

WASHINGTON INTERNSHIP PROGRAM

Washington Seminar Requirements

Professor Linda Killian

The goal of this seminar is to give students a broad sense of the Washington experience as well as the kind of organizations which are based here. There will be a number of field trips including a visit to an embassy, a think tank, a Cabinet agency and a lobbying organization or interest group. Most of these trips include a tour of the offices and a presentation by one or more staff members. Students are required to take an active role in these visits, by preparing and asking questions.

Course Requirements

Final Paper

The paper should be an 8-10 page analytical and research paper based in part on the work you are doing at your internship. It is not meant to be a simple description of your role and explanation of how things are done in the office, although some of that kind of description can be included with the work products you submit. Nor is it meant to be a recounting of things you observed in the office or an explanation of how the office handled a particular situation or issue.

It is a chance for you to delve into an issue that interests you and do some research on the topic. What often works best is for you to consider an issue that your office is involved in. Talk to your supervisor and others in the office about the topic and get their advice. Then you can begin to do some research on the background of the issue including its history. Once you have all that information, you can begin to organize it and think about what it is you want to say about the issue. You should have a thesis and an argument that you are making as well as an introduction and a conclusion.

Oral Presentation on your internship

Each student will be making a five minute oral presentation on your internship which will include: details of your placement; describing the member of

Congress you are working for or the mission of the organization where you are placed; how the office is organized; what your responsibilities are in the office and some of the most interesting projects you have worked on. You are encouraged to bring visual aids from your office or examples of your work. YOUR PRESENTATION SHOULD BE REHERSED AND SHOULD NOT EXCEED FIVE MINUTES.

Memo and Issue Briefing

Each student will be required to select a contemporary issue or piece of legislation before Congress and prepare a 'briefing' on it for the rest of the class. You will also be required to write a 3-5 page memo on the topic which will include a recommendation for action. In this exercise you will be arguing a position – and will need to present both sides – the pro and con of the issue you are addressing. The point of your presentation is so the decision maker (myself and the rest of the class) can make a decision about what course of action should be taken based on your recommendation – whether that be a congressional vote or approval or disapproval of a course of policy action.

Recommendations/lessons learned from the internship – 4-6 pages

From your experience in your office / internship assignment you are to select two things that you have learned about work in an office or in the particular venue you have been placed: congressional office, non-profit organization or legal office. You are to describe these policies or ways of doing business and explain why and how you think they help to make the office run more efficiently and/or help to achieve the mission of the office.

You are also to select two problem areas that you have identified in the office where you believe there is inefficiency or a lack of cohesion in the way things are handled and describe how you would make improvements to help the office run better and achieve the mission of the office.

Guest Speaker/Field Trip Assessments

You are to turn in a list of at least three questions prior to each of our field trips and be prepared to ask them of our guest speaker. You are also to select three of the field trips and write a one-page assessment. This is not meant to be

simply a regurgitation of what happened and what was said but rather an interpretation of what you found important or what you learned as a result of the experience.

Each is due one week later on the Tuesday following the field trip.

Work Products

This component of the course is a record of your work activities, consisting of at least five different kinds of written work you have produced, along with a short written description of the context in which they were generated and their significance for the organization. The commentary on the individual pieces of work you present should demonstrate a thorough understanding of the organization, its structure, and how individuals and departments relate to one another. Company reports, department reports, meeting notes, press releases, surveys, letters, memos, and speeches are all examples of work that can be submitted. In the rare instances where written work does not play a part in the internship, narrative descriptions of tasks performed, events organized, or problems solved may be substituted. *[Make sure to get authorization from your internship provider before including any materials that could be considered sensitive or confidential. Assure your supervisor that any documents will be kept confidential and will be reviewed only by your director for grading purposes.]*

Internship Grading

Final Paper – 20%

Oral presentation – 10%

Memo and Issue Briefing – 15%

Recommendations – 10%

Questions and Guest Speaker Assessments – 10%

Work products – 15%

Internship supervisor's evaluation – 15%

Participation in class, activities and attendance – 10%

SCHEDULE

(May be revised during the semester and trips may be added)

Tuesday, January 23 11:00 am – noon	First class meeting in the BU Lounge
Tuesday Jan. 30.	Visit to the Department of Energy
Tuesday, February 6 2:00 pm	Trip to the Kennedy Center
Tuesday February 13	Progress Report Meeting with Professor Killian and J. Gareri. Sign-up sheet to be posted on the bulletin board outside the academic offices. Bring goals and job description.
Tuesday, February 20 10 a.m.	Lobbyist/Interest Group: Visit to the Food Products Association
Tuesday, February 27 11:00 am	Trip to APCO Worldwide to meet former Deputy Secretary of State and Ambassador Beth Jones
Tuesday, March 6 11:00 a.m.	Trip to the National Federation of Independent Businesses
Tuesday March 20 10 a.m. – 2 p.m.	Individual presentations to the group on the internship experience. Lunch will be provided
Friday March 23	Topic of final paper due via email to Linda Killian
Friday, March 30	Outline of final paper due in hard copy form
April 3 10 am – 2 pm	Memo and Issue Briefing in BU Lounge Lunch will be provided
Friday, April 20 by 5:00 p.m.	Last day of the internships Final Paper, Recommendations and Work Products Due