

Course Syllabus (PUBP 794 or ITRN 780)
Internship: Professional Development
Summer 2018

Faculty Director: Dr. Ray Sommer Assoc. Prof. of Public Policy & Enterprise Engineering	Classroom: Arl. Founders Hall 317
Email: rsommer@gmu.edu	Arlington Office: FH 635
Phone: 703-993-2267	ARL Office Hours: Monday's 4:30-6:30PM
Career Dev. Director: Duane Bradshaw	Arlington Office: FH 560
Email: dbradsha@gmu.edu	ARL Office Hours: 9:30am-6:00pm M-Th
Phone: 703-993-3188	9:30am-2:30pm F
	Email for appointment

Goals/Objectives:

The School of Public Policy (SPP) internship program is an important aspect of students' professional development and leadership skills. The practical experience gained is expected to complement and enhance the academic program. In addition, the program should expand students' career choices and employment opportunities.

Learning Outcomes:

Students will be able to apply public policy, academic knowledge and skills in a supervised work setting (i.e. government, non-profit and private firm organizations). They will demonstrate continued enhancement of professional, leadership and networking skills during the internship.

Submission of Class Papers/Presentations:

All paper proposals, paper drafts and presentation slides must be submitted to Internship Faculty Director in hard copy, not e-versions.

Requirements:

- 1) Two class meetings – presentation and discussion format:
 - Meeting One – **Monday, June 4th, 2017**, 1:30-4:10pm
Discuss the organizational structure of your place of employment, supervisory relationships, and internship assignment.
 - Meeting Two – **Monday, Aug. 6th, 2017**, 12:30-4:10pm
Formal presentation of the internship paper
- 2) Attend three SPP career information or professional development sessions. A complete listing of these sessions will be available from Duane Bradshaw, Director for Career Development. Attendance must be documented and confirmed by Duane Bradshaw using the SPP Career Information and Professional Development Attendance Form located in this packet in Appendix A, page 15.
- 3) Internship final paper and presentations

Paper Guidelines

- Your final internship paper (approximately 10 pages) relates your workplace experience in a professional development context.

- You may use relevant literature and SPP course syllabi to support your topic. This paper is not a discussion of what you did at your internship, but an in-depth synthesis of professional development skills gained from the internship experience. The internship faculty director will provide guidance regarding expectations and specifications of the final paper.
- **DEADLINE:** Final internship paper: **Monday, Aug. 6th, 2017**

Presentation Guidelines

- All students will provide approximately an eight minute paper presentation, including questions and answers, during the final class meeting.
- Briefing slides and professional attire preferred.

4) Internship Supervisor Final Evaluation and Student Final Evaluation

- The Supervisor Final Evaluation form is located in this packet in Appendix A, page 16.
- Your workplace supervisor must submit a final evaluation of your performance that will be used to determine your final grade. Please be sure to schedule time to meet with your supervisor to ensure that your evaluation is submitted by the last day of class.
- The Student Final Evaluation form is located in this packet in Appendix A, page 17.
- **DEADLINE:** Internship supervisor and student final evaluations: **Monday, Aug. 6th, 2017**

5) Final Presentation Materials – **two hard copies** of the following materials must be submitted at the presentation on **Monday, Aug. 6th, 2017:**

- Internship Paper
- SPP Career Information and Professional Development Attendance Form
- Internship Supervisor Final Evaluation Form
- Student Final Evaluation Form

Grading:

- The Internship Faculty Director will assign the final grade of “satisfactory” or “no credit.” **All of the assignments must be completed to receive a satisfactory grade.**
- Turn in all assignments to the Internship Faculty Director who will assign grades. It is your responsibility to ensure that all documents are submitted by the appropriate deadlines.

Academic Accommodation for a Disability

If you are a student with a disability and you need academic accommodations, please see me and contact the Disability Resource Center (DRC) at 703-993-2474. All academic accommodations must be arranged through the DRC.

SPP Policy on Plagiarism

The profession of scholarship and the intellectual life of a university as well as the field of public policy inquiry depend fundamentally on a foundation of trust. Thus any act of plagiarism strikes at the heart of the meaning of the university and the purpose of the School of Public Policy. It constitutes a serious breach of professional ethics and it is unacceptable.

Plagiarism is the use of another’s words or ideas presented as one’s own. It includes, among other things,

the use of specific words, ideas, or frameworks that are the product of another's work. Honesty and thoroughness in citing sources is essential to professional accountability and personal responsibility. Appropriate citation is necessary so that arguments, evidence, and claims can be critically examined.

Plagiarism is wrong because of the injustice it does to the person whose ideas are stolen. But it is also wrong because it constitutes lying to one's professional colleagues. From a prudential perspective, it is shortsighted and self-defeating, and it can ruin a professional career.

The faculty of the School of Public Policy takes plagiarism seriously and has adopted a zero tolerance policy. Any plagiarized assignment will receive an automatic grade of "F." This may lead to failure for the course, resulting in dismissal from the University. This dismissal will be noted on the student's transcript. For foreign students who are on a university-sponsored visa (eg. F-1, J-1 or J-2), dismissal also results in the revocation of their visa.

To help enforce the SPP policy on plagiarism, all written work submitted in partial fulfillment of course or degree requirements must be available in electronic form so that it can be compared with electronic databases, as well as submitted to commercial services to which the School subscribes. Faculty may at any time submit student's work without prior permission from the student. Individual instructors may require that written work be submitted in electronic as well as printed form. The SPP policy on plagiarism is supplementary to the George Mason University Honor Code; it is not intended to replace it or substitute for it. (<http://www.gmu.edu/facstaff/handbook/aD.html>)