Internship Syllabus (PMAP 4941 and 8941)

Internship courses are unique!

Click here to access the iCollege page for internships. If this link fails when ICollege is already open, then we still need to add you to the page. Click here to let us know you are having trouble accessing the iCollege page. We also have a Facebook page so that students can communicate better with each other.

The successful intern must complete mandatory work hours and course requirements to receive credit. All course materials are available on ICollege, in the Program Essentials folder, and through this syllabus—just follow the blue hyperlinks to gain access to the documents you need. Do not neglect iCollege, but internship materials are not confined there.

As you browse through these materials, keep in mind that we will give 2 points to anyone who identifies a bad internship link. Help us keep this class running smoothly!

Internship Requirements

Register for the class! To receive academic credit for PMAP 4941 or 8941 you must enroll and pay for the course. While you can start your internship before registering for the course, you will not get credit for a completed internship until your name appears on a grade roll. You do not need instructor approval to enroll in the internship course. Register and pay for the course only once, even if you conduct your internship work across several semesters.
**Complete the internship data sheet.** Look in Program Essentials or click on assessments/quizzes on the iCollege toolbar. [This link might work if you have iCollege open](#). This data sheet gives us relevant information about you and your internship position, your supervisor's name and contact information, and more. **Not completing the data sheet when you start your internship could lead to failing the internship course.** You can update the data sheet, as needed.

**Submit a Program Plan.** The Program Plan document is available at iCollege in Acrobat or [Word (download only)](#) formats. You and your employer should complete and sign the program plan. (An electronic signature is acceptable.) You may want to share our internship sponsor information with your employer. **Not completing the data sheet when you start your internship could lead to failing the internship course.** You have 30 days to get this done.

**Post a description of your internship position and activities.** After you have worked at your internship for several weeks, post a description of your work to the Internships Descriptions Discussions List, which you will find on iCollege. (Look in Program Essentials or under Communications.) Your description should be several paragraphs in length, well written, and include an explanation of how your internship relates to both your studies (major and coursework) and fits with your career goals. **No attachments to the bulletin board, please!**

**Submit a Time Sheet.** You are required to maintain a time and activity report, documenting the number of hours that you have worked. Your supervisor must sign this sheet. (An electronic signature is acceptable in most cases.) We have a time sheet that you can use in Acrobat or [Word Form](#) formats, but you may also submit a time sheet provided by your employer. **Make sure your hours total to the required number (200 for 4941; 300 for 8941).** The total hours should be on the same page as the signatures.

**Submit an Employer Evaluation.** You are required to submit an employer evaluation of your work. We have a form that you must use in either Word (download only) or Acrobat formats.
Attend a Final Internship Session. You must reserve a space for a final internship session. These sessions are on a first-come basis.

Submit a final paper. Meeting all paper requirements is the only way to receive a passing grade.

Click Here for Additional Final Session Details.

Submitting Materials

You must complete our data sheet quiz, post your internship description, and submit your final report on the iCollege page. Your final report must be a Word document. Submitting all materials on iCollege is possible, in fact, and recommended. Other options are available:

- You can give materials to us in-person, say during office hours or at a final session.
- You can email materials, but please send mail from the iCollege page. Please do not scatter work and communications across different email boxes.
- You can fax materials to our internship fax line: 1-206-203-2056. The fax line is a toll call, but it provides us with an electronic copy of your plan. Check to make sure we have recorded faxed materials. Faxes do not always work. Save your materials!
- You can mail materials:
  - Andrew Young School of Policy Studies
    Georgia State University
    P.O. Box 3992
    Atlanta, GA 30302-3992
- Please keep personal copies of all submissions in case something becomes lost in transit.

Please check that we recorded all submitted materials on your official iCollege record. (Click on grades, which is under assessments on the iCollege menu bar.) As you can see, the grade sheet is a perfect match with the requirements listed above.
Internship Grading

This is a pass/fail class (S or U), and failing is possible. There are six 100 point requirements and a 200 point final report:

1. The Data Sheet (100 Points)
2. The Program Plan (100 Points)
3. The Discussion Posting (100 Points)
4. The Time Sheet (100 Points)
5. The Final Internship Session (100 Points)
6. The Evaluation (100 Points)
7. The Final Paper is worth 200 points.

Thus, there are 800 points available, and you need 750 points to pass this course. You cannot skip assignments and pass this course.

Examples of how to jeopardize your grade:

An incomplete discussion posting—for instance. We deduct 15 points if you do not include a discussion of linkages between your internship with your coursework and degree.

A late program plan or data sheet. (Submitting these items more than 30 days after you start your internship will result in a 20 point deduction.)

Your time sheet lacks your sponsor’s approval of the required hours (deduct 20 points). The signature must be on the same page as the total number of hours.

A weak intern evaluation from your sponsor (deduct 20 points). Multiple scores of “3” or below, and/or references to not showing up for work will merit this point reduction.

Papers missing any of the requirements will receive a 74, which is a failing grade. Most interns are about to graduate, and a substantial professional paper is a basic requirement for advancing in desirable careers. Poor papers with grades lower than 80 will be allowed one revision.

Good Writing and Good Government

Writing a professional paper is an essential part of your PMAP degree requirements. In our federal government plain language is the law. There are government plain language guidelines. If you want examples, consider the 9/11 Report, or this sample report from the Government Accountability Office. There are no compromises on our report requirements because good government report writing skills are essential.
Dates and Deadlines

Week-to-week deadlines make little sense for internships because each internship experience is unique schedule, but your coordinator has deadlines for submitting grades each semester. *Students wanting a grade for a semester must meet the deadlines below.*

Apart from the posted final deadlines, we do want to see the program plan and intern data sheet soon after your internship begins. We recommend doing your internship description posting after you have been on the job a couple of weeks. *Write about what you are doing, not what you think you will be doing.*

November 28, 2017 at 6 pm. 
Required

All materials are due for students who currently have both an IP (in progress) grade for the course and seek to graduate summer semester. The graduation office requires that we remove IP grades well before the end of the semester. Get more information on IP grades here. We strongly recommend that you review your internship record after 12 noon on November 29, to make sure we successfully recorded your submissions.

December 1, 2017 at 6 pm. 
Required

All materials are due for those students who registered for summer 2017 and who are completing their work in this same semester. *You will receive an IP grade for the current semester if you miss this deadline!* We strongly recommend that you review your internship record after 12 pm on December 4, to make sure we successfully recorded your submissions.

- IP grade + graduation = early deadline
- Spring 2017 registration + graduation = later deadline
- Anyone not graduating = later deadline always

*Students who registered before Summer 2017 do have an IP grade.* If this is you, and you are graduating, then the early deadline applies to you.

*Remember: You only register once for the internship course, regardless of whether you finish in a single semester or not.*
### Meeting with Internship Coordinators

We are available by appointment, and we also offer an optional orientation session and office hours to help you work your way through the internship requirements, as noted below:

**August 25, 2017**  
Optional  

Orientation with Internship Coordinator: Professor Streib will be in room 316 AYS from 3-5 on Friday, August 25. Drop by and get answers to your internship questions! *This session is optional but essential for students who have questions.*

Throughout the semester, Professor Streib will have hours from 3-4:15 on Tuesdays in suite 316 at the Andrew Young School. You can reach Professor Streib by phone most anytime: 404-939-1235.

If you are continuing your internship into the next semester, remember that it is your responsibility to stay in touch with the internship coordinators and monitor the future internship schedules. *Students with an IP complete each internship requirement once, but they stretch their work over two (or more) semesters.* As noted above, only register for the internship course once.

Get more info on our Frequently Asked Questions Page!

### How Do I Contact the Internship Coordinator?

*Sending emails from the iCollege page is recommended. We can better track issues, problems, and grades when everything is in one place.*

<table>
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<tr>
<th>Greg Streib</th>
<th><a href="mailto:Gstreib@gsu.edu">Gstreib@gsu.edu</a></th>
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<td>(404) 939-1235</td>
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