COURSE INFORMATION FORM

DISCIPLINE       Political Science
COURSE TITLE     Practicum in Public Administration
CR.HR            1-6
LECT HR.         
LAB HR.          
CLIN/INTERN HR.  1-6
CLOCK HR.        

CATALOG DESCRIPTION
Field work in a public agency/legislative office in an entry-level position to obtain exposure to public service. The credit for this course will vary depending upon the hours spent working for the agency and agreement between instructor and student.

PREREQUISITES
Completion of POLS 135, 136, or 137

EXPECTED STUDENT OUTCOMES IN THE COURSE
Upon completion of this course, the student will be able to:

1. Apply classroom skills and knowledge in an actual work setting
2. Develop professional-level of skills in oral and written communications
3. Interact appropriately with supervisors, co-workers, clients and professionals outside of the practicum office
4. Create a portfolio of work samples
5. Demonstrate effective written communication through practicum learning log/diary and job duties and responsibilities
6. Define the role of the state agency/city hall department or legislative office that they are completing the practicum
7. Explain the interaction between the agency and the legislative branch of government (city council or state legislature) or describe the interaction between the legislative office and the executive branch of government.
8. Describe the day-to-day workings of the agency or legislative office they are working for and how this relates to creation of public policy
9. Demonstrates problem-solving techniques per job duties and responsibilities
10. Analyze the major policy implications of the agency/office output
11. Synthesize the connections between the academic view and the practical view of political science and policymaking
12. Evaluate the effectiveness of the agency/office in achieving policy change and implementation
13. Assess the practicum experience and critique the success/failures of the agency/office in achieving policy change and implementation

Outcomes expected for each course designation:

a--1 hour: 1, 2, 3, 4, 5, and 6 (16-20 hours spent in internship: 1 day per week)
b--2 hours: 1, 2, 3, 4, 5, and 6 (21-40 hours spent in internship: 2 days per week)
c--3 Hours: 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10 (41-60 Hours spent in internship: 2-3 days per week)
d--4 Hours: 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10 (61-80 hours spent in internship: 3-4 days per week)
e--5 Hours: 1-13 inclusive (81-120 hours spent in internship: 4-5 days per week)
f--6 Hours: 1-13 inclusive (121+ full time for 6-8 weeks summer; half time for 14-16 weeks fall/spring)
CLASS-LEVEL ASSESSMENT MEASURES

Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

- Work site supervisor evaluations (3, 5, and 9)
- Instructor evaluations (5, 8, 11, and 13)
- Work Log/Diary of Experiences (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, and 13)
- Written analysis of a particular policy problem or situation encountered in fieldwork (1, 2, 3, 5, 6, 7, 10, 11, 12, and 13)

PROGRAM-LEVEL OUTCOMES ADDRESSED

General Education Outcomes

Occupational Program Outcomes

Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes to assessment measures.
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Selection of an intern site
II. Interview for the position
III. Development of a work schedule
IV. Development of appropriate evaluation and written work with Instructor and work site supervisor
V. Meetings with the Political Science Practicum Instructor