



TALLAHASSEE
COMMUNITY
COLLEGE

444 Appleyard Drive
Tallahassee, FL 32304-2895

TALLAHASSEE COMMUNITY COLLEGE
INTERNSHIP PROGRAM

DIVISION OF HISTORY AND SOCIAL SCIENCES

COLLEGE INTERNSHIP IN STATE AND LOCAL GOVERNMENT

ELIGIBILITY REQUIREMENTS
APPLICATION PROCEDURE

This course is offered by DIS only. Prerequisites: Completion of 24 college credit hours, including satisfactory completion of POS 1112, POS 2001, POS 1041, or PAD 2002 . Permission of instructor is required. Students may not concurrently enroll in PAD 2949 and POS 2949. Additionally, students who successfully complete POS 2949, may not subsequently enroll in PAD 2949. Students who successfully complete PAD 2949, may not subsequently enroll in POS 2949. The course of study is designed to provide the student applied work experience within the political process, either through the private or public sector. Evaluation of student performance will be based upon pre-defined learning objectives, and documented with specific information acquired from the student and employer. The student will be expected to commit between 10 to 20 hours per week to the internship. 3 credit hours. All students with an interest in the fields of politics would benefit, not only by the actual work experience within the public or private sector corresponding to their career goals, but also by the additional credibility lent to their work references.

Faculty Sponsors

Mrs. Nancy Duffy, Political Science
Dr. Richard Murgu, Political Science
Dr. Anthony Viegbesie, Public Administration
Mr. Stephen C. Powers, Political Science

Course Objectives

This course is designed to introduce the student to the applied aspect of the political science and public administration fields. It is the objective of this program that students, who are studying the political sector, and planning careers in its related fields, will be better able to take advantage of the immense resources available within the area. These resources include local governmental agencies, and the private sector companies which deal with these agencies.

As in any directed independent study, the student is responsible for all academic responsibilities such as assigned readings and the individual writing assignments. The internship program offers the additional responsibility to the student of maintaining a high level of performance in their assigned internship agency. This performance will be closely monitored, as the student is representing not only themselves in this instance, but future interns, as well as Tallahassee Community College in general.

Performance Goals

Students will be expected to:

- a) Demonstrate an understanding of how their respective governmental agency functions.
- b) Achieve the prescribed goals which were contracted with the sponsoring faculty member.
- c) Display the same level of responsibility that any professional employee would demonstrate in the same work environment, including the initial interview process.
- d) Meet the academic criteria of the sponsoring faculty member and requirements placed within the work environment.
- e) Fulfill all work related responsibilities which include:
 - 1. Work the agreed upon hours at the participating agency.
 - 2. Maintain a positive attitude toward the work and personnel involved.
 - 3. Be punctual and conscientious in all work assignments.

Required Text:

Morris, A., The Florida Handbook, Peninsular Publishing: Tallahassee (1993).

Course Requirements:

Employer evaluation	-	40%
Daily Log	-	20%
Final Paper	-	40%

Employer Evaluation

The student's direct supervisor will be asked to submit periodic reports to the instructor, who will evaluate the student's contribution within the employment setting. Additionally, at the end of the semester the employer will be asked to evaluate the student based on several predetermined criteria.

Daily Log

The students will submit to their supervising faculty member a daily log of his/her activities at regular intervals. Students should use this opportunity to apply the agreed upon goals which they have contracted with their sponsoring faculty member. The log should go beyond a day to day accounting of activities, to supplying explanations, and perhaps exploring alternative methods to their chosen internship agency. In addition, students will be expected to keep a log of all hours worked, to be signed by their employer.

The log should be in the following format:

Date:

The date the task was performed.

Time:

Indicate the number of hours (or fractions thereof) spent performing the specific task.

Type of task:

This item should briefly describe the task performed (e.g. research, reviewing files, filing documents, etc.)

Final Paper

The final paper should consist of a comprehensive analysis of not only the student's activity at their internship position, but also an examination of the agency or company with the student has been assigned. The final paper should be at least seven typed pages in length, and properly cited, including an analysis of some of the material assigned through the semester.

Sponsoring Faculty Meetings

The student is responsible for meeting with the sponsoring faculty member at least once a week, preferably at a pre-arranged time to discuss assignments, work assignments, and related topics. Failure to meet with the faculty member will be considered a derogation of responsibilities in regard to the internship, and may result in the student being dropped from the program.

Grading Scale

Satisfactory/Unsatisfactory

INTERNSHIP OPPORTUNITIES

City

Utilities Services

Safety and Neighborhood Services

Sport Services

Community Development and Transportation Services

County

County Administrator

Affirmative Action

County Attorney's Office

Planning Department

Office of Management and Budget

Social Services

Environmental Services

Public Works Department

Job Training

Court Services

Governor's Office

Florida State Legislature

Leon County Young Republicans

Leon County Young Democrats

Florida Tax Watch

To apply:

- 1) complete the attached application
- 2) submit a detailed typed resume, which includes all pertinent work experience
- 3) submit a typed, one page paper outlining why you feel this internship will benefit your career plans and what skills you feel you have to offer an internship assignment.
- 4) submit an updated copy of (official) college transcripts

to one of the three faculty sponsors. To be considered for an internship for Spring semester, the application should be filed no later than **November 22**. The selection committee will review all applications, and base its decision on the above four criteria. All candidates will be notified of the selections prior to spring registration. Once students are given admission to the TCC internship position, they will then be invited to interview with the sponsoring agency of their choice. This interview should be handled in the same fashion as any other interview for a professional position.