IDY 392
Gerald R. Ford Institute for Public Policy and Service
Internship Course Syllabus
Fall Semester, 2015
Albion College

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Purpose and Objectives

The internship requirement of the Ford Institute concentration is critical to bridging your classroom and real-world experiences. As such, you should intern in a setting that provides an immersive experience related to your future career goals. The program should allow you to explore the various management models, organizational issues, budgeting, technical aspects, communication, and decision making seen in the operation. Keep in mind that while the internship is a learning opportunity for you, the site expects that you will work hard for them and, in most settings, will value your input into their projects and operations. This is a great opportunity to use your knowledge from the classroom.

Your internships should not be consumed by clerical and receptionist work. You will need to do some of this in order to most fully understand the operations, but if this is all you do, please let us know. Many of the skills you will learn cannot be taught in the classroom and may differ significantly from what you expect. At the same time, your internship can be a great stepping stone into your career path – with students often receiving job offers from the organization – or through the organization's networks. Your supervisor and others may provide critical letters of recommendation for future jobs, education, and other aspects of your life. The more you put into your internship, the more you will get out of it.

Please read the following if you are considering law school in your future. Given the limitations on what undergraduates can do in a law office, it is difficult to find internship opportunities directly in the legal field, and when they do exist, most students report the experience as typically less than satisfying. There are many other opportunities which prepare undergraduates for law school. Patrick McLean and Eddie Visco can help you explore these possibilities.

Interns are expected to exhibit professionalism at all times during their experience and this should be demonstrated in all dealings with supervisors, staff, and all people who come into contact with the organization. You apply your knowledge, skills, and abilities to all assigned responsibilities, perform in an ethical manner, and adhere to the policies and procedures of the organization. You are a representative of Albion College and, as such, we expect you to carry yourself in a manner that upholds the integrity of our institution.

College Course Registration and Fees

Once you have confirmed your internship, you must submit you internship registration form, with all of the appropriate signatures, to the Albion College Registrar. The Accounting Office will then bill you for the number of units of internship on your registration. Please be sure to pay by the due date. Accounting may drop you from the course for late payment. Students completing a summer internship must register for summer semester credit as dictated by Albion College policy. *It is expected that you will work a total of 300 hours for a 1-unit Ford internship or 150 hours for a .5 unit internship.* There are limited exceptions to this policy but it must be discussed with Patrick prior to the start of the internship.

Grading

IDY 392 is offered only as credit/no credit.

Attendance Policy

It is up to you to coordinate with your supervisor a schedule that will satisfy the required hours for the semester, make a fruitful contribution to the office, and balance your academic responsibilities (if you are taking classes while interning). While most of the work will be completed during weekdays, in some cases, such as Congressional offices and campaigns, the most intriguing work occurs in the evening and sometimes on the weekend, so take advantage of this if: (1) you want the best experience, and (2) you want the staff to trust you with the greatest responsibility. The office staff expects that you are there to learn and participate as one of the regular staff. Therefore, **do not** plan to take days off or go on vacation during your internship. Experience your surroundings during your weekends and other time off. **There is a timecard** with your required forms. Be sure to fill it out daily.

Office Hours

Patrick is generally in the Ford Institute office between the hours of **7:45 AM and 5:00 PM Monday through Friday, Eastern Daylight Time.** If you have questions or issues with your internship, please call or email. If you cannot get in touch with Patrick, please call Eddie Visco at (517)629-0328.

Internship Paperwork

All required forms can be found on the Ford web site at http://www.albion.edu/ford/current-students/internship-forms. Please see the due dates below for when they must be submitted. Forms may be sent via email to Eddie Visco (evisco@albion.edu), faxed to (517)629-0920, or sent by regular mail to Ford Institute, Albion College, 611 E. Porter St., Albion, MI 49224. Information on where to send them is also printed at the bottom of each form.

SCHEDULE OF REQUIRED DOCUMENT/EVALUATION DUE DATES
(If you begin your internship at a later date, please adjust the due dates accordingly.)

August 31, 2015 - Beginning Due Date

- **Internship Introduction Sheet.** This form and all others can be found on our web page listed above.

- **Photo.** Please have a digital photo taken of you which reflects your internship location, either geographically if abroad, or reflecting your place of business. This will be posted with your name and internship description in the Ford Office. This may be submitted at a later date.

Every Two Weeks During Your Internship

- **Intern's Journal.** You are required to keep a daily journal of your internship experience in which you will record highlights and challenges of your internship experience. You will find this to be an extremely helpful resource when writing your final report. Content should include three major components: (1) activities at your internship placement; (2) networking and other people you meet, especially if you are sharing housing with other interns; and (3) what you do and see during your spare time. Each entry should be a paragraph or two in length. Your journal will be treated confidentially within the Ford Office (although we may ask to post an edited version so that your colleagues, alumni, and others can see what you are doing). We will not post it without your permission. **Journals should be submitted by e-mail to Eddie (evisco@albion.edu) every other Friday or more often.** ***Please remember to include your name and Internship location on each journal submission!***

October 14, 2015 - Mid -Term Due Date

- **Mid-Term Evaluations for Intern and Supervisor.** <u>You are responsible for getting these to us by this date!</u> If the schedule of your internship varies, then turn in your mid-term evaluations at the halfway point for your internship.

December 4, 2015 - Final Due Date

- **Final Evaluations for Intern and Supervisor.** <u>You are responsible for getting these to us by this date!</u> If the schedule of your internship varies, then turn in your final evaluations at the halfway point for your internship.
- **Final Report.** You are required to submit a 6-8 page reflective report describing how the principles of public policy and/or public service were applied in your internship and how the internship affected your understanding of those principles. What did you accomplish during your internship? Did the internship make you want to attain a position in this field, or did it make you aware that this is not a field you would be interested in pursuing?
- **Timecard.** The completed time card is to be submitted along with your final evaluation and report.

Note: <u>*Evaluation forms for supervisors are different from those for interns.*</u> Please read the supervisor's evaluation form to understand what areas it covers then give it to your supervisor to complete. Supervisors may FAX evaluations to: (517) 629-0920 or send them by mail to: Ford Institute, Albion College, 611 E. Porter St. Albion, MI 49224, or scan and email to evisco@albion.edu. An unsatisfactory supervisor's evaluation for your internship may cause you to receive a grade of "no credit" for this course.

<u>INCOMPLETE GRADES:</u> All forms are due on the dates stated above. Incomplete grades are given only because of illness or other unavoidable circumstances as approved by the director.

<u>VISIT:</u> You will be contacted during the semester concerning scheduling a date for Patrick or Eddie to visit or converse by phone with you and your supervisor. Internship site visits or phone calls consist of us talking with you and your supervisor about your experience.