

**Common Course Outline**  
**POLS 273**  
**Internship – Political Science**  
**3 Credit Hours**

**The Community College of Baltimore County**

**Description**

**POLS 273 – 3 credits - Internship – Political Science** provides academic credit for knowledge and skills learned on the job in the areas of politics and government. The student is familiarized with the practical workings of government institutions. This course requires a 90 work hour commitment from the student. Students work with the Internship Coordinator, who monitors student's progress, to develop learning objectives. To apply for an internship, contact the Political Science Coordinator for additional information. Student applicants are selected by the department and intern in the offices of elected officials or organizations that work with governmental organizations.

**Prerequisites: POLS 101 and POLS 111, a minimum GPA of 2.5, and consent of the Program Coordinator**

**Overall Course Objectives:**

Upon completion of this course students will be able to:

1. describe the office's structure and function;
2. compare the different roles of workers within the office;
3. explain how the office interacts with the general public;
4. identify the political relationship the office has with other government offices;
5. complete activities specific to and required by the office;
6. represent the office in the community;
7. identify acquired knowledge and skills during the internship experience;
8. exhibit knowledge and skills appropriate to the job assignment, program of study and career goals;
9. demonstrate increased knowledge about politics and government gained through practical experience related to program of study and career goals;
10. discuss initiatives taken during the internship; and
11. evaluate the internship experience in terms of their personal, educational and career needs.

**Major Topics**

- I. Setting up the Internship
- II. Establish internship objectives and goals
- III. Development of workplace skills
- IV. Demonstrate employment objectives and goals

- V. Understanding the Political/Legislative workplace environment
- VI. Oral and written communication skills
- VII. Resume building skills

### **Course Requirements**

Grading procedures will include:

Documentation of a minimum of 90 work hours at the placement site, signed by the office administrator/supervisor

Supervisor's Final Evaluation

Internship journal

Related departmental assignments including student project (as applicable) and scheduled meetings with department supervisor

### **Other Course Information**

This course is a Political Science elective course.

Internships can include but not limited to Congressional offices, State Legislative offices, State Executive offices, County/City executive/legislative offices, Interest Group/Lobbyist offices etc. Internship learning objectives are individualized and are developed cooperatively by the student, Coordinator of Political Science, and work supervisor. Once the student has been placed with an internship, he/she will formulate tentative learning objectives. Learning objectives must describe the activities (tasks) that the student will learn and perform on the job.

Date Revised: 03/27/12