

Internship

Students intern Monday through Thursday and hours vary. At some offices and organizations, people work a nine-to-five day; at others, staff work much later hours. Generally, students are expected to stay as long as the professional staff in the office or organization where they intern.

Nearly all internships involve clerical or administrative work. As a matter of fact, the more prestigious the internship site (e.g. the Supreme Court, the White House, a leadership office in Congress), the more likely students will be asked to do some clerical work. Students should also keep in mind that they can learn by observing as well as doing, and that not all time spent doing administrative tasks need be “wasted” time.

The program seeks to establish internships that are eighty percent “substantive,” but students should expect that, in the early stages of the internship, they will be given a higher percentage of clerical work. Later, your responsibilities should increase.

Students should also be aware that their work product, abilities, and attitudes are being evaluated throughout the internship by the office internship supervisor. You should take care to make a favorable early impression.

Textbook

The following book will be used:

Jamie Fedorko, *“The Intern Files: How to Get, Keep, And Make The Most Out Of Your Internship”*:

There will be readings assigned from the textbook throughout the semester.

Weekly Internship Journal (Due Weekly on Fridays)

Each student will be required to keep a Weekly Journal (for the 1st 9 weeks) of their Washington experiences. In that log they should record the significant events they experienced at their internship and outside their internship. They should include a summary of what they have accomplished and learned, as well as the new people they have met and other appropriate observations.

Internship Paper (Due – May 5)

Finally, a 5-page summary of your semester in Washington is due near the end of the semester. This paper should discuss the organization the student interned for, the student’s daily duties, any special events the student attended, and what the student learned, liked, and disliked. It should also discuss your growth over the semester, things you learned that were unexpected, and whether this semester has changed your future goals or reinforced them.

Agency Evaluation (Due – May 5)

Your internship supervisor will submit an evaluation of your work on site at your internship organization.

Site Visit

Near the mid-point of the semester the Director will visit with the intern, and their supervisor, at their internship to discuss the intern's progress, performance, and answer any questions.

News

Furthermore, keeping up with events in Washington involves reading the newspapers, news sites and blogs. Each student is encouraged to read at least one of the Washington Publications concentrating on the Washington political news. Some examples are: The Washington Post, Washington Times, New York Times, Wall Street Journal, and local DC sources such as Politico, *the Hill*, Axios, the Examiner, Roll Call, or Punchbowl News weekly to keep up-to-date on what is happening in Washington. Most of these resources can also be found online.

Seminar Class

Classroom: Locations will vary
Fridays

We will invite a number of speakers with experience here in Washington to meet with the class. We will also go on a number of site visits which will enrich your experience here in the Nation's Capital.

Speaker Analysis Papers (Due – March 10, April 14)

Each student must write **TWO** 2-page, double-spaced analysis papers discussing a presentation of a guest speaker. These papers should not merely summarize what the speaker said: instead, they should analyze and evaluate the presentation by presenting your reactions, opinions, and independent thoughts. You may cite sources to back up your arguments or points raised in your analysis.

Washington Experience Project (Due – April 28)

Another assignment required for the Seminar is the Washington Experience Project. A student may choose one of the options from the following list:

1. Observe and analyze a protest/demonstration and read at least one article about that event in the news.
2. Observe and analyze the Supreme Court in session, and read an article about that case in the news.
3. Observe and analyze a Congressional Hearing in session (only if your internship is NOT with Congress).
4. Compare and contrast a major Washington story as covered by both the Washington Post and Another DC Source for at least a 6-week period.
5. Propose your own Washington experience project and get approval of the director.

A 3-5 page written report completes this assignment.

Informational Interview Paper (Due – March 31)

Each student will also be required to interview a senior person in his/her chosen profession and report to the class the result of that interview. You should discuss what that senior professional does in his/her typical day at the job, job history, and their path in their career to their current position. In class we will design guidelines which will direct this interview. We will concentrate on that project during the second half of the semester. (3-5 pg.)

Grading**Internship:**

20% Internship Journals

30% Internship Paper

50% Agency Evaluation

Seminar Class:

20% Participation in Class Sessions

20% Attendance

30% Speaker Analysis Papers

15% Informational Interview

15% Washington Experience Project