POLS 3917 Research Internship
Spring 2016
(Wednesday, 13 January 2016 – Tuesday, 3 May 2016)

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Office hours: **Wednesday 15:00- 18:00**
Tuesday 17:30- 18:30, by appointment only (email).
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Prerequisites:
1) Overall GPA of 2.65. GPA of 2.85 in POLS courses.
2) Junior or Senior standing.
3) Meet all internship requirements as listed on the Career Services webpage.
4) Must be a declared Political Science major; prior successful completion of 12 credits of POLS courses, including POLS 2000: Methods in Political Science.

Course Description:
The Research Internship is designed to help students learn by experience, make connections between their classroom learning and library research by producing an extended written project which will prepare them for their careers. It consists in the production of a one-semester project that results in an extended research project/ paper with citations and a bibliography of the works used in the project. It offers juniors the opportunity and challenge of completing an extended study drawing on and providing evidence of the background and skills acquired during the previous three years. It allows students to devote themselves wholeheartedly to learning about a topic they themselves have defined and developed.

The research project is guided by a director who acts as the primary advisor. This must be a Political Science faculty member. It is suggested that the student select the director from among the faculty from whom they have taken courses and who have an area of expertise to contribute to the project. The responsibility for selecting and organizing the project rests largely with the student. The process of independent thinking and carrying out a project, from initial idea to final realization, is here fully emphasized. The director serves as advisor and evaluator and meets regularly with the student throughout the semester to assess progress and provide guidance.

Course objectives and outcomes:

The faculty's objectives are to provide the student with an intellectual project of substance that will develop and demonstrate the ability to:
- Undertake and complete independent work at an advanced level in the major;
- Think critically: to analyze, synthesize, and reason with the degree of sophistication that is to be expected of a graduate of the college program;
- Work creatively and with discipline, as well as to respond productively to criticism;
- Understand the assumptions and approaches that underlie the disciplines relevant to the project;
- Express ideas in writing with clarity and precision;
- Put forward a hypothesis; and
- Include a theoretical component backed up by findings and evidence.

Course Credit:
POLS 3917 is a three credit course that counts as one of the POLS electives.

Arts & Sciences Grading Scale can be accessed at: http://www.slu.edu/x6352.xml

Grade Points:

A 4.0	93%-100%	
A- 3.7	90%-92%	
B+ 3.3	87%-89%	
B 3.0	83%-86%	
B- 2.7	80%-82%	
C+ 2.3	73%-79%	
C 2.0	67%-72%	
C- 1.7	60%-66%	
D 1.0	50%-59%	
F 0.0	0-49%	

Grade Components: Course Credits: 3
10% Project Proposal (1,500-2,000 words)
10% Weekly reflection on the research process
80% Final Project (10-12.000 words)

Requirements:
- Regular meetings, bi-monthly, with the advisor/project director to discuss progress.
- Meeting members of the committee at least once a semester to discuss ideas and progress.
- The project proposal should be submitted to the advisor by 1 February 2016.
- The final project is to be submitted to the committee by the 14 May 2016.

Clarification on assessment:

Project proposal (10%) due 20 February: between five and seven pages plus bibliography to include: a topic, literature review, research question, hypothesis, note on methodology and sources, timeline.

Extended written project (80%) due 10 May: expected to be around 50 double spaced pages (between about 10,000-12,000 words), plus bibliography, to include the analysis of sources and a detailed evaluation of the hypothesis and presentation of the

conclusions.

While 9,000 words (40pp) would be shorter than the average, it is certainly conceivable that it could be a high quality project. Quality is the critical factor here! Further advice on the style of presentation for the final project follows at the end of this syllabus.

The grade for the extended written project must be approved by all members of the committee. The signature of the director certifies that the committee has met and judged the project acceptable in the quality of writing, thinking, scholarship or creativity, form and documentation to fulfill the requirement for an extended research project.

Alongside the final project, you need to submit a weekly *journal of research* (10%). Please use this assignment to reflect critically on how are you achieving the goals and timeline set out in the proposal? What changes has the project undergone in the process of research?

Project director selection:
The candidate will select a director from among the Political Science Department Faculty. The director will guide students through this process, but in order for this to happen effectively, it is very important that students meet with faculty regularly. Students should be ready to meet at least twice a month with the project director. Students will take the responsibility for organizing these meetings, as well as meetings with the other faculty who form the project committee.

The responsibilities of the director are:
- To consult with the student about interests and possible topics;
- To help the student select an appropriate topic, one that is suitably challenging yet feasible;
- To advise the student on selection of a project committee; to call for meetings of the committee, beyond those specified in the college-wide schedule of deadlines, when advisable;
- To meet with the student regularly throughout the semester, to encourage and guide the student in research, in formulating ideas, and in finding effective structures for formal expression;
- To respond critically and constructively to early drafts, to work with the student on refining, clarifying and polishing, and to suggest when response from the rest of the committee should be solicited;
- To evaluate the student's final draft in term of standards of scholarship, creativity, form, and documentation established by the major, and to stipulate necessary revisions; to help the student satisfy demands for revision from the other members of the committee;
- To chair the final committee meeting and to submit the grade.

Research project committee:
The student sets up the project committee, composes the project proposal, and plans out the work for the semester.
- Together with the director, the students will select two other members of faculty to serve as the project committee. They can be from outside of the Political Science Department.
- The committee members will meet with the student at least once a semester,

advisably twice.

Student responsibilities:
The committee will meet at least one time during the semester to assess the research project. The committee members may also meet individually with the student to offer assistance on the project. Projects that do not succeed are often those in which the student and the advisor have not stayed in regular contact. It is the student's responsibility to contact the director because this is an independent project, and so the student is to take primary responsibility for staying in contact with the director and the committee members. Regular meetings are important because they permit problems to be addressed. A good project is not problem-free, but is one whose problems have been solved in consultation. Students need to take the initiative of staying in touch with the director and all members of the committee to gain their assistance. This is especially important when the student encounters problems.

Guidelines for Students Self-evaluation:
Step 1: Summarizing the process thus far.
- Re-read your initial proposal.
- Briefly restate or summarize the goals and intention of your project as stated in the proposal;
- Describe and discuss about what modifications, new directions and insights you have had during the semester. How has your topic/focus changed and/or stayed the same.
- Where is your thinking on your topic at now?

Step 2: Discussing relevant/useful sources.

- Discuss in detail the most important works (texts, artwork, music, other sources) and their impact on your thinking during this past semester.

Step 3: Describe what you have accomplished thus far.

- Reflect on your process. Did your reading, writing, and work progress as you had expected? What went differently?
- Are you where you had hoped or expected to be at this point? What has helped you progress, what has hindered your progress?
- Write a timeline of what you've done thus far, referencing the schedule that you had planned for yourself for the semester and how well you have been able to follow it.

Step 4: Planning for next steps.

- In light of what you've learned about your topic and your own work habits on a major project, write a plan for your next steps.
- Think about what type of work schedule has worked (or failed to work) for you this past semester, and how you plan to accomplish your work in the coming semester.

- Develop a schedule (e.g., time commitments) for the coming semester.

Style Requirement for the Extended Written Project

Table of Contents

The table of contents should clearly illustrate how the project is organized. It may be brief or elaborate, but it must correspond exactly to the headings and the subheadings included in the text. A list of tables and figures may be included on a separate page following the table of contents.

Tables and Figures

Style manuals often do not give clear instructions on the preparation of figures and tables. The advisor can answer questions concerning these matters. Some general guidelines are as follows:

- Tables and figures may appear on separate pages or within the body of the text. A description of a figure should appear below it or, if there is insufficient space, on a facing page. The description of a table normally appears above it. Tables and figures should be numbered independently.
- A table that is oversized may be divided so that portions of it appear on two pages facing each other. The entire title and any footnotes must appear on the left-hand side of such over-sized tables.

Abstract

The abstract is a 200-250 word statement of the essence of the project. It should give a clear sense of the central argument, rationale for and/or concerns as well as the major areas of discussion, examples, creative experiments, etc. and their outcome. The abstract should be submitted to the committee with the final draft and will be discussed at the end of semester committee meeting.

The Form of the Project

All projects must be double spaced on A4 paper. Margins must be 1-1/2" on the left and 1" on the right, top, and bottom. Pages should be numbered consecutively, starting with the first page of text, using Arabic numerals. Page numbers should be centred at the top or bottom of the page. Two-sided copies are not permitted.

If a project includes non-print material –CDs, slides, films, music scores, oversized manuscripts, etc. –one copy of such material should be submitted with the copy of the written component of the intended.

All projects must follow an accepted manual of style and consistent form of documentation, since preferred style manuals and forms of documentation vary by major and discipline. The student should check with the advisor to determine the style and form of documentation that should be followed.

The appropriate style manual should answer any questions of form that the student may have. The following information is provided as a brief overview of some major points of organization and presentation.

Sequence of Pages

The following sequence of pages is recommended:

- Preliminary pages (numbered with small Roman Numerals)
- Title Page
- Acknowledgments and/or Dedication
- Table of Contents
- List of Tables
- List of Figures
- Abstract
- Body (numbered with Arabic numerals)
- Body of Text
- Figures and Tables (if not included in text)
- Bibliography
- Appendices