

**JEFFERSON COLLEGE**

**COURSE SYLLABUS**

**PSC290**

**PUBLIC SERVICE GOVERNMENT INTERNSHIP**

1 Credit Hour

Prepared By: Dedric Todd Lee

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Sandy Frey, Chair, Social Science Division  
Shirley Davenport, Dean, Arts & Science Education

## **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/CORRESPONDING ASSESSMENT MEASURES**

<b>Expected Learning Outcomes</b>	<b>Assessment</b>
Describe the operations and functions of a federal, state, or local government office	Daily journal Research project Summary of
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
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
Explain how government officials and employees receive, analyze, and react to community interests and demands	Daily journal Summary of

### **III. OUTLINE OF TOPICS**

- A. The role and function of the chosen government office
- B. Relating and integrating previous coursework to a community service experience in the chosen government office
- C. Performing in the chosen government office in order to serve the community and gain an understanding of that community's needs
- D. Representing 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, etc.) to benefit the chosen government office and the community

- E. Investigating 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 providing student with overview of internship
- B. Review of daily work journal by supervising faculty member with feedback to student
- C. Internship work, at the direction of the supervising government official
- D. Research paper
- E. Biweekly student-faculty meetings

#### V. REQUIRED TEXTBOOK

None

#### VI. REQUIRED MATERIALS

None; student will provide own transportation to and from internship office.

#### VII. SUPPLEMENTAL REFERENCES

None

#### VIII. METHODS OF EVALUATION

- A. Written daily work journal of internship work
- B. Research paper on (5-7 pages)
- C. Internship summary (3-5 pages)
- D. Written evaluation of student's work, submitted 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 AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies, as stated in the Student Handbook (see College website, <http://www.jeffco.edu>).

XI. ATTENDANCE STATEMENT

Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities, such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class, combined with time spent in class meetings, is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.