

INTERNSHIP SYLLABUS – SPRING 2011

From: Lynda Powell, Harkness 321, 275-3144

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Office hours: W-TH 1:00-2:30. I am often available at other times—just email to see if I am free. Early afternoons and late mornings are the best times.

GENERAL INFORMATION:

1. Each intern should arrange a mutually satisfactory work schedule of 10 - 12 hours per week with his or her supervisor.
2. You should start work in the first week or two of the semester and, hopefully, be involved in an interesting assignment. You should arrange to work 10-12 hours per week. Please come see me if there are any problems.
3. Remember that you represent the University in an on-going program with a county governmental agency. Your cordial reception as a UR intern is a consequence of the good work of your predecessors. Nonetheless you must still earn responsibility by demonstrating *discretion*, courtesy and reliability.
4. Feel free to talk with me about any problem you may have with the internship. Email me at Lynda.Powell@rochester.edu to set up an appointment. I am often, but not always, in my office, so but be sure to email first to set up an appointment.
5. Be sure the appropriate forms from Academic Advising have been signed and turned in. You need an independent study form as well as a drop/add form! You should have the paperwork completed by the date listed below.

IMPORTANT DATES (Deadlines):

1. **Tuesday February 15** - A one or two page emailed description of your work in the agency is due. This is essentially a checkpoint for me to make sure that your internship is working out satisfactorily.
2. Be sure your forms are in by the last day to add internships—**February 1**. Remember you need an independent study form signed as well as a drop/add form.
3. **Wednesday March 30th** - An interest meeting will be held in **Harkness 329 at noon**. Please attend and discuss your experience. (RSVP please)
4. **Wednesday March 30th** – A two page description (typed) of the paper you intend to write is due. It must be detailed and informative. Most of the library work should have been accomplished **BEFORE** you submit this outline or paper. I will be glad to talk to

you about your papers at any time during the semester.

4. **Wednesday April 27** - A 20-25 page paper that places some of the internship experience in a broader perspective is due. The paper should involve some library research and should **NOT** be a description of the internship. Rather, the internship experience should suggest a topic to explore. **It is essential that your paper be related to your internship in some very direct fashion.**

For example, one student who interned in Senator Clinton's office wrote a case study of Senator Clinton's 'home style' using the theoretical paradigm developed by Richard Fenno and elaborated by subsequent scholars. Several students in the DA's offices have interned for DAs involved with town courts. DUIs are common in these courts. Students have described how the local courts handle DUI cases, comparing our local practices to best practices nationally. Here one could discuss how recidivism has been/should be assessed. One could also discuss where improvements could be made in our treatment of DUIs.

I am flexible regarding the format of your paper; however, I have found it necessary to add the following statement provided by the College.

Plagiarism

Students sometimes arrive at college uncertain of what constitutes misuse of another person's express ideas. This statement is designed to explain the limits normally used to define plagiarism.

1. Plagiarism is literary theft, intentional or unintentional. It is the use of a unique idea or phrase which does not originate with the user, without proper acknowledgement of the source.
2. In written papers due credit to the original source of major or unique ideas (i.e., ideas which you could not and did not arrive at by yourself) must be given the form of footnotes or clear allusions at the proper places in the paper itself. These precise indications of source must be given whether the material is paraphrased or quoted directly. An appended bibliography only is insufficient acknowledgement.
3. Quotation marks must enclose all direct quotations even though the quoted material is more than occasional phrases interspersed with original observations.