

## **PSCI 397 INTERNSHIP SEMINAR FALL 2008**

### **Class schedule:**

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

**August 28: ARC Workshop:** Mission, Vision, Values: Understanding the purpose of your organization

**September 4:** General introductory meeting: what is action research? (read Langton and Kammera essay)

**September 11 ARC Workshop:** Strategic Plans and Action Plans: Plan to work then work the plan

**September 18:** Organizational structures (read Stringer chapter 2); draft action plans due

**September 25: ARC Workshop:** Teamwork, Management, and Leadership: Group dynamics and decision making

**October 2:** Look, think, act; action plans due (read Stringer chapter 3); first journals due as an e-mail attachment sent to [jsimeone@iwu.edu](mailto:jsimeone@iwu.edu)

**October 9: ARC Workshop:** No Money, No Mission: Donors, investors, development and fundraising

**October 16:** Gatekeepers and stakeholders (read Stringer chapter 4); revised action plans due

**October 23: ARC Workshop:** Measuring Success: Project Updates

**October 30:** Tolerating ambiguity (read Stringer chapter 5); second installment of journals due as an e-mail attachment sent to [jsimeone@iwu.edu](mailto:jsimeone@iwu.edu)

**November 6: ARC Workshop:** SWOT: Assessing strengths, weakness, opportunities, and threats

**November 13:** Project updates (Stringer chapter 6)

**November 20: ARC Workshop:** Getting the Word Out: Communicating the value of your work to the community

**November 27:** Thanksgiving break: No meeting

**December 4: ARC Workshop:** Evaluation & Celebration: Project Summaries

**December 11:** Project summaries due; final installment of journals due as an e-mail attachment sent to [jsimeone@iwu.edu](mailto:jsimeone@iwu.edu)

**Class requirements:**

The requirements for this course are listed below.

1. journal
2. evidence of good citizen practices (process component)
3. presentation / project status 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 Kammerer 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 397 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) filing an Action Research Center (ARC) project summary; (B) attending an hour-long, weekly seminar to discuss and digest experiences.

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. 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.

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.

**Readings:**

Ernest T. Stringer, *Action Research* (2<sup>nd</sup> edition) (Thousand Oaks, Ca: Sage, 1999) (on reserve at Ames Library)

Phyllis Ann Landton and Dianne Anderson Kammera, "Recording and Reflecting," pp. 67-84 in *Practicing Sociology in the Community* (New York: Prentice-Hall, 2005) (on e-reserve at Ames Library)

**Ideal Timeline for Arranging a Fall 2008 PSCI 397 Internship**

- March            Get "Intent to Participate in an Internship" form signed by Professor Simeone
- April-August   Meet with Professor Simeone to discuss your internship project, learn about action research, etc.
- April-August   Meet with a contact at your community partner organization and/or your internship supervisor and discuss your internship project
- August            Get "Learning Contract" form signed by Professor Simeone (project specifics will be briefly outlined on the form)
- August 28        Attend the first ARC Workshop and begin your internship