JEFFERSON COLLEGE

COURSE SYLLABUS

PSC290

PUBLIC SERVICE GOVERNMENT INTERNSHIP

1 Credit Hour

Prepared By:
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Arts & Science Education
Dr. Mindy Selsor, Dean
PSC290  Public Service Government Internship

I. CATALOGUE DESCRIPTION

A. Prerequisite: 30 credit hours completed prior to internship semester, PSC102 and PSC103 completed with a B grade or better., and overall GPA of 2.75 or higher

B. 1 semester hour credit

C. The student will combine academic work with a practical work experience in a federal, state, or local government office. Students will work approximately 5 hours per week with supervision by a faculty member and a government official. This is a public/community service course. (D)

II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURES

| Describe the operations and functions of a federal, state, or local government office. | Daily Journal Research Project Summary of Internship |
| Identify how the internship office interacts with other governmental and non-governmental institutions, as well as with people in the community | Daily Journal Research Project Summary of Internship |
| Integrate classroom materials with internship experiences to effectively explain how government attempts to meet the needs of the community | Daily Journal Research Project Summary of Internship |
| Explain how government officials and employees receive, analyze, and react to community interests and demands | Daily Journal Summary of Internship |

III. COURSE OUTLINE WITH UNIT OBJECTIVES

A. Describe the role and function of the chosen government office.

B. Relate and integrate previous coursework to a community service experience in the chosen government office.

C. Perform in the chosen government office in order to serve the community and gain an understanding of that community’s needs.

D. Represent the Jefferson College campus community in a professional, reliable, service-oriented manner with the goal of using the strengths of the college (students, faculty, staff, research materials) to benefit the chosen government office and the community.
E. Investigate a topic related to the internship office function in order to gain a deeper knowledge of government’s role in bringing needed services to the community.

IV. METHODS OF INSTRUCTION

A. Instructor and supervising government official orientation provides student with overview of internship.

B. Required daily work journal will be reviewed by supervising faculty member with feedback to student.

C. Internship work will be at the direction of the supervising government official.

D. Research paper will provide in-depth knowledge on a policy topic.

E. Biweekly student-faculty meetings will provide guidance for student work.

V. REQUIRED TEXTBOOK (with publication information)

None

VI. REQUIRED MATERIALS

None. Student will provide own transportation to and from internship office.

VII. SUPPLEMENTAL REFERENCES

None

VIII. METHOD OF EVALUATION

Course grade will be determined by a combination of the following:

1. Written daily work journal of internship work
2. Research paper on (5-7 pages)
3. Internship summary (3-5 pages)
4. Written evaluation of student’s work turned in by government official

Note: If the student misses workdays because of illness or other conflicts, he/she must make arrangements with the sponsoring agency to make up the time missed. Unsatisfactory work performance will lead to an unsatisfactory evaluation.

A minimum requirement of the internship is that the student adequately performs internship duties. If he/she fails to adequately perform duties, he/she will receive a failing grade for the internship. If the student is fired from the internship due to
inappropriate work behavior, for example, he/she will receive a failing grade for the internship.

IX. ADA STATEMENT

Any statement requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3000, ext. 169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College Website).