

DEPARTMENT OF PUBLIC ADMINISTRATION

SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS - COLLEGE OF ARTS & SCIENCES

PAD 4940 - PUBLIC ADMINISTRATION INTERNSHIP

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PCA 269A - By appointment only

COURSE DESCRIPTION

Supervised work experience in a public or quasi-public organization. Involves a variety of professional and technical job duties depending on the agency.
Prerequisites: Successful completion of required courses in public administration and approval of internship coordinator. (letter grading).

PURPOSE

The purpose of this course is to enable especially pre-service students to develop a more comprehensive view of the practice of public administration by translating academic training into real world practice. This is an opportunity for the student to gain meaningful work experience in public and nonprofit organizations and to expand knowledge and skills necessary for professional development and advancement. An internship allows the student to contribute to the work of public and nonprofit organizations.

LEARNING OUTCOMES

- Integrates theory with practice in an actual work environment.
- Tests the KSAs covered in the academic program.
- Aids students in solidifying their career goals.
- Develops contacts and networks for future employment and consultation.
- Provides work experience for post graduation job opportunities.

INTERNSHIP CONDITIONS

To enroll in an internship, students must be in good academic standing in the program. The minimum GPA for undergraduate students is 2.5 in 12 credit hours of public administration coursework at FIU. It is preferable that students participate in the internship after they have completed their core courses.

- An internship is optional and is considered an elective for the program.
- Students may not receive internship credit for normal duties performed in pre-existing employment.
- The student must provide a written agreement from the agency describing the intern's duties and responsibilities. These duties are expected to involve the application of knowledge and skills that students have acquired in their formal academic studies.
- Internships may be paid or unpaid.
- Academic credit is awarded on a letter grade basis.
- Credit for approved internships will be granted through course number PAD 4940.
- Internships are expected to integrate professional and academic experiences. Therefore, credit may not be awarded retrospectively. That is, students may not apply for internship credit for work performed at some previous time. For example, a student may not request credit during the fall semester for an internship completed over the previous summer.
- Similarly, students may not receive internship credit for normal duties performed through pre-existing employment.

INTERNSHIP REQUIREMENTS

TERM PAPER:

- Students are expected to select a topic related to the internship experience and to a particular theoretical issue in public administration.
- The paper must be analytical in nature: at least 10 pages. The length of the paper **does not** include the reference or title page.
- All papers must be typed, double spaced.
- Use APA style
- Include a minimum of one book (not a text used in other coursework) or four journal articles regarding public administration in your bibliography.
- It is probably easiest to first pick a specific course (e.g. policy development, government and administration, public budgeting, etc.) and then look at how the issues treated in it are handled in your agency or organization. The course texts and syllabi can serve as a good inspiration for selecting the book to read for this project.
- The project and book/articles must be approved by the faculty supervisor before the internship is half completed.
- The paper itself is due by the start of final exam week for the semester in which the internship is being taken.
- Remember to preserve confidentiality of the individuals and/or organizations involved if the paper is of a sensitive nature.
- The paper must be submitted in hard copy to the program. You can submit an additional copy in electronic format using Microsoft Word or a compatible format.

- **Papers are graded primarily on the content, but style, grammar, and form will count.**
 - Carefully proof and edit your paper.
 - Papers must have:
 - A title page;
 - An introduction describing the topic and its importance (this should be accomplished in the first two paragraphs);
 - A conclusion discussing what lessons your case study teaches about your topic;
 - Bibliography;
 - You should list all of your sources completely in the bibliography and use in-text citations in parentheses by author, year, and page number(s).
 - A full citing of books should be listed in the bibliography. Consult a style manual for the APA guidelines to ensure you have cited references properly. Do not assume you are doing it correctly.
 - Major ideas and quotes taken from the sources must be cited. Failure to do so is plagiarism and can result in a failure on the paper, class, and academic expulsion from the University.

JOURNAL (TIMESHEETS):

- The Journal should be narrative in nature and will serve as a basis, and perhaps outline, for the term paper.
- Describe the important concepts of the internship experience.
- Discuss what you have learned.
- Provide insight, if any, on how you would have or could have addressed these activities differently.
- In general terms describe what you learned, what you liked and did not like, why you feel the way you do and whether you believe the internship was a worthwhile experience.

WORK PLAN (PROPOSAL AGREEMENT):

- Within two weeks after beginning an internship, students must submit a work plan and description of their duties to their faculty supervisor. The plan should describe specific tasks the intern will perform throughout the semester.
- The work plan must be approved before academic credit can be awarded.

TOPIC ABSTRACT

- Along with the mid-term assessments you must submit a topic abstract for your final paper to be approved by the academic supervisor.

INTERNSHIP ASSESSMENT:

- The quality of internships – both the degree of professional experience gained by students, and the quality of work they perform – will be assessed at the mid-point and end of each semester.
- Interns will complete rating forms that document their experience.
- Internship supervisors will complete forms that rate the intern's performance.
- These forms serve two purposes. First, supervisor ratings of interns are considered in the assignment of a grade. Second, intern ratings will guide decisions whether to approve future internship applications with the sponsoring agency.
- Interns must submit written evaluations as specified in the internship contract before the end of the semester in which they are enrolled. At the discretion of the faculty supervisor, an earlier date may be specified.
- Failure to submit Internship Ratings, Supervisor Evaluations, or other forms of assessment when due will be cause for failing the class.
- Receiving an "Incomplete" grade will be considered on a case by case basis only.

GRADES:

A letter grade will be awarded for this course. The faculty supervisor will utilize the following categories in evaluating student's performance:

Written Assignments: Term Paper and Journal	60% of grade (paper 40%) (journal 20%)
Internship Supervisor Evaluation:	20% of grade
Student Evaluation:	20% of grade

The final grade will be awarded by the faculty supervisor. An "F" grade will be awarded if the above-mentioned criteria are not met.

Incomplete grades may be awarded when there is a valid reason (Medical or Court Evidence). All incomplete grades will automatically become an "F" if not completed in accordance with the agreed upon criteria.

For **3 credit hours** a student must intern for a minimum of **10 hours per week**.
For **6 credit hours** a student must intern for a minimum of **20 hours per week**.

STATEMENT ON PLAGIARISM

Plagiarism is the representation of another person's words, ideas, and creative work in general as one's own. This misrepresentation is a breach of ethics that seriously compromises a person's reputation. Professional careers have been ruined by revelations of plagiarism. To avoid plagiarism, researchers and professionals in public, private, or nonprofit organizations must scrupulously give credit whenever they use another person's idea, opinion, theory, written or spoken words, as well as any facts, statistics, graphs, drawings—any pieces of information—that are not **common knowledge**. The following rules should be observed to make sure that the distinction between one's own words, ideas or work, and those of others is justly maintained.

1. Put in **quotations** everything that comes directly from the text of another's work, especially when taking notes.
2. Alternatively, you can **paraphrase** another person's work, but be sure you are not just rearranging or replacing a few words. A good strategy is to (1) read over what you want to paraphrase carefully, (2) cover up the text with your hand, (3) write out the idea in your own words without peeking, and (4) check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.
3. Whether you quote, paraphrase or otherwise borrow another's work, always **cite or indicate the source** of the information, and **provide references** following one of the many accepted styles or formats.
4. Common knowledge such as George Washington's date of birth or the meaning of OLS regression need not be quoted, cited, or referenced. However, borrowing another's original or creative presentation of common knowledge should follow the abovementioned rules. When in doubt, follow the rules.

Of course, submitting a paper that is completely the work of another person is plagiarism in its most extreme form. A student who plagiarizes all or part of an assignment can expect severe cumulative penalties, ranging from failure in the course to expulsion from the university, with an annotation of the sanction received on the student's transcript.