WARNING!! Do not rely on a printed copy of this syllabus. Only the online version is authoritative. I may modify the readings for a future lecture, and you will not know about the change unless you are using the online syllabus. WARNING!!

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What's the point of this course?

BYU does not give credit for life experience. Unlike some universities that send interns to the legislature, BYU does not give credit simply for doing an internship. (This is based on a university policy, so it 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) modest
payment.

That being said, BYU happily awards academic credit for internships to the extent that you 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.

**Broader learning outcomes**

The political science department has established specific learning outcomes to ensure that all our graduates grow spiritually and intellectually. In this class, we will also work on these goals:

- "Possess a factual and theoretical knowledge of... political processes." Your internship experience will give you a deeper factual knowledge of politics than you could ever obtain in a classroom.
- "Participate effectively in political processes." You will learn through personal experience how to influence the policy process.
- "Effective and professional writing." You will use several forms of professional writing during your internship, including memos, reports, constituent emails, and so on. I will assess your writing when I grade your portfolio.
- "Want to serve the communities ... to which [you] belong." Few experiences at BYU provide you with a richer opportunity to serve your fellow citizens than this internship.
- "Bring honesty and integrity to ... public affairs." Your legislator's evaluation of your service should leave no doubt that you have conducted yourself with honor.

**How much credit do we receive?**

You will receive **3.0 or 6.0 credits** for the actual internship and related coursework as part of PlSc 399r during winter semester. Once the university's add/drop deadline passes, you cannot change how much credit you are registered for. Read this syllabus before the add-drop deadline and consider carefully how much credit you would like to earn (and how much written work you would like to do after the internship).

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. You have chosen (wisely) to attend a university that does not give credit for life experiences, only for demonstrated learning; this policy strengthens the value of your diploma in the eyes of future employers.

**Should I register for 3.0 credits or for 6.0 credits?**

You must enroll for either 3.0 or 6.0 credits of PlSc 399r as part of this internship. Here are some considerations that might influence your choice:

- **Workload.** All students do assignments A-C, a brief mid-session report, and a portfolio. If you sign up
for 6.0 credits, your portfolio will need to be somewhat longer than if you sign up for 3.0 credits. Also, 6.0 credit students will write a detailed term paper.

- **Tuition vs earlier graduation.** If taking 6.0 credits instead of 3.0 will help you graduate sooner, then take 6.0. If not, then taking only 3.0 credits will save you some tuition money.

Whatever you choose, you **cannot change your mind later.** Once the add/drop deadline passes, you are stuck with your choice of 3.0 or 6.0 credits.

**This is really, really, really important. Read it.**

As noted in the preceding section, you **cannot change your mind later.** Once the add/drop deadline passes, you are stuck with your choice of 3.0 or 6.0 credits. If you don't need 6 credits, save yourself the tuition money and register for only 3 credits.

**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 the session's opening day until midnight on the last day. If your legislator asks you to do work before the first day, I expect you to be available. (If requests for pre-session work conflict with PLSc 397, talk to me.)

I will severely penalize your grade in this course—usually 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; legislative staff will fire interns 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**

Requirements for students earning 6.0 credit hours of PLSc 399r:

- 5% Assignment A
- 5% Assignment B
- 2% Assignment C
- 2% Mid-session report
- 26% Performance in internship (includes legislator's evaluation)
- 30% Portfolio
30% Term paper

Requirements for students earning 3.0 credit hours of PlSc 399r:

8% Assignment A  
8% Assignment B  
3% Assignment C  
3% Mid-session report  
40% Performance in internship (includes legislator's evaluation)  
38% Portfolio

**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). Avoid this penalty by noting all scheduled meetings, including the post-session meeting, on your personal calendar.

**Where to turn assignments in:** If I am in my office, you may bring them to me directly. If I am away, 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 397.)

**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. I visit the Capitol frequently during legislative sessions, and I talk to a lot of people about what BYU interns are doing. A glowing evaluation from your legislator does not automatically require me to grant 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. The vast majority of BYU interns perform wonderfully.

**Grading flexibility.** Even if you submit fabulous work for every assignment, I retain the right to significantly lower your grade, usually 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?**

Same as PlSc 397. Keep following the news every day, and make sure you master those legislator flashcards.

**Reading and assignment schedule**
Dates are subject to change. You can also view the schedule in calendar format.

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### Unit 1: Preparing for the legislative session

**Mon, Jan 13th, 2014.**
**DUE** Assignment A (see Assignment A-C instructions)
**FYI** If you don't know who you will work for yet, then Assignment A is due within one school day of finding out.

**Wed, Jan 15th, 2014.**
**DUE** Assignment B (see Assignment A-C instructions)
**FYI** If you don't know who you will work for yet, then Assignment A and B are both due within one school day of finding out.

**Fri, Jan 24th, 2014.**
**DUE** Assignment C (see Assignment A-C instructions)
**FYI** If you don't know who you will work for yet, then Assignment C is due within two school days of finding out.

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### Unit 2: The legislative session

**Mon, Jan 27th, 2014.**
**DUE**
- First day of session. Be there bright and early.
- Attend intern social

**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 14th, 2014.**
**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.
- You should have collected several portfolio entries by now.

**Fri, Feb 28th, 2014.**
**DUE** Term paper proposal (see the term paper instructions; 6.0 credit students only).
**FYI**
- Your term paper proposal is not late as long as I have it before I get to work Monday
morning.
  ○ You should have collected several portfolio entries by now.

**Tue, Mar 11th, 2014**

**DUE** Evaluation letter reminder

**FYI** Remember to talk to your legislator(s) about an evaluation around now if you haven't already; see the [portfolio instructions](#).

**Thu, Mar 13th, 2014**

**DUE** Sine die. (Last day of session.)

**FYI**
  ○ If you are enrolled in a second block course, 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](#).

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**Unit 3: After the legislative session**

**Tue, Mar 18th, 2014**

**DUE** Post-session discussion

**FYI** Meet in 948 SWKT from 9:00-11:00am. Failure to attend will result in the grade penalties noted above. 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 28th, 2014**

**DUE** Portfolio and evaluation ([instructions](#)). Please read "Where to turn assignments in" above.

**FYI** Some of you may be hoping to network from your internship into a job. Now that the legislative session has wound down, this would be a good time to meet with your legislator or with other contacts for a post-session discussion of how the session went and where you might look for future opportunities.

**Fri, Apr 11th, 2014**

**DUE** Term paper ([instructions](#); 6.0 credit students only). Please read "Where to turn assignments in" above.

**Final exam:** None, just your term paper and portfolio.

**Sexual harassment, plagiarism, discrimination, and disabilities**

Consult the PiSc 397 syllabus for policies and information on these topics.

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