2014

397-01 Political Internship

Mack Mariani

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Office Hours: By appointment
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COURSE DESCRIPTION
This is a guided internship course taken in conjunction with a 12-14 week internship. Students are required to work between 10 and 20 hours per week during the course of the internship (10-15 hours is recommended in the Fall and Spring semesters, 16-20 hours is recommended in the summer). Course readings, assignments and discussions will prepare students to succeed in their internship and help them use their experiences as an intern to gain a broader understanding of politics, campaigns, and political institutions.

OFFICE HOURS
My office is located at Schott #710. My office hours are by appointment, but my schedule is flexible. I am always available by cell phone (513-508-6849) or e-mail if you want to discuss something or set up another time to meet. If you text me, please be sure to include your name at the end of the text.

REQUIRED BOOKS

NOTE: The bookstore may have a few copies of the book, but if they do not, E-book/ Kindle versions of these books are available on Amazon.

COURSE POLICIES
- Academic needs - Xavier University will make reasonable accommodations for students with properly documented disabilities. If you are eligible to receive an accommodation and would like to request it for this course, please discuss it with me privately during the first few weeks of the semester or contact the Learning Assistance Center at (513) 745-3280 for assistance.
- Late Papers - Late papers and assignments will receive a one letter grade penalty per-class period (an A paper becomes a B, etc...). Assignments more than one week late may face a larger penalty.
- Workplace Professionalism - As an intern, you represent Xavier University and the Department of Political Science. To receive credit for this course, you must follow through on your responsibilities, show up for your hours, adhere to the rules of your office, and uphold standards of professionalism, honesty or good judgment.
- Liability Waiver - Xavier University requires students who are participating in off-campus internships and co-ops to fill out a
liability waiver. This document must be filled out and submitted on canvas before you start your internship.

- **Safety** - Internships take place in the real world. Use good judgment and make sure you take reasonable precautions to keep yourself safe in and around your workplace. If you have concerns about safety or a workplace issue that needs to be addressed, please contact me immediately.

**ASSIGNMENTS**
See Canvas for Assignments and Due Dates. All assignments and papers should be submitted on canvas. Do not e-mail them to professor Mariani.

**INTERNSHIP HOURS**
To receive credit, students are required to work between 10 and 20 hours per week during the course of the internship (see course description above for recommended hours).

**PERFORMANCE EVALUATIONS**
To receive credit and a passing grade, students are expected to perform well in the internship and to behave in an honest and professional manner at all times. To ensure that this is accomplished, students must be evaluated by their internship supervisors at the mid-point and end of the internship. Evaluation forms will be provided and you are responsible for submitting the completed evaluation forms on canvas. Likewise, you will have the opportunity to evaluate the quality of the experience and to share your views on the work opportunities you received during the course of the internship.

**GRADING**
Grades will be based on your overall performance in course assignments and your successful completion of all course requirements.

Grade Distribution:
- 25% Assignments
- 25% Journals
- 25% Research Paper
- 25% Evaluations

The following point totals are needed to secure the following grades:
- 94% A
- 91% A-
- 88% B+
- 84% B
- 81% B-
- 78% C+
- 74% C
- 71% C-
- 68% D+
- <61% F

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