TPOLS 496: PPE and Law and Policy Internship
TPOLS 497: Washington State Legislative Internship

Winter Quarter 2014

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Overview

This internship program offers students a unique opportunity to learn about government, law, and the policy making process at the federal, state and local levels. Through direct participation in some form of public interest organization, coupled with engagement with the policy issues and problems that confront us, this experience is designed to complement your more formal education at UWT. In particular, during your internship, you will be expected to balance two important roles:

(1) Demonstrate professionalism and proficiency in the job responsibilities and tasks you will be expected to complete during your internship. Remember, as UWT students, you will be representing the university and we hope that your performance will open up more internship opportunities for UWT students in the future.

(2) Successfully fulfill the academic requirements associated with your internship. While performing well in your job is important, so too is the development of your academic skills and abilities as applied to the real-world setting of your internship.

How Does this Internship Meet Your Major Requirement?

If you are majoring in PPE or Law and Policy, five credits of your internship can be used to meet your major’s capstone requirement. If you receive more than five credits for your internship, up to five more credits can be used to meet your track requirement. Any credits earned above 10 credits can be used to meet your elective credits.

If you are not a PPE or a Law and Policy major, talk with the Chair of your Division to see how these credits can be counted toward your undergraduate degree.

Internship Expectation

For each 5 credits you earn in this internship, you are expected to work in your position for approximately 12 hours/week for 10 weeks (120 hours total). Your internship should provide you with a learning experience that advances your professional career. You should not be doing routine office work that does not have an educational objective. If you find you are underutilized, please let me know.

If your internship is with the State Legislature, you will be expected to work 30 hours/week for your office or offices, and you will be allotted 10 hours/week for training, specific classes, and your academic assignments (see below).

Assignments

**Journal (20 Points):** Once weekly over the term, you will submit to me via email a journal entry summarizing your activities and what you are learning, and reflecting upon your experiences. The journal entry shouldn’t be long; the intention is for you to reflect on your activities and identify what you are learning, briefly discuss any difficulty you might be having, and reflect on the link between your
experiences as an intern and your academic learning. Each entry should be single-spaced, and probably not longer than a paragraph or two.

Ideally this requirement is met via a blog. But if not, I ask that you keep your journal entries in one document and submit the entire document to me after each entry; the document should include my comments as well so that we both have a running record of your experience.

**Policy Research Paper (80 Points):** You will be expected to write one research paper during the quarter examining a contemporary policy issue connected with your work. The length of the paper should be about 18-25 pages for those of you enrolled in 10-15 internship credits and roughly 10 pages for those of you enrolled in 5 internship credits. The paper should be double-spaced with 1” margins and 12 point font in Times New Roman. In your paper, you will be expected to: (1) explore the context and background of the issue; (2) describe how and why this issue matters today, and what the current debates/controversies are over it; (3) discuss current policy options regarding this issues, and identify the positions taken by the various stakeholders on this issue; and (5) formulate a policy recommendation for how you think this policy issue ought to be addressed. For your paper to be complete, you must submit it in four stages:

1. **Paper Proposal (5 Points):** Identify the topic and specific question you intend to examine and provide a preliminary outline for what you intend to cover in your paper. Include at least three key references for your paper. Ideally, the policy issue you choose would be something you have been asked to research as part of your internship, or that is an issue your office will be addressing during your internship. **Deadline: Week two, January 16, 2014**

2. **Preliminary Short Draft (5 Points):** This draft should fill out your outline, providing preliminary material for all of the sections. While it is a draft, it should be well written, meaning it should be grammatically correct, use excellent punctuation, and employ clearly written sentences. It should also include a preliminary full bibliography. This draft should be about 1/3 the length of your final paper. **Deadline: Week four, February 2, 2014**

3. **Second more polished draft.** This second draft should address the comments I provided on your first draft, and expand on the issues I identify in your first draft or clarify those still needing clarifying. The paper should now be about ½ of its final length (10 Points). **Deadline: Week six, February 16, 2014.**

4. **Final Draft of Entire Paper (10 points).** This third draft should address the comments I provided in your second draft, and expand on/reduce the content in the second draft identified in my comments on it. **Deadline: Week eight, March 2, 2014.**

4. **Final Paper (50 Points):** This will be the polished version of your paper. **Deadline: March 14, 2014.**

**Please Note:** Each year PPE and Law and Policy faculty evaluate all of the capstone papers (such as you will be writing) to select the best one for the annual PPE Paper Prize award. You can find past winners here: [http://digitalcommons.tacoma.uw.edu/ppe_prize/](http://digitalcommons.tacoma.uw.edu/ppe_prize/).

**Grading**

Grading will be on a 100 point scale. No late assignments will be accepted. Points will convert to numeric grades as follows: 97 = 4.0; 90 = 3.6; 80 = 3.0; 70 = 2.0; 60 = 1.0