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| **Course Information** |
| Course Number: PS 391-002 | Instructor: Dakota Thomas, M.A. |
| Time: Tuesday, 6:30PM to 9:00PM | Email: dth228@g.uky.edu  |
| Location: "The Congressional" BuildingRoom 101215 Constitution Ave NE,Washington, DC 20002 | Office Hours: Due to our unique circumstances, no regular office hours are possible. If an in-person meeting is fitting, email me and we will schedule an appropriate time and place. |
| Course Websites: Canvas (<https://uk.instructure.com/>)Dropbox (<https://dropbox.com>)  | Phone: (276) 245-5395 |

**Required Text(s):**

Weekly assigned readings or materials, if any, will be provided to students for free (see Course Schedule; materials available on Canvas or Dropbox unless otherwise noted).

**Course Description:**

This course is meant to foster your career in politics and to enrich your experience as an intern in DC. To those ends, the course has several core goals. First, this course will allow students opportunities to learn about the many careers available in public service and government. Second, the course will connect students to University alumni who can serve as contacts and mentors for students as they navigate their careers. Third, the course will enable students to reflect on their experiences as interns and learn to market their new skills to potential employers through résumés, cover letters, networking, etc.

**Class Policies**

**Lecture:**

This class will rely heavily on our class meetings to deliver course content. For most days, students can expect a guest speaker to deliver a brief talk about their particular career, their perspective on navigating careers in politics more generally, and/or specific information about relevant skills interns should work to hone (e.g. networking). Students should listen attentively, take notes, and prepare to ask good, thoughtful questions to our speakers during class.

**Attendance Policies & Excused Absences:**

 This course is meant to enrich your experience as an intern working in Washington DC. In addition, our speakers are incredibly busy people and are graciously setting aside time to meet our students. As such, attendance is mandatory and expected at all regular class meetings. The following are acceptable reasons for excused absence from class: serious illness; illness or death of family member; University-related trips; major religious holidays; and other circumstances I find to be "reasonable cause for nonattendance".

If you expect in advance to be absent at a regular class meeting, you must alert the instructor at least one week prior to the missed class in order to make alternative arrangements for the delivery of course contents for that day. If you must miss class due to unanticipated circumstances, such as a *documented* medical emergency, alternative arrangements can be made. Such arrangements *must* be made within one week of the student’s return for class. Students are responsible for making arrangements with the instructor on the form of this make-up assignment, and students must inform the instructor of their excused absence *within one week* of that absence in order to receive a “make-up” opportunity. For further information, see [University Senate Rule 5.2.4](https://dib.uky.edu/universitysenate/sites/www.uky.edu.universitysenate/files/Rules/Current_SRs/MASTER%20RULES%20from%20September%202014_clean.docx). “Unexcused” absences do not merit a makeup opportunity for any graded activities.

**Exam Makeup Opportunities:**

 Students who anticipate missing an exam for an excused reason can make arrangements by at least 48 hours in advance for an alternative exam time/date. The following are acceptable reasons for excused absence from an exam: serious illness; illness or death of family member; University-related trips; major religious holidays; and other circumstances I find to be "reasonable cause for nonattendance". Students who miss the exam on the day it is given without prior notice will only be granted a make-up opportunity if they miss because of a *documented* medical emergency involving themselves or an immediate family member or a comparable emergency. Such arrangements *must* be made within one week of the missed exam. Again, for further clarification, see [University Senate Rule 5.2.4](https://dib.uky.edu/universitysenate/sites/www.uky.edu.universitysenate/files/Rules/Current_SRs/MASTER%20RULES%20from%20September%202014_clean.docx). Note: All exams in this particular course will be “take home”, and so students needing additional time due to emergencies can arrange for that with the instructor via email.

**Late Assignments:**

 Students are expected to turn any out-of-class work in on the date that it is due by midnight unless otherwise instructed. Late assignments will not be accepted without a documented university excused absence (again, see [University Senate Rule 5.2.4](https://dib.uky.edu/universitysenate/sites/www.uky.edu.universitysenate/files/Rules/Current_SRs/MASTER%20RULES%20from%20September%202014_clean.docx)). Students must turn in such excused late assignments within one week of their return to class.

**Canvas and Dropbox:**

Canvas and Dropbox will be used to post course announcements, course materials, and grades, along with any other course related materials. Students should access this course on Canvas and Dropbox as soon as possible, so that problems with this system do not compromise performance in the course, and make sure they have a current email address on file so they will receive any emails or announcements sent through Canvas. Students who have problems accessing Canvas are encouraged to consult technical support before the instructor (who will likely be less helpful). For problems with Dropbox, consult the instructor or Dropbox’s technical support.

**Academic Accommodations:**

 If you have a disability or other condition that requires academic accommodations, please see me as soon as possible. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (725 Rose Street, Multidisciplinary Science Building, Suite 407; 859-257-2754; susan.fogg@uky.edu) for coordination of campus disability services available to students. We will then collaborate for the best solution for each individual situation.

**Academic Integrity, Cheating, and Plagiarism:**

Cheating and plagiarism will not be tolerated. Students who are caught engaging in plagiarism or cheating will receive an automatic failure on the assignment in question. Offenses may be referred to the Ombud for further action. For the definition of what constitutes plagiarism, see the guidelines posted by the Office of Academic Ombud Services (available here: <http://www.uky.edu/Ombud/Plagiarism.pdf>). This document also includes information for how to avoid plagiarism. If you are unsure, you are welcome to consult the numerous campus resources (i.e. the Writing Center) or myself.

See also UK’s academic offense policy for information on what constitutes academic misconduct and the potential consequences (available here: <http://www.uky.edu/Ombud/ForFaculty_AcademicOffenses.php>). Also read the Students’ Rights and Responsibilities, Part II, Section 6.3 for UK’s policy on academic integrity (available here: <http://www.uky.edu/StudentAffairs/Code/part2.html>).

**Classroom Decorum:**

Be respectful to others in this class and engage in civil discourse when we discuss topics with a diversity of perspectives. In this course we will respect others, and during discussion students will not engage in ad hominem attacks against other students nor attacks based on gender, race, creed, religion, sexual orientation, age, national origin, or other personal matters be tolerated at any level. We will talk about “touchy” subjects in this class, so please remember civility and kindness at all times. Students are allowed to respectfully disagree both with their instructor and with one another.

Secondarily, please minimize distractions by not texting, Facebooking or Twittering, or carrying on conversations during regular class time or during exams. Please turn mobile phones off or on silent mode during class. Students who disturb the learning of other members of the class will be asked to leave for the day and receive no credit for attendance, participation, or any activities of that day.

**Syllabus Modifications Disclaimer:**

As the class proceeds, I reserve the right to modify the syllabus, assignments, and the grading structure as I see fit to better accommodate the goals of this course. Modifications will be communicated via email, Canvas, and/or in class. For the most recent version of the syllabus, always consult Canvas. I promise that ***the course will not grow in difficulty as we go on*** (i.e. no exams or graded assignments will be added will be added to the schedule), but some exchanges or cuts may be made, particularly in regards to snow scheduling and/or missed days. In particular, some speakers may need to change their day or possibly their time to meet with our class. I will make every effort to ensure that accommodating this possibility is fair to both our speakers and to students.

**Course Grades**

**Grading Scale:**

This course is uses the standard University grading scale. As such, students will be assigned a final grade based on a weighted average of all their assignments. The weights for each assignment can be found below. Final grades will be rounded up to the nearest point (i.e. 89.1% will be counted as a 90%). No further rounding or modifications will be made or even considered. If you are worried about your ability to perform in class, please speak with the instructor **as soon as possible**.

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| **Letter Grades** | **Percent (%)** |
| A | >90% |
| B | 80% to 89% |
| C | 70% to 79% |
| D | 60% to 69% |
| F | <60% |

**Earning Your Grade:**

* **Attendance and Speaker Introductions**:
	+ Weight: 33% of final grade.
	+ On most days, class will consist of a guest speaker who has graciously agreed to come and speak with our class and share their perspective and wisdom on careers in politics and how to get the most out of your experience here in DC. Since these speakers are busy people and are also folks you absolutely should meet, you are expected to attend class every day unless you have an emergency or other University approved reason (see Attendance Policy above) to miss class. On days when a guest speaker is presenting material to our class, students will be expected to introduce them. More specific guidelines and a boilerplate intro format will be available on Dropbox.
* **Speaker Q&A Sessions**:
	+ Weight: 33% of final grade.
	+ Students should come to class prepared to discuss the topic of the day in depth. Both before and during a guest speaker’s talk, students should consider questions that they would like to ask our guests. Students will each be expected to ask questions to each speaker, but the format will depend on how the speaker chooses to deliver their talk (i.e. some will prefer questions at the end, others will likely choose an open discussion format).
* **Journal Reflections**:
	+ Weight: 33% of final grade.
	+ Students will be expected to keep a weekly journal reflecting on their time as an intern. A weekly entry will be short, usually around 1 page, double-spaced. These will be due by Sunday each week (starting on Sept. 9th, 2018). More specific guidelines will be available on Dropbox.

**Preliminary Course Schedule[[1]](#footnote-1)**

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| **Date:** | **Course Section** | **Topic** | **Speaker** | **Assignment** |
| August 28th, 2018 | Professionalization | How to be a good intern and hit the ground running | Dr. Kenneth Kolson (Internship Program Director OSU) |  |
| September 4th, 2018 | Career Exploration | Working in legislative offices | Paige Rusher (House of Representatives) |  |
| September 11th, 2018 | Career Exploration | Careers in policy analysis | Pete Schirmer (RAND Corporation) |  |
| September 18th, 2018 | Career Exploration | Careers in political communication | Charli Huddleston (House Committee on Oversight and Government Reform) |  |
| September 25th, 2018 | Career Exploration | Careers in the security apparatus | Dr. Trace Lasley (date will definitely change) |  |
| October 2nd, 2018 | Career Exploration | Careers in the diplomacy field | Eric Landis (Military Legislative Advisor for Andy Barr) |  |
| October 9th, 2018 | Career Exploration | Human rights work at home and abroad, considering human rights careers inside and outside of the US  | TBD |  |
| October 16th, 2018 | **MIDDLE OF TERM**Career Exploration | Careers in lobbying/advocacy | Mariel Jackson (Blue State Digital) |  |
| October 23rd, 2018 | Professionalization | Networking | Lindsey Maggard (National Association of Counties) |  |
| October 30th, 2018 | Professionalization | Resumes, Cover Letters, and Marketing Yourself in Writing | NA | **Presentation instructions distributed to students.** |
| November 6th, 2018 | Professionalization | Interviewing: Marketing Yourself in Person | Mike Barlett (National Governors Association) |  |
| November 13th, 2018 | Professionalization | Turning your Internship into a Career, Next Steps  | Nikki Hurt (US Senate). |  |
| November 20th, 2018 | Conclusions and Course Wrap-Up | Course Wrap-Up | NA |  |
| November 27th, 2018 | **NO CLASS** | Wiggle room for possible field trip | NA | **NA** |
| December 4th, 2018 | **NO CLASS** | Wiggle room for possible field trip | NA | NA |
| December 14th, 2018 | **END OF FINALS WEEK** | NA | NA | NA |

1. Dates are subject to change due to speaker availability. [↑](#footnote-ref-1)