PUBP 2695: Undergraduate Internship Spring 2027

Course Description
Undergraduate Internship for Public Policy for academic credit.

Purpose & Objectives
The public policy internship is intended to foster learning by supporting active participation and introspection into the internship experience. To receive credit for the course, students will perform their assignments as required by the employer, reflect on their experiences through weekly journal writings, and prepare a final deliverable analyzing their work experiences relative to concepts or theories from the social sciences or policy studies.

Required Materials
None

General Communications & Professionalization
Students shall respond to all emails, and complete all surveys & security forms within 24-48 hours of their sending. Students shall follow instructions relevant to their GTDC experience. Students shall dress appropriately for work, site visits, and other GTDC activities. Students shall provide information regarding their internship, including name and contact information of employer and supervisor (boss). Internship supervisor feedback will be incorporated to evaluate on-the-job performance and areas for improvement; therefore, students should ask their supervisors for feedback throughout their internship.

Grading Criteria
Students will be awarded grades based on the following criteria:

Weekly Journal	25 percent
Final Deliverable	25 percent
Employer evaluation	50 percent

Weekly Journal (25% of grade)
Students are required to submit weekly journal entries. The work environment can be complex and fast paced. A journal will help you understand your role, work, and progress. You should reflect on your tasks, difficulties, insights, your opinions, and reactions; discuss problems, contradictions, political issues, human behavior, etc. Your perspectives are likely to evolve during the semester. This is a project notebook, where the "project" is both your work and your personal development. You might also include reflections on how classroom learning has provided useful insight into (or is contradicted by) your experience. For example, describe real-life examples of concepts from PUBP 4226 (e.g., market failures, government failures) that you encounter in your internship, observe in the news, or just being in Washington DC. If you're still having trouble thinking of material, then perhaps answer some of these questions: what was the best/worst part of your week (and why)? What was the strangest or most unusual part of your week (and why)? Do you want any advice on something relevant to your internship or DC experience? or is there someone we can help connect you with?

Rules:

- Your journal should consist of a *single* .docx file in which you add the latest entry below the previous ones, and then resubmit the entire document.
- The file name should be "LastName_FirstName PUBP 2695/4695 Weekly Journal." Please place this information within the document, at the top (as its title), as well.
- Each weekly entry should have a boldface date as the section title (e.g. "**Jan 17, 2027**") with no space between the date and the entry that follows beneath it (but each week's date/entry *should* be separated by a space (not a page break or section break) from the entries preceding/following it).
- Each weekly entry should be 150-600 words. Text shall be in 11-point Times New Roman font, single-spaced.

- Journal entries for each week must be submitted electronically to mzak@gatech.edu **by Sunday 11am each week**.
- The penalty for late submissions is 10 percent each day.
- Journal entries will be evaluated based on timely submission, quality of commentary, and use of proper grammar and punctuation.
- Entries will be graded on a Pass/Fail basis.

Final Deliverable (25% of grade)
The primary deliverable for this course is a customized paper, presentation, or other work that synthesizes your internship, your course material, and your personal interests. It can be substantive work product that you generate as part of your internship. It can be an independent policy brief, or a research paper, or a literature review. Regardless, it should demonstrate your skills as a professional entry-level public policy worker (e.g., demonstrate the research, analysis, writing, and/or presentation skills taught in PUBP 4226). Therefore, it should *not* be just a long journal entry about your personal journey or a newsy video about Washington. It should not be something that a high school student could produce. Consult your professor early and often to decide on its form and content. It should not be video or audio (without explicit permission from the professor). Students are encouraged to submit rough drafts for feedback. For the most utility, do *not* treat this as "just another assignment to check-off." Rather, use it as means to: 1) become more expert in an issue area that interests you; 2) develop a writing sample that can be used for future applications for jobs or graduate schools; 3) network into organizations and individuals for whom you might want to work some day; 4) research a potential career path. The more substantive and the more representative of a high-quality skillset (in research, analysis, and/or communications), the higher grade it will receive. **Due on Tuesday April 27, 2027 @ 5pm.**

Employer Evaluation (50% of grade)
At the end of the semester, we will ask your internship supervisor to evaluate you on the following metrics:
- quality and quantity of work
- professionalism and maturity (includes ability to seek out and receive constructive criticism)
- ability to meet deadlines and show up on time
- ability to work with others
- ability to ask questions in order to improve work
- ability to work by themselves without too much coaching (i.e., doesn't need to be programmed like a computer)

And with this scale in mind:
1. Exceeds expectations (top performer, we would definitely hire if we could)
2. Above average (good worker; with some additional maturity, experience, and/or training could be a top performer)
3. Meets expectations (satisfactory, but did not stand out)
4. Needs work (tried, but was not quite ready for the professional work environment)
5. Below expectations (this student was non-performing, or unprofessional, or irresponsible in some way).

Therefore, students should regularly seek out feedback from their internship supervisor. If you don't understand a work assignment, then ask questions. Ask for examples of completed work. If you finish an assignment, then do not wait for your next one; be proactive and ask for more work. If you're not being assigned challenging work, then take some initiative. For example, perhaps select an issue that your employer cares about and ask if you can write a brief on it. Or tell them that you'd like it to be more useful at work, and ask if they'd like to suggest a subtopic or particular issue for you to work on. If you're having difficulty with your supervisor, please discuss in your journal.

Attendance
Students are expected to be present at their assigned place of work each working day as prescribed by the internship supervisor. Students should notify their office if they are unable to report to work during the assigned working hours for any reason, and should document the reasons (e.g., by email notifications) to the supervisor and the faculty advisor.

AI Policy
Students *may* <u>*not*</u> use AI when conducting research or writing the drafts of *any* materials submitted for a grade. Also, students who conduct research or write at the level of AI may not receive a passing grade. Students may use AI to

summarize for themselves written material, but not to write about that material. In the performance of their workplace duties, students shall follow the AI policy of their employer.

Plagiarism Policy
In brief, plagiarism is defined, for the purposes of this class, as: copying, borrowing, or appropriating another person's work **and** presenting it as your own in a paper or oral presentation, deliberately or by accident. Acts of plagiarism will be reported in accordance with the Honor Code. In order to avoid being charged with plagiarism, if you use the words, ideas, phrasing, charts, graphs, or data of another person or from published material, then you must either: 1) use quotation marks around the words **and** cite the source, or 2) paraphrase or summarize acceptably using your own words **and** cite the source. The plagiarism policy is not restricted to books, but also applies to video & audio content, websites, blogs, wiki's, and podcasts. Plagiarism produced by AI still counts as plagiarism.

Policies & Regulations
The instructor of record reserves to the right to alter these requirements with reasonable notification of enrolled students.

Georgia Tech Honor Code
Students are expected to act according to the highest ethical standards. Students are expected to read and abide by the Georgia Tech Student Code of Conduct and the Academic Honor Code. All violations will be reported. The complete text of these two Codes may be found at:

1. https://policylibrary.gatech.edu/student-life/student-code-conduct
2. https://policylibrary.gatech.edu/student-life/academic-honor-code

See also: http://www.honor.gatech.edu.

Any student suspected of cheating or plagiarism on any assignment or work task will be reported to the Office of Student Integrity, who will investigate the incident and identify the appropriate penalty for violations.

Accommodations for Students with Disabilities
If you are a student with learning needs that require special accommodation, contact the Office of Disability Services (404-894-2563) as soon as possible to make an appointment to discuss your special needs and to obtain an accommodations letter. Please also e-mail me as soon as possible in order to set up a time to discuss your learning needs.

Grades
Grades in this course are not rigidly related to numerical scores, distribution functions, predetermined percentages, or your knowledge of academic jargon. As can be seen from the following grade descriptions, individual assignment grading in this course is related more directly to a student's demonstrated mastery of the material. Finally, in determining an assignment's grade, consideration is given for elegance of presentation, creativity, imagination, and originality *only* where these have been appropriately be called for, and where mastery of the fundamentals has already been demonstrated. A satisfactorily completed individual assignment will receive one of the following grades:

A: Exceed expectations. Exceptionally good performance demonstrating a superior understanding of the subject matter, a foundation of extensive knowledge, and a skillful use of concepts and/or materials.

B: Above Average. Good performance demonstrating capacity to use the appropriate concepts, a good understanding of the subject matter, and an ability to handle the problems and materials encountered in the subject.

C: Meets expectations. Adequate performance demonstrating an adequate understanding of the subject matter, an ability to handle relatively simple problems, and adequate preparation for moving on to more advanced work in the field.

Other grades awarded include:

D: Minimally acceptable performance demonstrating at least partial familiarity with the subject matter and some capacity to deal with relatively simple problems, but also demonstrating deficiencies serious enough to make it inadvisable to proceed further in the field without additional work.

F: Below expectations/Failed. Failed to submit serious, thoughtful journal entries. At the internship: unprofessional behavior, poor quality or quantity of work, failed to meet deadlines or show up on time, inability to work well with others, unable to follow instructions or work without supervision. In the deliverable: did not demonstrate familiarity with the subject matter, nor the capacity to deal with simple problems in a manner recognizable to the consensus of mainstream academic practitioners within the field. This includes:

- citation of non-existent sources
- citation of an irrelevant source or one that fails to support the claim cited
- blatantly inaccurate facts, data, or quotations
- failure to use the citations guidelines (see handout)
- inability to knowledgably discuss written deliverables
- use of AI in research, analysis, or writing

Note that this course's internal grading system includes plus (+) and minus (-) modifiers for use with the letter grades A, B, C, and D. However, they are not officially part of students' grades, they do not appear on Georgia Tech transcripts, and they do not affect internally or externally reported grade-point averages.