student will be able to prepare a presentation relating to an activity of the organization or agency.
6. The student will be able to access the major decision makers in agency or organization.
7. The student will be able to describe the functions and organization of the office or agency in which you will be interning.
8. The student will be able to discuss proper conduct regarding loyalty, confidentiality and ethical behavior.

The student will be able to demonstrate communication skill development.

9. The student will be able to demonstrate appropriate dress and grooming.
10. The student will be able to demonstrate proper telephone techniques.
11. The student will be able to demonstrate proper interview techniques.
12. The student will be able to demonstrate proper writing style in memos and other Correspondences.
13. The student will be able to write directions and follow written directions.

The student will be able to write an analytical paper assessing the internship experience.

14. The student will be able to explain your goals and expectations of the internship.
The student will be able to judge this political experience and its application to the various political theories discussed in the discipline of political science.

15. The student will be able to describe the differences in political economic terminologies such as; mercantilism, liberalism, and socialism.
16. The student will be able to write at least one essay on a global issue, describing its background, various international actors involved, and its relationship to national policy.
17. The student will be able to distinguish the balance of power strategy from a unilateral approach to solving a nation’s security needs.
18. The student will be able to present an overview of the history of the role of international organizations in the 20th Century Nation-State system.
19. The student will be able to compare and contrast the League of Nations with the United Nations.
20. The student will be able to assess the strengths and weaknesses of the United Nations within the present nation-state system.
21. The student will be able to explain the various elements of national power and apply this explanation to an understanding of American National Power.
22. The student will be able to explain sovereignty and its role within the Nation-State system.
23. The student will be able to trace the rise of modern nationalism and its impact on the international system.
24. The student will be able to show how foreign policy flows from the knowledge of a nation’s national power.
25. The student will be able to examine the role of national interest in the development of power within a nation-state.
26. The student will be able to examine vital interests and give several examples within a specific nation.
27. The student will be able to examine secondary interests and give several examples within a specific nation.
28. The student will be able to review the various elements of National power and develop examples of the demographics, economic, and military elements within the review.
29. The student will be able to examine the balance of power option in preserving the security of a nation-state. The student will discuss why this old strategy has not proven to be very successful for the past 500 years.
30. The student will be able to examine international law and its increasing role in world politics. The student will need to relate it to the increasing role of diplomacy in modern world affairs.

ASSESSMENT OF LEARNER OUTCOMES:
Student progress will be assessed by the following:
A. Assessment of student journal of the entire political experience by at least two faculty members.
B. Assessment of the monthly meetings with faculty and Dean in a formal written review.
C. Assessment by the agency’s assigned supervisor in a formal written report.

SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.
Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact Director of Academic Resource Center, in Room 3354 or call (913) 288-7670.
Learning Outcomes
Discipline knowledge and content mastery is expected of all graduates. More specifically, KCKCC is committed to the Learning Outcomes listed below. We believe that competence in the Learning Outcomes is essential for the success of graduates and will enhance their ability to become contributing members of our increasingly complex world. These areas of knowledge and skills are equally valid for all KCKCC graduates, whether they transfer to a four-year college or pursue a career after leaving college.

General Education Learning Outcomes
Communication Learning Outcomes
The learner will have the ability to express, interpret, and modify ideas/information effectively (both written and oral), including but not limited to reading text accurately and correctly; writing with a clear purpose and effective organization; speaking effectively using appropriate styles that suit the message, purpose, and content; and employing active listening techniques.

Computation Learning Outcomes
The learner will have the ability to understand and apply mathematical concepts and reasoning using numerical data.

Critical Reasoning Learning Outcomes
The learner will understand inductive and deductive reasoning and have the ability to define problems and use data (qualitative and quantitative) to make complex decisions utilizing analysis, synthesis, and evaluation skills.

Technology and Information Management Learning Outcomes
The learner will have the ability to define, collect, organize, analyze, and evaluate information from a variety of sources. The learner will also have the ability to understand basic technology concepts and functionality in order to use technology as a tool to locate and retrieve information.

Community and Civil Responsibility Learning Outcomes
The learner will demonstrate knowledge, awareness, and understanding of diverse ideas, values, and perspectives of a culturally diverse world; an understanding of the ethical issues and values that are prerequisites for making sound judgments and decisions; a recognition of the obligation to become actively involved as a contributing member of the community; and a sensitivity to the awareness of aesthetic expression.

Personal and interpersonal Skills Learning Outcomes
The learner will have the ability to work cooperatively and productively with others; to understand and evaluate his/her capabilities; to manage his/her personal growth by setting realistic and appropriate goals.
SOCIAL AND BEHAVIORAL SCIENCES
STUDENT SUCCESS STRATEGIES

Know your teacher’s name.

Turn off your electronic devices in class/make paying attention to the work of the class your only concern.

Miss class only when you cannot attend/acquire missed information and materials ASAP.

Know your syllabus.

Know the attendance policy.

Know the requirements for tests and assignments.

Know information about final exam and make-up exams.

Know instructor’s position on use of Wikipedia or other online sources.

Know the instructor’s preferred writing style (APA, MLA, etc.).

Always know your grade.

Contact your teacher ASAP with concerns or questions.

Know the benefits of the academic resource center.

Know if your course has a practicum, service learning component, or other exception.

Use an academic planner.

Know the course withdrawal policy.

Know your instructor’s office hours and make appointments when necessary.

Know the school’s scholastic honesty policy.

Be familiar with the course learning objectives, course competencies, and the college’s 21st century learning outcomes for general education.