**Syllabus**

*Pl Sc 399r (Winter 2011)*

Professor Adam Brown  
Email: brown@byu.edu  
Office phone: (801) 422-2182  
Course website: http://adambrown.info/p/courses/2011/winter/399r  
Last syllabus update: December 15th, 2010  
Office location: 772 SWKT  
Office hours: Stop by whenever. Even easier: Call (801) 422-2182 to chat.

**What's the point of this course?**

Unlike some of the other universities that send interns to the legislature, BYU does not give credit simply for doing an internship. (This applies to all BYU internship programs.) Generally, BYU sees the internship as its own reward, given that it provides solid experience, a significantly strengthened resumé, wonderful networking opportunities, and (in this case) payment.

That being said, BYU happily awards academic credit for internships to the extent that you can demonstrate meaningful learning. Although PlSc 399r will involve only a handful of class meetings, you will need to submit several assignments. These assignments will allow you to show off exactly what you have learned, justifying the PlSc 399r credits you receive.

Do not expect to receive an automatic A. Your grade will depend on the quality of the work you submit and also on your performance in the legislature.

**How much credit do we receive?**

You will receive **6.0 credits** for the actual internship and related coursework as part of PlSc 399r during winter semester. You will learn during your internship that interns from other schools get different amounts of credit than you. Some receive no credit. Some receive 12 credits. Remember, each university has a different administration that sets different policies about internship credit. The number of credit hours you receive is not set by me, by the political science department, or even by the college of Family, Home, and Social Sciences. Rather, it is based on a university-wide policy.

Remember, you get money for your actual work in the legislature, not academic credit. The 6.0 credit hours you receive are for your academic learning, not for your work in the legislature. This is another major difference between BYU and other universities.

**Can I take a Salt Lake Center course during my internship?**

Absolutely not. I expect you to give 100% of your time to the legislature from the morning of January 24th until 11:59pm on March 10th; if your legislator asks you to do work before January 24th, I expect you to be available. (If requests for pre-session work conflict with PlSc 297, talk to me.)
I will severely penalize your grade in this course—probably all the way to an F—if I learn that you have given less than all your time to the legislature. They are paying you for your time and expect you to be there from at least 8 until 5 every weekday. Even if your legislator isn't keeping you busy (in which case you should talk to me), you need to be there.

Once again: Do not go skiing, take a course, work a second job, go on a honeymoon, or do anything else that requires even a small time commitment during your internship. I have no tolerance for such behavior, nor does the legislature; past interns have been fired mid-session (resulting in an F in 399r) for that sort of shirking.

**What if I become sick or unable to work?**

If you are sick, contact your legislator(s) to work things out. Always let your legislator(s) know as soon as possible if you cannot come in for whatever reason. If these circumstances last more than a day or two, you should also inform me without delay to prevent damage to your grade.

**Grades and assignments**

5% Mid-session report
30% Performance in internship (includes legislator's evaluation)
30% Portfolio
35% Term paper

Attendance and participation are required. We will have only a handful of meetings. Missing any one of them will result in a 5% reduction in your course grade. If your absence is unavoidable and excusable, talk to me (in advance if possible).

Where to turn assignments in: Turn in your portfolio and term paper to the drop box near the elevators on the 7th floor SWKT. Do NOT email these assignments or slide them under my door. If your portfolio is too big for the drop box, give it to the political science secretaries.

Late assignments: Assignments must be submitted by 4:45pm on their due date. Up to one weekday late gets a 5% penalty; two weekdays late gets a 10% penalty; three weekdays late gets a 25% penalty; later is unacceptable. (Note that these penalties differ slightly from the deadlines I use in other courses, including PlSc 297.)

Performance in internship. I will consider your legislator's written evaluation of your performance as I assign this component of your grade, but I will also use my own observations. A glowing evaluation from your legislator does not necessarily mean that you will receive full credit for this portion of your grade. That being said, you will do well on this portion of your grade if you stay busy during the internship and if you follow the advice in your handbook.

Grading flexibility. Even if you submit fabulous work for every assignment, I retain the right to significantly lower your grade, perhaps all the way to an F, if you fail to fulfill your obligations adequately in the legislature. Your first duty is to represent BYU well through wonderful service to your legislator.

Final exam. None.

**What books do we need to buy?**

You should already have all of these materials from PlSc 297.
- **Required:** *The BYU Legislative Intern's Handbook.* This is the course packet from PlSc 297. Review it regularly.
- **Required:** *Utah State Government: A Citizen's Guide.* Have this handy in the capitol.
- **Required:** The news. Stay on top of it throughout the session. Strongly recommended: [Utah Policy Daily](#).
- **Required:** [Legislator flashcards](#) and [map flashcards](#). You should know them all by now. Keep reviewing them.

**Reading and assignment schedule**

Dates are subject to change. You can also view the schedule in [calendar format](#).

---

### Unit 1: The legislative session

**Mon, Jan 24th, 2011.** First day of session. Be there bright and early.
- FYI: There is typically an intern social on the first evening of the session. There is usually food. There are usually also important announcements and whatnot. As such, you will be expected to attend as if it were a class meeting. Stay tuned for details.

**Fri, Feb 11th, 2011.**
- **DUE:** Mid-session report ([instructions](#)).
- FYI: You will turn in a midsession report at the end of the week. Please do it between Thursday and Saturday. It's not late as long as I have it before I get to work Monday morning.

**Fri, Feb 25th, 2011.**
- **DUE:** Term paper proposal (see the [term paper instructions](#)).
- FYI:
  - Your term paper proposal is not late as long as I have it before I get to work Monday morning.
  - Remember to talk to your legislator(s) about an evaluation; see the [portfolio instructions](#). You should also have collected several portfolio entries by now.

**Thu, Mar 10th, 2011.** Sine die. (Last day of session.)
- FYI:
  - Note that if you are enrolled in PlSc 315, 323, or 360, you should already be in touch with the appropriate professors; technically these classes started two weeks ago, although we know you cannot attend until after today.
  - Remember to talk to your legislator(s) about an evaluation; see the [portfolio instructions](#).

---

### Unit 2: After the legislative session

**Tue, Mar 15th, 2011.** Post-session discussion.
- FYI: Meet in 793 SWKT from 1:00-3:00pm. This will be our last meeting. No readings, but be prepared to talk about what you learned and how the internship preparation materials can be improved for future interns.

**Fri, Mar 25th, 2011.**
- **DUE:** Portfolio and evaluation ([instructions](#)). Please read "Where to turn assignments in" above.

**Mon, Apr 18th, 2011.**
- **DUE:** Term paper ([instructions](#)). Please read "Where to turn assignments in" above.
Preventing Sexual Harassment

By law, Brigham Young University is obligated to protect its students from gender discrimination, including unlawful sexual harassment, in all programs and activities sponsored by the university. As you embark on your internship, please be aware of what constitutes sexual harassment and what you should do if you encounter it during your internship opportunity.

Definition. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

- Submission to the conduct is made a term or condition of an individual’s employment, or
- Submission to or rejection of the conduct by an individual is used as a basis for employment decisions affecting the individual; or
- The conduct interferes with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.

Examples. Behaviors that contribute to a hostile environment include, but are not limited to:

- Discussing sexual activities
- Telling off-color jokes
- Unnecessary touching
- Commenting on physical attributes
- Displaying sexually suggestive pictures
- Using crude language or demeaning or inappropriate terms
- Using indecent gestures
- Engaging in hostile physical conduct

Appropriate response. Both employers and employees have a responsibility to prevent and stop workplace harassment. If you experience harassment while participating in a BYU-sponsored internship, report the behavior to your internship coordinator (either me or Bob Goss) and your experience provider (Jerry Howe, the legislature’s internship coordinator). They will take appropriate action to address and correct the behavior. You may also contact the university’s Equal Opportunity Manager directly or use the 24-hour hotline:

- BYU Equal Opportunity Manager, Sue DeMartini
  Telephone: (801) 422-5895
  Email: sue_demartini@byu.edu
- 24-hour hotline: 1 (888) 238-1062
  http://www.ethicspoint.com

I take these issues very seriously. So does BYU. You may read more about sexual harassment here.

Other Notices

Plagiarism: While all students sign the honor code, there are still specific skills most students need to master over time in order to correctly cite sources, especially in this new age of the internet, as well as deal with the stress and strain of college life without resorting to cheating. Please know that as your professor I will notice instances of cheating on exams or plagiarizing on papers. General information about the honor code can be found at http://honorcode.byu.edu. Details about Academic Honesty are found at http://honorcode.byu.edu/content/academic-honesty-details
Writing submitted for credit at BYU must consist of the student's own ideas presented in sentences and paragraphs of his or her own construction. The work of other writers or speakers may be included when appropriate (as in a research paper or book review), but such material must support the student's own work (not substitute for it) and must be clearly identified by appropriate introduction and punctuation and by footnoting or other standard referencing.

The substitution of another person's work for the student's own or the inclusion of another person's work without adequate acknowledgment (whether done intentionally or not) is known as plagiarism. It is a violation of academic, ethical, and legal standards and can result in a failing grade not only for the paper but also for the course in which the paper is written. In extreme cases, it can justify expulsion from the University. Because of the seriousness of the possible consequences, students who wonder if their papers are within these guidelines should visit the Writing Lab or consult a faculty member who specializes in the teaching of writing or who specializes in the subject discussed in the paper. Useful books to consult on the topic include the current *Harbrace College Handbook*, the *MLA Handbook*, and James D. Lester's *Writing Research Papers*.

**Discrimination:** Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. The act is intended to eliminate sex discrimination in education. Title IX covers discrimination in programs, admissions, activities, and student-to-student sexual harassment. BYU's policy against sexual harassment extends not only to employees of the university but to students as well. If you encounter unlawful sexual harassment or gender based discrimination, please talk to your professor; contact the Equal Employment Opportunities Office at 422-5895 or 367-5689 (24-hours); or contact the Honor Code Office at 422-2847.

**Disabilities:** Brigham Young University is committed to providing a working and learning atmosphere which reasonably accommodates qualified persons with disabilities. If you have any disability which may impair your ability to complete this course successfully, please contact the University Accessibility Center (422-2767). Reasonable academic accommodations are reviewed for all students who have qualified documented disabilities. Services are coordinated with the student and instructor by the UAC office. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures. You should contact the Equal Employment Opportunity Office at 422-5895, D-282 ASB