



GEORGETOWN UNIVERSITY
Semester in Washington, DC Program

**Internship Course (3 credit hours)
SPRING 2016 Syllabus
January 13 - May 2**

Faculty information: The Hon. Bradley A. Blakeman
Faculty contact information: bab85@georgetown.edu; 703-350-1084
Faculty office hours and location: GU Downtown, C2 Level Atrium, Mondays, 6:15-7:15 pm
Course meeting times and location: Mondays, 3:45pm-6:15pm, C217, 640 Massachusetts Ave NW
(Georgetown Downtown campus)

Note: Orientation on Tuesday, 1/12 at 6:00pm, GU Downtown, 640 Massachusetts Ave NW

Objectives

This class provides a structured environment for students to reflect on their internship practices and experiences. Readings and assignments require students to consider the organizational dynamics of their place of work, the ethical and leadership implications of their activities, and the role their internships can have on the larger society in which they live. The class will focus all aspects of the Washington working experience. The seminar will discuss the dynamics and strategies of a successful internship including the understanding and appreciation of workplace etiquette and work ethics. The class will examine the players in governing and the roles of third parties, lobbying, networking, employment opportunities, work places, resumes/personal statements/writing samples and continued education.

Requirements

Textbooks: Students are expected to do all the required readings and research before class and come to class prepared to discuss and engage other students as well as the professor in thoughtful and respectful discussion. **Reading assignments will be announced in class, as well as posted on the course intranet site the week before they are to be read (<https://blogs.commonsgorgetown.edu/spring2016-sdcp-370-01/>)**

Leadership, Rudolph Giuliani, Miramax Books (2002). ISBN 0-7868-6841-4. This book is available at the Georgetown Downtown campus bookstore and online at numerous sites including Amazon.com.

What You're Really Meant To Do, Robert Steven Kaplan, Harvard Business Review Press (2013). ISBN 1422189902. This book is available at Georgetown Downtown and online at numerous sites including Amazon.com.

Internship (60% of Final Grade): Students will be evaluated and graded by their internship supervisor pursuant to the criteria provided by Georgetown University. Students will receive a midterm and final grade.

Class(40% of Final Grade): Reading and Class Participation, E-portfolio, Issue Paper.

Readings and Class Participation (30% of the Class Grade). Students are expected to do all the readings and research before class and come to class prepared to discuss the assigned materials and to engage each other and the Professor.

There will be a class team assignment whereby students will be broken out into teams that will conduct an employment opportunity exercise. Students will be required to:

1. Write a job description;
2. Write the ideal employee profile;
3. Presentation of candidates – resume, personal statement and writing sample;
4. Mock interviews.

E-portfolio (50% of the *Class Grade*)

Each student will be required to keep an online portfolio on their internship experiences as well as posting responses to the Professor's weekly prompts. Blog site link:

Resume/Personal Statement/Writing Sample (20% of the *Class Grade*)

As a final assignment, students will be required to write a resume, personal statement and writing sample for a targeted and specific employment opportunity of their choosing. The student in consultation and with the preapproval of the Professor before **April 4, 2016** will choose the employer and employment opportunity they seek to write about. The writing sample will be an issue paper germane to the area of employment they are seeking and shall be broken down as follows:

The Issue/Position Paper shall consist of a total of 2,500 words maximum, (Citations and page set up do not count against the word maximum). The subject must be pre-approved by the Professor **Before April 4, 2016. You must make an appointment to speak with the Professor and get his approval for the paper topic. Thereafter, you must email the Professor with the topic and which position you will be arguing from. No credit will be given to an Issue Paper that is not approved prior to the deadline.**

The paper will be broken down in form as follows:

Name:

Internship:

Professor:

Subject & Position

Date:

INTRODUCTION:

ISSUE/ARGUMENT:

STRATEGY:

MESSAGING:

OPPOSITION:

CONCLUSION:

CITATIONS: Note: A helpful hint to a better paper rests in ticking off the W's. If you can set forth to your satisfaction the **WHO, WHAT, WHERE, WHEN, WHY AND UPON WHOM YOU RELY**, (citations), you will be assured a successful presentation. Some of the same resources that Professor Blakeman suggested for the Team Exercise may be a good head start for the Issue Paper as well. Remember what Albert Einstein said: "If you can't say it simply, you don't understand it well enough".

Grading

Attendance Policy: SWP student attendance is expected at all course meetings. The Professor will take attendance at the beginning of each class section. The Professor will not accept students tardy to class in excess of 5 minutes from the start of class without a reasonable excuse. If a student misses more than two class sessions, the Professor will consult with the Assistant Dean about whether the student should be involuntarily dropped from the class.

Late Submissions: No late assignments will be accepted without reasonable excuse communicated to the Professor prior to the time of submission. Such excuse shall be determined at the sole discretion of the Professor.

Incomplete Assignments: Shall be treated with the grade of F.

Grading Scale: Students will be given numerical grades for their various assignments. These numerical grades, when added up to form their final grades, will be converted into letter grades according to the following scale:

A	93-100
A-	90-92.99
B+	88-89.99
B	83-87.99
B-	80-82.99
C+	78-79.99
C	73-77.99
C-	70-72.99
D	60-69.99
F	under 60

Note: I require students to email me all written assignments for grading within the time limits set forth. Thereafter, I will email students their grades in a timely manner to their Georgetown email address. Remember, you must also post all your written assignments on our course intranet site under your name in addition to emailing me your assignments for grading. Your post should be listed under the category of “uncategorized”. For Written Assignments turned in for grading the following metrics apply: 15 points for headings 15 points for emailing and posting 15 points for formatting 55 points for content. Following directions in procedure is as important as content. There is no reason NOT to get a paper right in procedure – as I have provided samples for every assignment requested and I am available for counsel as are your peers in advance.

Evaluation: Internship – 60% of the final grade; Class work – 40% of the final grade

Team Assignments: Team grades will be broken down as follows: 50% credited to Team Performance and 50% to Individual Performance.

Late Attendance: Students are required to come to class on time unless there is a reasonable excuse that is conveyed to the Professor in advance.

Incomplete Option: Students are expected to complete all coursework by the end of the semester in which that coursework is taken. In extreme, documented instances (typically related to unexpected, documented health reasons), it may be necessary for students to request an Incomplete, “N,” grade and a limited extension of time to complete the required coursework. Incompletes are not automatic, and should be requested first by the student of the professor. If the professor grants a student additional time to complete the coursework, and the work is completed by the date established by the professor on or before the incomplete deadline, the “N” is changed to the appropriate grade.

Course Outline

1/13/16: 2 hour: Orientation and discussion of course overview: Introduction of students and discussion of internship goals, challenges and making the most of the “Washington experience”. Discussion led by Professor Blakeman of the **Washington landscape**.

Reading assignment for 2/01/15: Giuliani: 29-97 – *What You’re Really Meant to Do*, Robert Steven Kaplan, Entire Book.

1/18/16: **Holiday: Martin Luther King, Jr. Day (No Classes)**

Internship description/contract form due by 1/18/16 to Assistant Dean Kulagina via email or hard copy.

1/25/16: 30 minutes of discussion of internship experiences & readings; 30 minutes of discussion of the reading 60 minutes of lecture and discussion on **The Start of a Successful Career – what you need to know and do**. Guest Lecturers: Angela McGowan – CEO, Political Strategies and Insights and Carl Biersack, Principal – Biersack Government Relations Team.

Reading assignment for 2/01/15: Giuliani: 98-170.

2/01/16: 30 minutes of discussion of internship experiences; 30 minutes of discussion of the readings; 60 minutes of lecture and discussion on **Networking**. Guest Lecturers: David Goodfriend, Lobbyist and former member of Clinton’s White House Staff and David Mercer, Principal, Mercer Associates.

Reading assignment for 2/08/16: Giuliani: 171-227

2/08/16: 30 minutes of discussion of internship experiences; 30 minutes of discussion of the Readings; 60 minutes of lecture and discussion on **Media Careers**. Guest Lecturers: Guest Lecturers: Leland Vittert, FOX News and Richard Fowler, Radio Show Host, A.B. Stoddard, Associate Editor, The HILL.

Reading assignment for 2/22/16: Giuliani: 228-298

2/15/16: **Holiday: Presidents' Day (No Classes)**

2/22/16: 30 minutes of discussion of internship experiences; 30 minutes of discussion of the Readings; 60 minutes of lecture and discussion on **Working On The Hill/Government**. Guest Lecturers: Karen Defillipi, Chief of Staff for Congresswoman Debbie Dingell, (D MI-12).

Reading assignment for 3/04/16: Giuliani 299-387

2/29/16: 30 minutes of discussion of internship experiences; 30 minutes of discussion of the Readings; 60 minutes of lecture and discussion on **Not For Profit Careers**. Guest Lecturer: Tim Goeglein, Vice President of External Relations – Focus on the Family.

3/07/16: **Holiday: Spring Break: (No Classes)**

3/14/16: 30 minutes of discussion of internship experiences; 90 minutes of lecture and discussion on **Corporate Careers/Lobbying**. Guest Lecturers: Penny Lee, President, Venn Strategies, LLC and Jeffrey Shapiro, Lobbyist, Peck, Madigan, Jones.

Interim Internship Evaluations due by 3/4/16 to Assistant Dean Kulagina via email or hard copy.

3/21/16: 30 minutes of discussion of internship experiences; 90 minutes of **Personal Statement, Resume, Writing Sample and Cover Letter Workshop.**

3/28/16: **Holiday: Easter Break: (No Classes)**

4/04/16: 30 minutes of discussion of internship experiences; 90 minutes Preparation for Job Interview Simulation– Selection of Team Leads – **Selection of Job Opportunity and Review of Simulation Protocol.**

4/11/16: 30 minutes of discussion of internship experiences; 90 minutes of **Job Interview Simulation 1.**

4/18/16: 30 minutes of discussion of internship experiences; 90 minutes of **Job Interview Simulation 2.**

4/25/16: 30 minutes of discussion of internship experiences; 90 minutes of **Critique of Job Simulation Performance.**

5/02/16: 30 minutes of discussion of internship experiences; 90 minutes of **Class Course debrief:** How will what you have learned in your internship and Classes apply to your further studies and career path? Was the internship experience everything you had hoped it to be? Final internship evaluations due.

Final Internship Evaluations due 5/2/16 to Assistant Dean Kulagina via email or hard copy.

5/09/16: **Final Papers are due by 9pm. Remember to post and email your submission.**

Note: All Guest Lecturers are invited and are subject to change, cancellation or substitution.

Academic Integrity and Honor Code

Academic Integrity: All students within SCS will maintain the highest standards of academic and personal integrity in pursuit of their education at Georgetown. Academic dishonesty in any form is a serious offense, and students found in violation are subject to academic penalties that include, but are not limited to, failure of the course and termination from the program. **Professor Blakeman considers the use of the Internet or PDA's during class sessions without prior expressed permission to be a violation of the Honor System**

SafeAssign: Georgetown subscribes to SafeAssign, a Web-based service that, among other things, is able to sniff out possible plagiarism in student work.

Citation system: An important aspect of academic integrity is using an acknowledged system of bibliographic references to document the sources of ideas and quotations in one's work. Examples include APA style, MLA style, and Turabian. Students select and notify the Professor as to the method they choose to incorporate in their Issue Paper.

Plagiarism: The presentation of someone else's ideas or work as your own, without proper acknowledgement is the worst crime a scholar can commit. The sources for all information and ideas in your papers that are not your own must be documented using the documentation system followed by the American Psychological Association or the Modern Language Association. In addition, all quotations must be identified as quotations, using quotation marks and documentation of the source of the quotation. Anything less than these standards is plagiarism and will be treated as such. Work that appears to have

been plagiarized or otherwise violated the Honor Code (see below) will be reported to Georgetown's Honor Council. If the Council finds that the work violates the university's standards of academic honesty, the work will receive a grade of zero for the assignment for the first offense; a second infraction will earn an F for the course. The Honor Council may impose sanctions of its own as well.

The Honor Code pledge:

In the pursuit of the high ideals and rigorous standards of academic life,
I commit myself to respect and uphold the Georgetown University Honor System:
To be honest in any academic endeavor, and
To conduct myself honorably, as a responsible member of the Georgetown community, as we live and work together.

Other Items

Faculty Bio: Bradley A. Blakeman was the President of Freedom's Watch a right of center conservative advocacy 501 C4. Prior to founding Freedom's Watch, Mr. Blakeman was a member of President George W. Bush's Senior Staff having served from 2001-2004 as Deputy Assistant to the President for Appointments and Scheduling, Vetting and Research, Correspondence and Surrogate Scheduling. Mr. Blakeman can be seen regularly as a Republican Strategist on FOX News, MSNBC, BBC, CNN and Al Jazeera. He also is published regularly in *Politico*, *US News and World Report* and *Newsmax*. Mr. Blakeman played a major role in the 2000 Presidential Election as a Senior Advisor and played a critical role in the Florida Recount a role that landed him a part as a character in the HBO Film "Recount". He has also been an advisor on the ABC TV Drama Series "Commander in Chief". Mr. Blakeman is an Attorney licensed to practice in that State of New York and the District of Columbia and is currently a Principal with The 1600 Group, a private corporation dedicated to providing strategic advice, policy implementation and strategy, as well as crisis management and communications strategies to foreign governments and foreign and domestic corporations – 1600group.com. Mr. Blakeman has been active in Presidential Politics since 1980. He was appointed to serve as a member of the United States Holocaust Memorial Council during the George H.W. Bush Administration.

Communication: All community course communications, assignments, etc. shall take place on the Georgetown Intranet Course site. All private communications between the student and the Professor shall be made via the student and Professor's Georgetown Email address. Students may also choose to communicate directly with the Professor by phone.

Classroom Etiquette: Students should turn off all cell phones, pagers, or other communication devices while in class. Class discussions should be respectful and considerate of others' views and opinions.

Students with Disabilities Policy: Students with disabilities should contact the Academic Resource Center (Leavey Center, Suite 335; 202-687-8354; arc@georgetown.edu; <http://ldss.georgetown.edu/index.cfm>) before the start of classes to allow their office time to review the documentation and make recommendations for appropriate accommodations. If accommodations are recommended, you will be given a letter from ARC to share with your professors. You are personally responsible for completing this process officially and in a timely manner. Neither accommodations nor exceptions to policies can be permitted to students who have not completed this process in advance.

Academic Recourse Center (ARC): ARC strives to facilitate the success of Georgetown students through services for students with disabilities, student-athletes, and any student facing academic challenges. To learn more about how ARC please visit: <http://guarc.georgetown.edu/>.

Georgetown Writing Center: As a member of the Georgetown community, you will have full access to the University Writing Center (<http://writingcenter.georgetown.edu>) located in Lauinger Library 217A and Georgetown Downtown. Offered to students at all levels, the center's tutoring has proved helpful to those wishing to improve their grammar and style, to respond more effectively to assignments, to learn to organize both short papers and lengthy research projects, and to turn first drafts into publishable projects. Some students seek assistance on a regular basis; some only occasionally. For well-established students, the writing tutors have also offered on-line help, responding to questions about papers submitted through email attachments and counseling students through phone conferences.

Counseling and Psychiatric Service (CAPS): CAPS serves as the university's primary mental health agency for its students and campus community. CAPS staff collaborates directly with students in overcoming difficulties that may interfere with the accomplishment of their educational, personal, and career goals. To learn more about CAPS services please visit: <http://caps.georgetown.edu/>

Inclement Weather, School Closing, Emergency Information: During inclement weather or other emergencies, check <http://preparedness.georgetown.edu>, or call (202) 687-7669 for information about school/event closings. If the university is open, class will meet on schedule. Should the university be closed class will not meet, however, any writing assignments submitted through Blackboard will be due as usual. Students are advised to sign up for the text messaging service for instant notification of school closings. You may sign up for this service at Student Access+.

End of syllabus