PA 498: INTERNSHIP IN PUBLIC ADMINISTRATION
COURSE SYLLABUS: Spring 2012

Instructor: Patricia A. Frosio
Office: Professional Studies and Fine Arts (PSFA) 164
Office Hours: Mondays & Wednesdays 8:00 a.m. – 2:00 p.m.;
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COURSE OVERVIEW:
This course provides Public Administration seniors with practical experience in the field of Public Administration. Students are typically placed in a government agency, elected official’s office or nonprofit organization and will perform duties of an administrative nature. Students will work under the joint supervision of the course instructor and agency internship supervisor.

PREREQUISITES:
Completion of PA 330 (Public Personnel Administration), PA 340 (Administrative Behavior) and PA 450 (Fiscal and Budgetary Policy). Students must also have senior standing and consent of instructor.

LEARNING OBJECTIVES:
The objectives of this course are to:
1) Give students practical experience in the field of Public Administration;
2) Apply theories and principles of Public Administration to actual work situations;
3) Provide students with professional contacts in this field;
4) Enhance students’ understanding of the particular office/organization they are working in; and
5) Enhance students’ self-awareness about the type of career they would like to pursue (or not pursue) following graduation.

COURSE FORMAT:
This course does not meet regularly as a standard course because the emphasis of PA 498 is for students to spend time working in the field as interns. There will be two required meetings: one during the first week of classes and the second meeting in early April to allow students to hand in mid-semester assignments and share aspects of their respective experiences with their peers. Meeting dates and times will be announced via e-mail and Blackboard.

INTERNSHIP PROCESS:
• Each student meets with the instructor individually to discuss career goals and develop a plan to apply for pre-approved, competitive internship positions.
• The student contacts the instructor once an internship has been secured and turns in the Intern Assignment Placement Report signed by the student’s supervisor (form available on Blackboard).
• After a student accepts an internship position, he/she should not resign and start another internship position unless extraordinary circumstances exist and this has been discussed with the instructor.
• The student will attend one of two introductory PA 498 meetings during the first week of class (one on Friday, January 20 and one on Tuesday, January 24).
• The student intern will need to work 192 hours at the same agency in order to earn 3 units of credit toward graduation and complete the internship.
• The student will attend a mandatory mid-semester meeting (April 3 or 6), complete required written assignments and have a performance evaluation completed by his/her supervisor as discussed below.
REQUIRED READING:
The C Students Guide to Success by Ron Bliwas (available in the Bookstore after February 1)

COURSE REQUIREMENTS AND GRADING:
Each student will receive a final grade in the course of CR or NC. The student's final grade in the course will be based on satisfactory completion of a minimum of 192 hours of service and all of following requirements:

The following two assignments should be submitted to the instructor, in hard copy format, at the SAME time, at either the April 3 or April 6 mandatory mid-semester meeting:

1) Weekly Journals Part I
2) Writing Assignment #1

The following three assignments should be submitted to the instructor in hard copy format, at the SAME time, when the student has completed his/her internship but no later Thursday, May 17, 4:00 p.m.

1) Weekly Journals Part II
2) Writing Assignment #2
3) Performance Evaluation with proof that a minimum of 192 hours of service has been completed.

WEEKLY JOURNALS (TYPED, DOUBLE SPACED):
Each student will complete a journal about his/her internship experience. Students are required to write one journal entry per week that briefly describes duties performed, problem-solving approaches, and relation between relevant academic coursework/literature and internship work. Each weekly entry should be two to three paragraphs in length. Students will turn the weekly journals two times during the semester.

- WEEKLY JOURNALS PART I – Journal entries from first week of internship (or first week of school) through March 30, DUE APRIL 3 OR 6 (at mandatory mid-semester meeting)
- WEEKLY JOURNALS PART II – Journal entries from April 1 through the last week of the internship. DUE MAY 17 (but can be turned in early with other final assignments).

WRITING ASSIGNMENTS (FOUR – SIX PAGES TYPED, DOUBLE SPACED):
Each student is responsible for completing two (2), four to six page writing assignments as follows:

Writing Assignment #1:
During the first half of the semester, the student is encouraged to focus on his/her development as a professional in the public or non-profit sector workplace. To assist in this reflection, each student will read the book The C Students Guide to Success by Ron Bliwas and analyze how each of the 10 lessons presented in the book relate to the student's professional development. If one or more of the lessons do not apply, the lesson(s) can be analyzed in terms of the student's future career in public administration. NOTE: The paper must be based on material from the book, or the student will not receive a passing grade. DUE APRIL 5 OR 6 (at mandatory mid-semester meeting).
Writing Assignment #2:
Throughout the semester, the student is encouraged to reflect on his/her assigned agency’s role in public administration – the delivery of public goods and services - based on concepts covered in public administration courses. The second writing assignment should include the following information and analyses:
• Brief overview of the agency (this should be no more than one-half page);
• Brief overview of internship duties (this should be no more than one-half page);
• Analysis of the role and effectiveness of the agency/organization in the scheme of Public Administration in San Diego County;
• Analysis of the student’s role in contributing to the role/mission of the agency/organization; and
• Analysis of how this internship helped the student become a more effective Public Administration practitioner and/or discuss how this experience influenced the student’s career goals.
DUE MAY 17 (but can be turned in early with other final assignments).

PERFORMANCE EVALUATION:
After the student has completed 192 hours of internship work he/she should ask to meet with the internship supervisor to discuss his/her performance. Previous to the meeting, the student should ask his/her supervisor to complete and sign the Public Administration Internship Program Evaluation Sheet (available on Blackboard). The form also provides proof to the instructor that the student completed a minimum of 192 hours of service.
DUE MAY 17 (but can be turned in early with other final assignments).

STUDENT CONDUCT:
Students working as interns through the PA 498 course are representing San Diego State University and their work reflects upon the School of Public Affairs and fellow students. As a result, professional conduct by students is required throughout the internship process. The following are a few general rules of professional conduct:
• Use a professional e-mail address on your resume and when contacting potential employers (i.e. Jane.Smith@gmail.com).
• Use a professional sounding voice mail/answering machine greeting when expecting calls from potential employers.
• Dress appropriately for interviews.
• Dress appropriately when doing your internship work.
• Be punctual and make every effort to consistently be at work on time (if not early).
• Respect the policies and work rules of the agency, especially in regards to confidential information.
• Use active listening skills when receiving instructions from supervisors; ask clarifying questions when needed to ensure accuracy of work products.
• Show respect toward your internship supervisor, always.
• Be courteous toward and attempt to get along with all individuals you work with at your internship assignment.
• Take initiative in completing your internship work assignments and in seeking new assignments. Be a “self-starter”!
• Simply said, be extraordinary!

OTHER NOTES ABOUT THE SCHOOL OF PUBLIC AFFAIRS’ INTERNSHIP PROGRAM:
Most undergraduate internships are unpaid. If the student is unwilling or unable to complete an unpaid internship, he/she should enroll in PA 497 instead.

The Internship Coordinator will serve as a resource for you throughout the semester to support you in your internship role. If you have any concerns at all, or need help dealing with a workplace challenge or conflict, please see the instructor. The School of Public Affairs is committed to your professional development and success in the workplace!