

## MPA COURSE SYLLABUS

### PA598: INTERNSHIP

*We are the regional center for education, development and research in business and government.  
Our core values promote ethical and socially responsible leadership throughout the Western Pacific.*

~ SBPA Mission Statement ~

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#### 1. The University of Guam's MPA Mission Statement

The mission of the University of Guam MPA program is to inspire authentic public servants through leadership that enlightens its learners to discover what it truly means to be of public service. This is fundamental to the institution's mission of *Ina. Diskubre. Setbe*. To enlighten. To discover. To serve.

This professional degree program provides graduate students with a high caliber educational experience that prepares its aspirants to be leaders, managers, and analysts in public affairs, public administration, and public policy careers at the territorial, regional, federal, and international levels. The curriculum offers valuable opportunities for individuals to embrace diversity and practice citizenship; enhance and improve essential leadership/managerial skills; research seminal concepts and theories of public administration, public affairs, and public policy; and explore contemporary techniques regarding the formulation, analysis, and implementation of policies, programs, and best practices in organization and society. This mission is accomplished by educating and training professional leaders that are citizenship-oriented, accountable, ethically conscious and whose focus is a sincere commitment to make a difference through public service.

(The words *Ina*, *Diskubre*, and *Setbe* are in the indigenous language of Chamorro, which mean to enlighten, discover, and serve)

#### 2. CATALOG Course Description:

This course provides qualified students with the opportunity to gain experience in public administration. Students are placed in government agencies and related organizations and work under the supervision of a management official.

#### 3. INTERNSHIP Expectations:

An internship is a learning experience, which should be related to the career goals of the student, which aims to allow the student to synthesize his/her academic learning in the field, with real-world applications and experiences.

The pursuit of an internship is a serious responsibility. Students will be representing the School of Business and Public Administration, as well as themselves. Interns are expected to carefully weigh their academic load and other obligations before committing themselves to undertaking an internship.

**4. COURSE Learning Outcomes**

Students will be able, upon completion of the course, will:

- Goal 1: Understand and explore ethical, professional, and socially responsible behavior as it relates to leadership and the ethics of leadership. Further, to create an appreciation and foundation for cultural diversity, with relation organizational success, all the while maintaining high ethical standards.
- Goal 2: Identify current, relevant, and impactful local, regional, and global issue(s), as it relates to the major roles, responsibilities and activities of leadership and ethics in public and private organizations.
- Goal 3: Synthesize, evaluate and integrate theoretical/analytical frameworks as it relates toward contemporary issues regarding the identification and resolution of commonly occurring problems in ethical leadership.

**5. Course Learning, Program Learning, and UOG Learning Outcomes:**

Course Learning Outcomes (CLO)	MPA Core Competencies (PLO)	UOG Institutional Learning Outcomes (ILO)
<i>Upon successful completion of this course students will demonstrate:</i>		
<p>Understand and explore ethical, professional, and socially responsible behavior as it relates to leadership and the ethics of leadership. Further, to create an appreciation and foundation for cultural diversity, with relation organizational success, all the while maintaining high ethical standards.</p> <hr/> <p><i>This is assessed through the OJT, daily journal, supervision feedback and the final paper.</i></p>	<p>Competency 5: Demonstrate a dynamic ability to be innovative, to communicate, and interact productively with a diverse and changing workforce and citizenry;</p>	<p>UOG4: Understanding and appreciation of culturally diverse people, ideas, and values in a democratic context.</p>
<p>Identify current, relevant, and impactful local, regional, and global issue(s), as it relates to the major roles, responsibilities and activities of leadership and ethics in public and private organizations.</p> <hr/> <p><i>This is assessed through the OJT, daily journal, supervision feedback and the final paper.</i></p>	<p>Competency 1: Demonstrate an advanced understanding of leading and managing in public governance;</p> <p>Competency 7: Demonstrate a comprehensive mindset that fosters an advanced understanding and appreciation of territorial, regional, federal, and international environments, with consideration of indigenous and global impact perspectives, and their relation to Public Administration.</p>	<p>UOG4: Understanding and appreciation of culturally diverse people, ideas, and values in a democratic context.</p>
<p>Synthesize, evaluate and integrate theoretical/analytical frameworks as it relates toward contemporary issues regarding the identification and resolution of commonly occurring problems in ethical leadership.</p> <hr/> <p><i>This is assessed through the OJT, daily journal, supervision feedback and the final paper.</i></p>	<p>Competency 2: Demonstrate an ability to relevantly apply a real world understanding, participate in, and contribute to the policy process;</p> <p>Competency 4: Demonstrate an advanced proficiency to articulate and apply a public service perspective grounded in professional, ethical and socially responsible behavior;</p>	<p>UOG1: Mastery of critical thinking and problem solving.</p>

## 6. The University of Guam's MPA Public Service Values

The following public service values are fundamental ideals and principles of the MPA program that are shared by its faculty, students, and stakeholders alike. The program's mission, governance, and curriculum are structured to uphold the following public service values, which distinguishes this program from other degree programs:

### **Public Service Value 1: Professionals Committed to Accountability, Transparency, and Ethics**

Our mission will be met by competent professionals, committed to pursuing the public interest with accountability, transparency, and the highest standard of ethical consideration.

### **Public Service Value 2: Public Servants Worthy of Public Trust**

As Public Servants, with every thought, word, and deed, we must strive every day, and at every instance, to prove ourselves worthy of the public's trust. We must be humble and consider ourselves privileged to be charged with the welfare of others.

### **Public Service Value 3: Keepers of Respect, Equity, and Fairness Rooted in the Principles of Democracy**

The Principles of Democracy must be at the heart of everything we do. We must also always strive to demonstrate respect, equity, and fairness in dealing with all people and fellow public servants. Further, it should be our pledge to be guided by Constitutional principles of the United States, the Organic Act of Guam, and be exemplars of law-abiding citizens in our respective roles within public service.

## 7. ADA Accommodation:

If you are a student with a disability who will require an accommodation(s) to participate, please contact me privately to discuss your specific needs. You will need to provide documentation concerning your need for accommodation(s) from the UOG's EEO/ADA Office. The EEO/ADA Office may be contacted at 735-2244/2971/2243 to coordinate your accommodation request.

## 8. TECHNOLOGY Policy:

The MPA program is committed to the innovative and effective utilization of technology in the classroom. While we strive to keep up with the dynamic evolution of delivery modes, and their learning applications, it is our shared responsibility to protect the integrity of your education. Therefore, the presence and use technology in the classroom is intended to enhance the total learning experience, both student and instructor. It is the responsibility of the course instructor to decide when, if, and what type of technology is to be used during class. At any time, and at the sole discretion of the instructor, any use of technology that degrades the learning environment, promotes dishonesty or is used for illegal activities may be prohibited. As a word of caution, institutional, program, and civil penalties, relative to the infraction, may be applied.

## 9. FATAL ERROR Policy:

Effective Communication - If any submitted writing assignment has more than 3 obvious grammatical citation errors, the instructor will return the assignment to the student to make the appropriate corrections; otherwise, the assignment will not be graded. Returned assignments are subject to late penalties at the discretion of the professor. Should written communication be a noticeable issue the professor reserves the right to: 1) mandate that the student seek concurrent help with their writing through the writing center as a condition of continual enrollment in the course; or 2) recommend the student to drop the course, seek assistance with the writing center, and enroll in the said course at a later date when proficiency can be demonstrated.

## 10. Tobacco-free/Smoke-free/Vaping-free campus:

UOG is a tobacco-free/smoke-free, vaping/e-cigarette-free campus. Thank you for not using tobacco products or e-cigarettes on campus, for helping to fight cancer, and for helping to make UOG a healthy learning environment.

## 11. ACADEMIC and PROFESSIONAL Integrity (Plagiarism and Collusion):

Plagiarism is the use of another person's work without acknowledgement or citation. Forms of plagiarism may include the intentional or unintentional reproduction of the work of others (this includes the work of peers – other students), published or unpublished, either verbatim or in close paraphrase without credit to the author or creator. The work of others includes material such as those downloaded from the internet, essays, reports, presentations, projects, discussions from seminars, ideas, text and diagrams from lecture handouts, theses, and dissertations.

Collusion is a form of plagiarism; it involves the unauthorized cooperation between two people or more, with the intent to deceive. Examples of collusion include the conspiring of two or more students to produce a piece of work together with the intention of passing it off as his or her own work; the submission of the work of another student, which may involve the former student willingly giving the work and where it is evident to the student giving the work that the other student would submit it as his or her own; cooperation between a student and another person in the preparation and production of work which is presented as the student's own and not authorized by the professor; the submission of work as the student's own, where the student has purchased or solicited another individual or source to produce the work on the student's behalf.

In line with our school's program intent toward developing ethical professionals, students must adhere to honesty and give credit by properly citing references to published works, secondary data, etc., on course assignments or deliverables. It is highly recommended that students use the APA Manual as a reference for citations and report formatting. Absolutely no credit/points will be granted for works where cheating, plagiarism and collusion are observed. Such incidences will result in automatic failure of the course and recommended expulsion from the university.

## 12. BASIC COURSE Requirements (Subject to announced changes)

<b>DAILY JOURNAL</b>	<b>25%</b>
<b>AGENCY EVALUATION</b>	<b>25%</b>
<b>FINAL PRESENTATION</b>	<b>25%</b>
<b>FINAL PAPER</b>	<b>25%</b>
<b>T O T A L:</b>	<b>100%</b>

## 13. AGENCY EXPECTATIONS:

- Provide Intern with sufficient work hours per week for a total of One Hundred Eighty (180) hours for the duration of the internship.
- Assign an Agency Internship Coordinator to coordinate with Instructor on the placement of Intern and other administrative matters.
- Develop within ten (10) days of the start of the internship, an internship work plan and performance standards for Intern, and discuss them with Intern;
- Provide management level supervision, advisement, and periodic performance assessment for Intern;
- Confer periodically with Instructor regarding the progress of Intern;
- Provide a final written performance evaluation for Intern and discuss the results with Intern and; and
- Recommend to Instructor ways of improving the effectiveness of the internship program.

## 14. STUDENT EXPECTATIONS:

- Work at the agency at sufficient work hours per week for a total of One Hundred Eighty (180) hours for the duration of the internship.
- Adhere to other requirements set for the Course;
- Abide by internship standards set by the Agency, including preserving confidentiality of privileged communications or other information specified by the Agency;
- Submit to Instructor, within five (5) days of commencement of internship, a work schedule approved by the Agency, and immediately inform Instructor of any changes in the schedule;
- Meet and confer with Instructor on the dates and times designated by Instructor;
- Meet and confer with supervisor on the dates and times designated by supervisor;
- Maintain an Internship Journal
- Final Paper
- Final Presentation
- Undertake internship duties and responsibilities with the highest ethical standards.
- Represent the School of Business and Public Administration with the utmost Professionalism.
- Provide timely written notice to the Agency and Instructor prior to withdrawing from the Course.

**15. SUBMISSION PACKET AT THE END OF THE INTERNSHIP:**

- Copy Internship Contract
- Copy of the Internship Work Plan
- Final Written Performance Evaluation
- Internship Journal
  - You are required to maintain an internship journal for the duration of the internship. This is a one page, single spaced journal entry per week. The content must include the following:
    - Internship responsibilities (tasks, defining experiences, how these experiences are shaping your perspective on your concentration and/or future career).
    - The number of hours worked each week and cumulative hours to date.
- Final Presentation:
  - Upon the completion of the internship, and with the consent of the Instructor the Intern will make a 10-minute presentation with a question and answer period.
    - Presentation should be in PowerPoint, Prezi or equivalent.
    - Slides should be professionally done
    - Student is responsible to arrange the presentation venue. This presentation will be open to SBPA faculty and other SBPA graduate students.
    - Content should cover:
      - An overview of the internship sponsoring organizations
      - Description of internship responsibilities
      - Lessons learned from the internship and what you would have done differently
      - Other Important/Significant Information
    - Copy of the Presentation should be in your packet
- Final Paper:
  - Upon the completion of the internship, submit an academic paper (10-15 pages).
    - Format: Your paper should be consistent with APA guidelines. The paper is double space and must include a Title page, TOC, Introduction, Appropriate Headings, Conclusion, and Reference Section. The paper length of 10-15 page is only the body of the paper and excludes the Title page, TOC, and Reference Section
    - Have at least 5 academic sources
    - The final paper should be an overarching reflection on the experience as it relates to Public Administration. Your paper should include:, but not limited to
      - Overview of the Company
      - Your Duties and Responsibilities
      - The Value of the Experience
      - An Evaluation of the Experience
      - An Analysis or Examination of a Leadership or Organizational Challenge in the Company and Recommended Solution(s).

- **GRADING Scale**

Percent	Grade
*	A+
95+	A
90-94	A-
87-89	B+
84-86	B
80-83	B-

Percent	Grade
75-79	C+
70-74	C
UW Unofficial Withdrawal <i>(refer to the graduate bulletin on            Withdrawal Policies and Procedures)</i>	

\* An A+ is an “Outstanding Designation” and is a “qualitative” grade difference from an A. Both grades carry the same quantitative points. This designation is given at the sole discretion of the instructor for such a performance. Note that this designation may not be used at all.