PSCI 396 INTERNSHIP SEMINAR
SPRING 2010

Class schedule:
(all meetings THURSDAY noon-1PM in the Dug-Out Conference room)

January 8: General introductory meeting: what is action research? (read Langton and Kammera essay; on e-reserve at Ames Library)

Learn how to use a simple action planning tool as a framework for an action research project. Understand how to use SMART goals.
Please read [http://www.bettertogether.org/socialcapital.htm](http://www.bettertogether.org/socialcapital.htm)
Be prepared to share personal 3 examples of bonding social capital and 3 examples of bridging social capital

January 18: SPECIAL EVENT: Martin Luther King, Jr. Day Teach-in at Hansen 1-4PM: Panels on race, immigration, and globalization

January 21: Organizational structures and cultures (read Stringer chapter 2; on paper reserve at Ames Library)

January 28: ARC Workshop: Mission/Vision/Values
How does an organization’s mission drive its work?
Why do organizations sometimes drift from their mission?
Please bring a copy of your organization’s mission statement to the workshop and a sample of any material that has the mission statement on it (ID card, pamphlet, job description, Frisbee).

February 4: Look, think, act; action plans due (read Stringer chapter 3); Project updates; first journals due as an e-mail attachment sent to jsimeone@iwu.edu

February 11: ARC Workshop: Strategic Planning/SWOT Analysis
Review the strategic planning process and practice using a SWOT for analysis and strategy development.
Be prepared to review the IWU internship program using the SWOT framework

February 18: Gatekeepers and stakeholders (read Stringer chapter 4)

February 25: ARC Workshop: Teamwork/Leadership
Due at this workshop: complete your 15 minute interview series with the Executive Director, a Board member, a client (if possible) and a staff member.
Be prepared to discuss the similarities or differences of these various stakeholders.

March 4: Tolerating ambiguity (read Stringer chapter 5); second installment of journals due as an e-mail attachment sent to jsimeone@iwu.edu

March 11: ARC Workshop: Fundraising
Learn about the fundraising mix and how organizations use the fundraising pyramid. Be introduced to the grants calendar as a tool for fundraisers.
Please bring one grant opportunity that matches your organization’s mission.
March 18: Spring Break

March 25: Project updates (read Stringer chapter 6)

April 1: ARC Workshop: Promotion and PR
   Media includes print, radio and even Facebook. Learn how to write a press release.
   Be prepared to do a live interview about your project and organization.

April 8: Project summary report due; final installment of journals due as an e-mail attachment sent to jsimeone@iwu.edu

April 15: Lunch at Carl’s

Class requirements:
The requirements for this course are listed below.

1. journal
2. evidence of good citizen practices (process component)
3. presentation / project summary report / research findings (outcome component)
4. supervisor’s evaluation

Each requirement must be met in order to receive a grade. A brief guide to each requirement follows.

1. The point of the journal is really emotional growth and social maturity. Students learn to reflect on their experiences in the hope that they will train themselves to observe interactions and detect patterns (e.g., how does agenda control work?, who has power?, who are the gatekeepers?, etc). The idea is to encourage students to be flexible, to realize they need to make adjustments to their original plans, to see themselves in the context of the larger a social world. We will read an excellent recent essay by Langton and Kammera on journal writing which approaches the topic from this perspective. It trains students to approach their community experience as “fieldwork.” Go to e-reserve under Simeone. Find PS 396 Internship Seminar—the password is “action”—all lower case letters.

2. The process part of the grade gives students incentives to record and document their action research activities with their community partners, e.g., “on-site supervisor.” There are many internship activities that can serve as part of the process grade—meeting minutes, action plans, interview notes—but every intern will have to complete two important on-campus process requirements. These are (A) submitting a project summary report; and (B) attending an hour-long, weekly (Thursday at noon) seminar to discuss and digest experiences. These seminars rotate between ARC sponsored workshops run by Deborah Halperin, ARC coordinator, and discussion sessions conducted by Professor Simeone.

The project summary is essentially a “who/what/where/when/how” description of what has been accomplished on your internship project to date. Examples of project summaries can be found in the project binders held in the ARC cabinet outside CLA 263. See the Old House Society project binder for an example of a well-done project summary.

The weekly meeting time allows students to share experiences. In this learning community, they can support and mentor each other. Each intern is required to attend the weekly meetings. In the spring semester, Weir Fellows will also join us. Activities during the meetings will vary, but each internship seminar will feature reflection on a theme.

3. The outcome requirement encourages students to conceive of their internship as action research. Projects often result in definable and useful outcomes, but, due to the contingencies of community-based work, the
original project goals are sometimes unattainable. Thus, outcomes vary in specific cases. Students are encouraged to revise project goals with supervisors before the end of the semester in order to obtain mutually agreed upon revisions. All projects will feature some form of presentation, however. Students are encouraged to consult with their community partners early (before the end of March) to schedule their presentations for the week of April 12-16. Presentations will be public and seminar members are encouraged to attend.

4. A supervisor’s evaluation form will be sent to your internship supervisor by the Career Center after the signed learning contract is returned to the Career Center office. Evaluations are generally completed during the last week of the semester.

Readings:

Office:
Jim Simeone
CLA 251 556-3126
M 3:30-4:30; TTH 4-5; W 9-11; 1-2; or by appt.