

NORTHERN KENTUCKY UNIVERSITY
PSC 496: Future Leader Internship Program
Department of Political Science, Criminal Justice and
Organizational Leadership
Internship (3 credit hours)

FLIP Intern Coordinator: Dr. Ryan Salzman
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Internship Objectives: The FLIP internship is a cooperative effort between the Department of Political Science, Criminal Justice and Organizational Leadership at Northern Kentucky University and the Kentucky State Legislature. The purpose of the internship is to give students the opportunity to apply their education to actual work situations. Specifically, the student has the opportunity to:

- a. Describe, analyze, and evaluate the organizational structure of the state legislature.
- b. Identify the roles and responsibilities of individuals within the legislature.
- c. Clarify career goals and assess readiness to enter a chosen profession.
- d. Develop a mature approach to establishing an effective rapport with individuals within the legislature, including administration, support staff, and the public.
- f. Integrate the theoretical concepts and knowledge learned in the classroom with real-world situations.
- g. Gain confidence in ability as a public, professional through satisfactory performance of tasks.
- h. Identify, develop, and create solutions to work-related problems.
- i. Gain practical on-the-job experience in a professional setting.
- j. Gain work-related references and networking opportunities which will enhance marketability as a political professional.

Student Requirements: The student must have the permission and support of the Intern Coordinator or his/her academic advisor to enroll. The student is reminded that the internship placement is in a professional environment in which appropriate attire and a professional attitude are required. Further, the student is reminded about the need for confidentiality. Specific requirements are outlined below.

Qualifications: Students must have:

- 1) The permission of Ryan Salzman, Assistant Professor of Political Science, who will attest to his/her character and ability to successfully complete the internship.
- 2) A minimum cumulative grade point average of 2.5 as calculated by NKU.
- 3) A major gpa of 3.0
- 4) Completed PSC100 with a grade of C or better.

Academic Credits: The students must intern a minimum of 200 hours during the semester for three credit hours, 134 hours for two credit hours, or 67 hours for one credit hour. The participating office and intern agree on a work schedule that maximizes the opportunity to benefit the office and the intern. A student may earn up to, but no more than, six semester hours in internships toward a bachelor's degree.

Process: During the semester *prior to* the internship, students should:

1. Contact the Ryan Salzman (salzmanr1@nku.edu) for an interview and FLIP application.
2. In order to be considered for academic credit for the internship, contact the FLIP Internship Coordinator in the Department of Political Science, Criminal Justice and Organizational Leadership to obtain an internship application, syllabus and release form. Also available online.
3. No intern may serve in an internship placement prior to receiving approval of the Internship Coordinator and completion of the required paperwork. and course registration.

Requirements:

Portfolio: The portfolio completed at the end of the internship will include the following:

1. **A cover page** with your name, agency name, and term of internship (e.g., Spring 2014).
2. **A table of contents** identifying the documents included.
3. **Your evaluation of the legislative office.**
4. **The legislator's evaluation of you.**
5. **Daily Log** - completed daily log sheets:
The student intern is required to keep a daily log similar to standard time sheets so that there is a basis for the paper that is required for the course. The daily log should be written neatly in ink or prepared on a word processor. The daily log must be signed by the agency supervisor biweekly. One copy of the daily log is included in the internship packet. Make photocopies of the form as needed. Final copies of the daily log should be included in the portfolio.
6. **Journal:** completed daily journal entries:
(Daily journal entries detailing the assignments, projects, and goals/objectives for the day are required. The journal entries should be written daily immediately following the daily placement).
7. **Final Paper:** The paper that is required at the end of the course is a discussion of the tasks performed during the internship and its relevant application to courses taken at NKU as well as the benefits gained from the internship experience. The paper is to be typed, double spaced and of a length commensurate with a full discussion of the student intern's experience. The paper must exhibit proper grammar and syntax.

The paper should also include:

- a. Describe skills used and acquired.
- b. Evaluate the benefit derived from the assignments in terms of the intern's personal goals. Compare the knowledge and skills actually gained with the knowledge and skills that had been expected. Describe personal performance on different tasks, referencing specific work produced and forms used. Describe any problems that arose while performing assigned tasks.

- c. Discuss the benefits provided to the placement site as a result of the internship program and how these benefits might relate to future employment opportunities.
- d. Evaluate and summarize the internship experience including general opinions and observations. Discuss the impact of the internship on career orientation, skills acquisition, human relations and job improvement.
- e. Advice that you would give future interns about the internship experience Include any insights, comments, and/or recommendations.

Any additional information, forms, projects, etc., that you want to include or that you believe are relevant to your internship experiences. It is expected that you will prepare a professional portfolio and will take pride in presenting documentation of your internship experiences.

The intern must notify the Internship Coordinator immediately in the event of termination of the internship or of any significant changes in major responsibilities or learning objectives.

Concluding the Internship: The internship portfolio is due to the Internship Coordinator no later than 4:30 p.m. on the Friday before Final Exam Week begins.

Grading: The final grade for the internship is based on the presentation and contents of the portfolio. Grade is either a “P” (pass or satisfactory) or an “F” (fail or unsatisfactory).

Additional Arrangements: Individuals who have any disability, either permanent or temporary, which might affect their ability to perform in this internship placement, are encouraged to inform the faculty internship advisor at the start of the semester. Adaptations of methods, materials, or placement may be made as required to provide for equitable participation.

Additional Comments: Please see the attached “Internship Safety Guidelines” for safety measures as you travel to and from your internship placement site.

Please refer to Northern Kentucky University Student Handbook for information regarding expectations for academic conduct, behavior, and the NKU student conduct system.

CLASS POLICIES

Email Etiquette: Email is the preferred means of communication for the Instructor outside of office hours. When you email the Instructor, please follow some basic rules to make it easier for me to respond. First, insert the course title into the subject line of your message (e.g. PSC103). Second, clearly identify yourself and articulate the content of your message clearly. This means you should not use IM speak. Finally, before you email the Instructor, you should **review the syllabus**. It is very likely that you can find an answer to your questions simply by examining this syllabus.

Netiquette: Online communication (i.e. Message Boards) should be regarded with the same courtesy as classroom participation. Although you will likely not agree with everything put forth by your classmates and the instructor, it is important that you engage the topic with the respect that should be afforded to all humans in person. Your comments are not anonymous. Please note that sarcasm does not come across as humorous in online communication. General rudeness or disrespectful language will be met with reprimand. **Persistent problems may yield a penalty not to exceed a drop of one letter grade in your final grade.**

Credit Hour Policy Statement: In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Estimates of the time required for a typical student to complete course expectations are as follows:

- 9 hours per week to complete readings and assignments.

Grade Disputes: A great deal of time is invested in grading student assignments. If a student wishes to dispute a grade, he or she must do so in writing (email is fine). When doing so, students should provide a clear explanation as to why they feel a different grade is in order, as well as what grade they believe to be more representative of their work. Simply “wanting” or “needing” a higher grade is an insufficient reason. Students should also be aware that when work is reviewed for a grade dispute, the entire work is reviewed, not simply the specific detail being disputed by the student. **All grade disputes are due in writing within one week after the graded work is returned in class.** Grade disputes will not be considered if submitted past the one week statute of limitations. Students can monitor their grades on Blackboard (learnonline.nku.edu).

*Note that the Family Educational Rights and Privacy Act (FERPA) prohibits the Professor from discussing grades via email or with any individual other than the student. Accordingly, grade disputes should be handled during office hours.

Academic Misconduct: Academic misconduct will not be tolerated in this class. The most frequent forms of academic misconduct include plagiarism and cheating. Plagiarism and cheating are equally punishable and equally serious breaches of academic integrity. Any act that violates the academic integrity of this institution is considered academic misconduct.

Excused Absences for University Extracurricular Activities: Students participating in an officially sanctioned, scheduled University extracurricular activity should be given the opportunity to make up class assignments or other graded assignments missed as a result of their participation. It is the responsibility of the student to make arrangements with the instructor prior to any missed scheduled examination or other missed assignment for making up the work.

Religious Holidays: Religiously observant students wishing to be absent on holidays that require missing class should notify their professors in writing at the beginning of the semester, and should discuss with them, in advance, acceptable ways of making up any work missed because of the absence.

DEPARTMENT POLICIES

The following policies apply to all courses taught by faculty in the Department of Political Science and Criminal Justice. Please note that individual faculty may have specific applications of these policies in their syllabi.

Classroom and Electronic Participation: Classroom participation is essential to the educational process. It is vital to your understanding of the course material, and to your overall performance. It is also a student responsibility. Class participation is generally defined as regular class attendance, proper class preparation, completing assignments and activities in a timely manner, completing assignments in the format requested, and participating in discussions both during and outside of class (e.g. Black Board discussions). Participation also refers to regular monitoring of and responding to electronic contact by professors via email, Black Board

or other means. Participation may have a specific grade percentage in your class; see your course syllabi for specifics.

Class Professionalism:

1. Out of respect to your fellow learners, electronic devices should be turned off during class time unless you are required to be on-call by your employer. In that case, please set your beeper / phone to a non-audible signal. If you are required to leave a beeper or cell phone on during class, inform the professor of this prior to class.
2. Disruptive behavior or conduct (whether in-class or electronic) that demeans fellow class members or the instructor will not be tolerated. Please see the Code of Student Rights and Responsibilities Section V: Academic Policies & Processes <http://deanofstudents.nku.edu/policies/student-rights.html#policies>
3. It is important that work with your name attached is, in fact, solely your work unless properly referenced or cited. In these days of increased access to information, it is critical that you understand the meaning, seriousness and consequences of plagiarism. If you ever have a question about giving proper credit for academic work, please consult your instructor well in advance of an assignment due date. "It is expected that students will write their research papers to meet the learning objectives and educational requirements specific to this class. While a general topic area may be suitable for research that may potentially be utilized in more than one paper, submission of the same paper in two or more courses is not acceptable and will result in a failing grade. Students must notify the professor if their paper on this topic had been previously submitted in another course or will be submitted in another course."
4. The work you will do in this course and your behavior in this course are subject to the Student Honor Code. The Honor Code is a commitment to the highest degree of ethical integrity in academic conduct. By being a student at NKU you make a commitment that individually and collectively, you will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements. You also make a commitment to behavior in a professional manner, especially when involved in academic activities off campus such as travel courses or CCSA Study Abroad. For specifics concerning the honor code, see the Code of Student Rights & Responsibilities Section V, subsection G: Student Honor Code: Cheating & Plagiarism. <http://deanofstudents.nku.edu/policies/student-rights.html#policies>

Right to Revise Syllabus: A syllabus is required for every class and will be distributed at the beginning of each semester. Faculty reserve the right to revise the course syllabus as needed. Changes in the specific course schedule may happen frequently, so you need to keep abreast of these changes regularly. Should a major change or update occur in the syllabus (e.g. moving a specified test date, specifying the requirements of an assignment, etc.) the specific change will be announced at least a week in advance of any activity due date (e.g. assignment, paper, test). These changes should be communicated in the manner other course updates are (paper distribution, email, or posting to Blackboard).

Need for Assistance: Students with disabilities who require accommodations (academic adjustments, auxiliary aids or services) for this course must register with the Office of Disability Services. Please contact the disability service office in University Center Suite 320 or by calling (859) 572-6373 for more information. Verification of your disability is required in the disability services office for you to receive reasonable academic accommodations. Visit the disability services website at <http://disability.nku.edu>

Student Responsibilities to Meet Course Obligations: You are responsible for all course assignments including class preparation, class attendance, class activities, tests, papers, labs, projects, group work or other course assignments. By reviewing the syllabus at the beginning of a course, you are responsible for meeting all specific course obligations. Additionally, some faculty may even require that each student initial a document to recognize their course obligations. Failure to attend classes, or meet course obligations is a serious matter and it is your responsibility to communicate with the instructor should you have difficulty with meeting any course obligation. Faculty may, at their discretion, reduce grades or even fail you for not meeting specified

course obligations, including but not limited to, class attendance, taking tests at a specified time, turning in papers on time and in the format required and other assignments. It is the faculty's discretion to determine the consequences of not meeting a course obligation, and many times the specific provisions and penalties are specified in the syllabus. Faculty may also require written documentation verifying your inability to meet a course obligation.

Diversity: Diversity describes an inclusive community of people with varied human characteristics, ideas, and world views related, but not limited, to race, ethnicity, sexual orientation, gender, religion, color, creed, national origin, age, disability, socio-economic status, geographical region, or ancestry. Institutions that value diversity provide a supportive environment that respects those human differences. It is our responsibility as citizens of the NKU community to promote and value a campus environment and classroom climate that is safe, fair, respectful, and free from prejudice.

Final Examination: Your syllabus includes the date and time of the final exam period scheduled for the course. Faculty will provide an indication of the final exam's nature (cumulative final, regular test, return of take-home exam, presentation of final project, etc.) well in advance of the final exam.

Grade Appeal: Please see the Code of Student Rights and Responsibilities Section V: Academic Policies & Processes for any final grade appeal. The specifics of the process are detailed in subsection G: Student Academic Grade Appeal. <http://deanofstudents.nku.edu/policies/student-rights.html#policies>

Midterm Grades: Midterm grades will be provided to all students in 100 - 400 level courses, except in cases where the Department Chair and Dean of Arts & Sciences have waived midterm grade reporting for pedagogical reasons. Midterm grades are only an estimate of performance as of the middle of the semester, and are not an absolute predictor of final performance.

Online Evaluation: Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks* prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Starting Spring semester 2011, students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two week delay in access to his or her course grade beyond the university's official date for grade availability.

To complete online evaluations go to <http://eval.nku.edu>. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you.

Student Honor Code: This Student Honor Code [the "Honor Code"] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to

adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

The purpose of the Honor Code is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code. Students may view the complete honor code at <http://deanofstudents.nku.edu/policies/student-rights.html#policies>.