** Prerequisite: Department Head Approval

### Application Process:

A. In the semester prior to the semester that they would like to do their practicum, students will begin to explore potential sites and volunteer opportunities.

B. After finding a site and securing a site supervisor, students will select a faculty mentor who will approve their site and guide them through the practicum experience.

C. Students will submit the following to the department head:
   1. a completed application form with the information about the site, their faculty mentor’s signature
   2. a professional resume, approved by the faculty mentor
   3. a job description
   4. their checksheet, printed from the RMU website

### Faculty Mentors:

Dr. Justin DePlato  
deglato@rmu.edu, Nicholson 436

Dr. Philip Harold  
Harold@rmu.edu, Nicholson 457

### Department Head:

Dr. Kathryn Dennick-Brecht  
brecht@rmu.edu  
Nicholson 461
POLITICAL SCIENCE PRACTICUM APPLICATION

The purpose of the Political Science Practicum (POLS4803) is to provide Political Science majors with a relevant career learning experience and enable them to combine academic study and practical experience for academic credit. Students interested in registering for the Practicum must submit a completed application, current resume approved by the faculty mentor, a checksheet printed from the RMU website, and a job description to the Department Head.

Please print clearly or word process.                   Date: ____________________

Name:_______________________________________________________________________________
   (Last)   (First)   (Middle Initial)

Student ID: ___________________________ Email Address: _________________________________

Address: _____________________________________________________________________________

Telephone: ___________________________________________________________________________

Cumulative Grade Point Average: ____________ Cumulative Credits Completed: ___________

Anticipated Graduation Date: ________________

Term in which you plan to do the Practicum: ________________

Practicum Placement Information:

Agency/Organization: __________________________________________________________________

Contact person at site: _____________________________________________________________________

Address: _______________________________________________________________________________

Phone Number: ___________________________________________________________________________

Job Title: _______________________________________________________________________________

Faculty Mentor:

Faculty Mentor: _________________________________________________________________________

Faculty Mentor Signature: ___________________________________________________________________________

I understand my responsibilities for the Practicum as described in the Psychology Practicum Syllabus and agree to comply with them.

Student Signature ___________________________ Date __________________

学术部门负责人签名_________________________日期________________________

□ Approve      □ Disapprove
POLITICAL SCIENCE PRACTICUM (POLS4803)

COURSE DESCRIPTION

POLS4803 Under the guidance of a political science faculty member, the student will complete 120 hours of documented experience of a practicum at a university-approved site. The student’s experience may be a volunteer or paid position that is directly related to the field of political science. Participation in professional activities allows students to experience the work environment in their chosen field, make informed career choices, and enhance their employment credentials. These experiences reinforce the connection between the classroom and the diverse workplaces that employ sociologists through the application of classroom theories to actual occupational problems. This course requires 120 hours on site, as well as the completion of the academic requirements established by the Department of Social Sciences.

3 credits
Prerequisite: 90 credits, Department Head Approval

COURSE OBJECTIVES/GOALS

Upon successful completion of this course, each student will have the ability to:

1. demonstrate an ability to work effectively with professionals beyond RMU.

2. acquire specialized information, both theoretical and practical, about topics of particular interest to political scientists.

3. apply knowledge gained in the classroom to diverse professional responsibilities and situations.

4. develop an awareness of and appreciation for the diverse and multiple employment opportunities provided by a political science major.

5. gain field-related experience and develop a professional network.

COURSE POLICIES

Attendance Policy:

Students are required to complete 120 hours of documented experience in a university-approved volunteer or paid position. Students must establish a schedule with their site supervisor and report to the site on EVERY agreed-upon day. Students are to maintain a record of completed hours by completing the Psychology Practicum Timesheet(s). In the event of illness or emergency, it is the responsibility of the student to notify the Site Supervisor and the faculty advisor. It is also the responsibility of the student, in consultation with the Site Supervisor, to schedule additional visits to fulfill the 120 hours required for the Practicum.

Academic Integrity

Academic Integrity Policy: The fundamentals of Academic Integrity are valued within the Robert Morris University community of scholars. All students are expected to understand and adhere to the standards of Academic Integrity as stated in the RMU Academic Integrity Policy, which can be found on the RMU website.
at [www.rmu.edu/academicintegrity](http://www.rmu.edu/academicintegrity). Any student who violates the Academic Integrity Policy is subject to judicial proceedings which may result in sanctions as outlined in the Policy. Depending upon the severity of the violation, sanctions may range from receiving a zero on an assignment to being dismissed from the university. If you have any questions about the policy, please consult your course instructor.

The Social Sciences Department strongly supports the RMU Academic Integrity Policy. Students should be aware that all violations, including minor infractions, will be reported to the Robert Morris University Academic Integrity Committee. Further, in compliance with the RMU Undergraduate Repeating Courses Policy, students who have not attained the minimum passing grade for courses required in their program of study after three attempts may be dismissed from the programs in the Social Sciences Department. Because the social science programs emphasize interactions with others, our majors represent and reflect a critical aspect of reputation for our department, our school, and more broadly, Robert Morris University. A large part of that reputation has to do with the ethical behaviors of our graduates which impact trust. Consequences of actions that violate the ethical and trust-based behaviors we expect of majors representing our department can range from counseling regarding issues of academic integrity to permanent expulsion from the program or the department.

**Plagiarism Policy:** Plagiarism, taking someone else's words or ideas and representing them as your own, is expressly prohibited by Robert Morris University. Good academic work must be based on honesty. The attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and administration as a serious offense. Student academic dishonesty includes but is not limited to:

- Copying the work on another during an examination or turning in a paper or an assignment written, in whole or in part, by someone else;
- Copying from books, magazines, or other sources, including Internet or other electronic databases like ProQuest and InfoTrac, or paraphrasing ideas from such sources without acknowledging them;
- Submitting an essay for one course to a second course without having sought prior permission from your instructor;
- Giving a speech and using information from books, magazines, or other sources or paraphrasing ideas from sources without acknowledging them;
- Knowingly assisting others in the dishonest use of course materials such as papers, lab data, reports and/or electronic files to be used by another student as that student's own work;

**NOTE** on team or group assignments: When you have an assignment that requires collaboration, it is expected that the work that results is credited to the team unless individual parts have been assigned. However, the academic integrity policy applies to the team as well as to its members. All outside sources must be credited as outlined above.

Students in this class and in all courses are expected to uphold the highest standards of academic integrity. Cheating, plagiarism in written work, receiving and providing unauthorized assistance, and sabotaging the work of others are behaviors that are inconsistent with standards of academic integrity. Students/candidates are expected to do their own work. Plagiarism is defined as using someone else's work ideas, or words without giving the author credit for using them. This can mean many things, including downloading papers from the Internet, using a friend's paper, inaccurately quoting or paraphrasing ideas or words from a text. In the academic community, people earn their living through the use of their work ideas, and words. Their reputation is built, in part, by others using their ideas and giving credit to the author. Therefore, you have the responsibility, both legal and ethical, to cite their work properly. Plagiarism is a major offence in the academic community of which you are a part. Students/candidates who commit blatant acts of plagiarism will fail the course and may be required to present a defense to be allowed to continue in the department.

**Special Learning or Physical Accommodations Policy:** Students who may be eligible to receive learning support or physical accommodations must contact the Center for Student Success at 412-397-4349 to schedule an appointment with a counselor and to learn more about accommodation procedures. To receive accommodations in this course, arrangements must be made through the Center for Student Success (Nicholson Center, 2nd Floor).

**Course Requirements:**

1. **Journals**
   Students are required to keep a daily log of their experiences and compose a weekly reflection paper. Journals should be submitted via email or Blackboard at the end of each week.
a. Daily Entries: For each day you work at your practicum site, list the number of hours worked, a description of daily responsibilities and duties, and a brief paragraph reflecting on that day’s experiences.

b. Weekly Reflections: How are your experiences consistent with or different from the content you learned in your course work? How has your understanding of political science evolved/changed/been supported by your experiences? What did you experience this week that was interesting? How have you grown professionally through this experience?

Goal-Setting Journal Entry: In your first journal entry, you will describe your practicum placement and think about the objectives you have for this experience. In two single-spaced typed pages, address the following: What kinds of expectations do you have for your involvement at the practicum site? How do you imagine your training in the field of political science will come into play in the work you will be doing? How do you expect your involvement at this site will assist you in your own career development? What are you hoping to get from this experience? What do you hope to offer the site and community? Set some concrete goals for the semester and describe the steps you will take to meet these goals.

2. Faculty-Student Conferences

   Approximately three times during the semester, the student and faculty mentor will meet to review and process the practicum experience as well as evaluate progress toward completion of course requirements. These meetings will be based upon the student’s practicum schedule and progress through the semester.

   The topics discussed will include, but not be limited to:
   a. Review of journal entries to date.
   b. Review of pre-planning and drafts for final paper.

3. Final Evaluation Paper/Project

   Compare and contrast your experience in the Practicum with the theories and information that you learned in relevant course work. Topics will be chosen in consultation with the faculty advisor and will be appropriate to the student’s area of interest.

   Requirements:
   • The paper must be a minimum of 10 pages with an appropriate list of citations correctly utilizing APA style of documentation.
   • 1st page- Describe the site and why you chose it
   • Pages 2-8- Describe the type of experiences the practicum provided and how they connect to relevant theories, concepts, or other course-related information.
   • This is the section of the paper where you analyze your practicum experience as it explicitly relates to concepts, theories, and content in political science. You must identify and define the concepts, theories and ideas your selected and apply the experiences at your practicum to them.
   • Pages 8-10 – Reflect on what you have gained from this experience, especially whether you met the goals your set out in the first goal-setting essay. Did you learn anything about your strengths as a professional? Did the experience alter your career goals? How did this experience influence your current career path? Do you want to continue working with this population? If not, how did this experience shape where you are headed next in your professional development?
4. Student Evaluation of Practicum Experience
The student will complete in detail the Student Evaluation of Practicum Experience form. The student will make recommendations for future students that may consider completing a Practicum at the same site.

5. Submission of Evaluation Forms
   a. Supervisor Evaluation Form
   b. Student Evaluation of Site Form
   c. Timesheet initialed by Site Supervisor

   **A grade will not be assigned for the Practicum if students fail to submit all completed forms.**

**Grading:**

- 15% Required Conferences with Faculty Supervisor.
- 15% Site Supervisor’s Evaluation.
- 30% Completed Journal.
- 40% Final Evaluation Paper/Project.
Site Supervisor: This form is intended to provide documentation about the dates and times that the Robert Morris University student spent at the Practicum site. Please sign or initial after each entry which the student makes.

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<th>DATE</th>
<th>TIME</th>
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TOTAL HOURS
Robert Morris University  
Department of Social Sciences  
Political Science Practicum Timesheet  
PAGE 2

Student: ____________________________________________

Site: ________________________________________________

Supervisor: __________________________________________

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<th>DATE</th>
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<tr>
<td>TOTAL HOURS</td>
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Robert Morris University  
Department of Social Sciences  
Student Evaluation of Political Science Practicum Experience

Date: ________________________________

Student: ____________________________________________________________

Site: _________________________________________________________________

Division/Department: _________________________________________________

Internship Position Title: ____________________________________________

This questionnaire is designed to provide you with an opportunity to evaluate the effectiveness of your Practicum experience at this organization. We believe that students who participate in the Practicum are the most qualified to provide us with feedback about the value of the experience. Your candid responses to these questions are greatly appreciated.

Please rate the program based on the following criteria and check one under each category.

<table>
<thead>
<tr>
<th>RELATIONSHIP WITH SUPERVISOR</th>
<th>OPPORTUNITY TO LEARN NEW SKILLS</th>
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<tbody>
<tr>
<td>[ ] Greatly exceeded expectations</td>
<td>[ ] Greatly exceeded expectations</td>
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<tr>
<td>[ ] Exceeded expectations</td>
<td>[ ] Exceeded expectations</td>
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<tr>
<td>[ ] Met expectations</td>
<td>[ ] Met expectations</td>
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<tr>
<td>[ ] Below expectations</td>
<td>[ ] Below expectations</td>
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<table>
<thead>
<tr>
<th>INTERACTIONS WITH COLLEAGUES</th>
<th>LEARNING ENVIRONMENT (SETTING)</th>
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<tbody>
<tr>
<td>[ ] Greatly exceeded expectations</td>
<td>[ ] Greatly exceeded expectations</td>
</tr>
<tr>
<td>[ ] Exceeded expectations</td>
<td>[ ] Exceeded expectations</td>
</tr>
<tr>
<td>[ ] Met expectations</td>
<td>[ ] Met expectations</td>
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<tr>
<td>[ ] Below expectations</td>
<td>[ ] Below expectations</td>
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<tr>
<th>ACADEMIC INTERNSHIP PROGRAM – OVERALL RATING</th>
<th></th>
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<tbody>
<tr>
<td>[ ] Very Satisfied</td>
<td>[ ] Satisfied</td>
</tr>
<tr>
<td>[ ] Somewhat Satisfied</td>
<td>[ ] Not Satisfied</td>
</tr>
</tbody>
</table>

Would you recommend this Practicum position to other students? [ ] Yes [ ] No

What advice would you give to students considering a Practicum with this organization?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
### Robert Morris University
### Political Science Practicum
### Supervisor’s Evaluation of Student

**Student:**

**Site:**

**Supervisor/Title:**

**Telephone:**

**E-mail:**

**Site Supervisor:** Please evaluate the participation of our student in your organization. Because the evaluation is an essential component in our assessment of the student, we would appreciate your completion and return of this form no later than __________________________.

<table>
<thead>
<tr>
<th>ATTITUDE/APPLICATION TO LEARNING</th>
<th>QUALITY OF WORK CONTRIBUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Outstanding and extremely enthusiastic</td>
<td>□ Excellent</td>
</tr>
<tr>
<td>□ Interested and industrious</td>
<td>□ Very Good</td>
</tr>
<tr>
<td>□ Average</td>
<td>□ Average</td>
</tr>
<tr>
<td>□ Indifferent</td>
<td>□ Below Average</td>
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<table>
<thead>
<tr>
<th>ABILITY TO LEARN</th>
<th>RELATIONS WITH OTHERS</th>
</tr>
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<tbody>
<tr>
<td>□ Learns very quickly</td>
<td>□ Gets along with others exceptionally</td>
</tr>
<tr>
<td>□ Above average in learning</td>
<td>□ Works well with others</td>
</tr>
<tr>
<td>□ Average</td>
<td>□ Gets along satisfactorily</td>
</tr>
<tr>
<td>□ Below average</td>
<td>□ Some difficulty working with others</td>
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<tr>
<th>DEPENDABILITY</th>
<th>JUDGMENT/DECISION-MAKING</th>
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<tbody>
<tr>
<td>□ Completely dependable</td>
<td>□ Exceptionally mature/good decisions</td>
</tr>
<tr>
<td>□ Above average in dependability</td>
<td>□ Above average maturity/decisions</td>
</tr>
<tr>
<td>□ Usually dependable</td>
<td>□ Usually makes good decisions</td>
</tr>
<tr>
<td>□ Lacks dependability</td>
<td>□ Often demonstrates poor judgment</td>
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<thead>
<tr>
<th>WRITING ABILITY</th>
<th>COMMUNICATIONS ABILITY</th>
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<tbody>
<tr>
<td>□ Consistently clear and organized</td>
<td>□ Consistently articulate and coherent</td>
</tr>
<tr>
<td>□ Reasonably clear and organized</td>
<td>□ Reasonably articulate and coherent</td>
</tr>
<tr>
<td>□ Has some gaps in writing ability</td>
<td>□ Has some gaps in speaking ability</td>
</tr>
<tr>
<td>□ Lacks clarity in writing skills</td>
<td>□ Lacks clarity in communication skills</td>
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**ATTENDANCE:**

| □ Regular | □ Sporadic |

**PUNCTUALITY:**

| □ Regular | □ Sporadic |
OVERALL PERFORMANCE RATING:

- □ Exceptional
- □ Very Good
- □ Average
- □ Marginal
- □ Unsatisfactory

STUDENT’S STRENGTHS:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

RECOMMENDATIONS FOR IMPROVEMENT:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

ADDITIONAL COMMENTS/ASSESSMENT OF THE RMU PRACTICUM:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

This report has been discussed with the student. □ Yes □ No

Supervisor’s Signature: _______________________________ DATE: ______________
Briefly summarize the activities expected of the student.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________


Briefly summarize the quality of the student’s performance at the site.

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Are there any skills required which are not demonstrated by the student? How do you think the deficiency could be eliminated?

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Additional Comments: