

IDY 391/392
Gerald R. Ford Institute for Public Policy and Service
Internship Course Syllabus
Spring Semester, 2024
Albion College

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Purpose and Objectives

The internship requirement of the Ford Institute program 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.

This experience will not only educate you regarding your field of interest, but will also train you on how to be a young professional. Therefore, many different tasks vital to the office's operation will be thrown your way. Your internship should not be consumed solely 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. Many students receive job offers from their internship 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.

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 must 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 both the Ford Institute and Albion College and, as such, we expect you to carry yourself in a manner that upholds the integrity of our institutions.

College Course Registration and Fees

Once you have confirmed your internship, you must submit your 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 if it takes you above 4.5 credits for the semester. Please be sure to pay by the due date. Accounting may drop you from the course for late payment. *It is*

expected that you will work a total of 150-300 hours for a 1-unit Ford internship or 75-150 hours for a .5 unit internship. We hope that you are closer to the upper limit than the minimum.

Grading

IDY 391/392 is offered only as credit/no credit. In order to receive credit students must complete all assignments by their due dates and receive a favorable evaluation from their supervisor. Incomplete grades are given only because of illness or other unavoidable circumstances as approved by the director.

Attendance Policy

It is up to you to coordinate with your supervisor a schedule that will satisfy the required hours for the credit, make a fruitful contribution to the office, and balance your other responsibilities (including coursework). 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, try to take as little time off as possible (your supervisor should recognize that you are a student first and may need to take some time off for your studies). If you are in a new city, experience your surroundings during your weekends and other time off. **There is a timecard** with your required forms.

Student Hours

Eddie and Robbie are generally in the Ford Institute office between the hours of **9:00 AM and 5:00 PM Monday through Friday, Eastern Daylight Time**. If you have questions or issues with your internship, please call, email, or (if possible) stop by the Ludington Center.

Internship Paperwork

All required forms can be found on the Ford web site at <https://www.albion.edu/academics/centers-institutes/ford-institute/current-students/internship-forms> . Please review the due dates below for when they must be submitted. Forms may be sent via email to Robbie Miller (rmiller@albion.edu), delivered to the Ford Office (2nd floor, Ludington Center), 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 work with Robbie to adjust the due dates accordingly.

January 29, 2024 - Beginning Due Date

- **Internship Introduction Sheet.** This form and all others can be found on our web page listed above. The goals section of this form should be discussed with your supervisor.
- **Photo.** Please have a digital photo taken of you which reflects your internship location, either geographically if abroad/away, or reflecting your place of business. This will be posted with your name and internship description on our social media and perhaps Ford marketing materials. 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 and updating your resume. Content should include two major components: (1) activities at your internship placement (what you do; who you meet) and (2) reflections upon your performance. 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 Robbie (rmiller@albion.edu) every other Friday or more often. Please remember to include your name and Internship location on each journal submission!**

March 1, 2024 - Mid -Term Due Date

- **Mid-Term Evaluations for Intern and Supervisor.** You are responsible for getting these to us by this date! If the schedule of your internship varies, then turn in your mid-term evaluations at the halfway point for your internship (and coordinate that date with Robbie).

April 26, 2024 - Final Due Date

- **Final Evaluations for Intern and Supervisor.** You are responsible for getting these to us by this date! These evaluations are different than the midterm evaluations. If the schedule of your internship varies, then turn in your final evaluations at the completion of 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 (there is no set list of principles; it is what you believe public service is based on your classes and experiences). 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.

After Your Internship Is Completed

- **Hand Written Thank-You Note for your Supervisor.** To demonstrate your appreciation to your supervisor for the internship, please send them a thank you card. It will also help you leave on good terms with the organization and will be looked upon positively as you reach out to your supervisor for letters of recommendation. If you need help on what to say, please contact the Ford Institute staff.
- **Update your Resume.** It is better to update your resume while the experience is fresh in your mind than later when you are scrambling to apply for grad schools or jobs. The staff of the Ford Institute as well as the Career and Internship Center can provide assistance.

Note: Evaluation forms for supervisors are different from those for interns. Please read the supervisor's evaluation form to understand what areas it covers, then give it to your supervisor to complete. An unsatisfactory supervisor's evaluation for your internship may cause you to receive a grade of "no credit" for this course.

VISIT: You will be contacted during the semester concerning scheduling a date for Robbie and/or Eddie to visit or converse by phone or electronically with you and your supervisor. Internship site visits consist of us talking with you and your supervisor about your experience. Site visits usually last about an hour, but your supervisor only needs to be present for half the time.