Work Schedule:

- Attend Briefings: Mondays and Tuesdays until Noon
- Attend Statehouse Classes: Mondays 3:30 – 4:45 PM & Tuesdays 9:15 – 10:30
- There will be a weekly “Town Meeting” (time & location will be announced)
- Office Hours: by Appointment and/or Announced (times & location to be arranged)

Course Description and Learning Outcomes

The course is organized into three sections, each designed to offer students different aspects of the theory and practice of state government and Ohio politics, Policy Briefings, Internship Assignments, and Statehouse Classes:

Description and Learning Outcomes for Policy Briefings:
The briefings are designed to give students firsthand exposure to various public agencies, public officials, public policies, government processes, and private organizations involved in developing, implementing, evaluating, and influencing state government in general and Ohio’s government in particular. Students will be given the opportunity to experience the official environment, interview government personnel, and observe state government activities. Students will acquire practical knowledge of the workings of state government. Briefings help students discover the political role, context and operation of different offices and organizations in Columbus. The briefings will help students understand, compare and analyze the challenges, opportunities and responsibilities of these organizations.

Approximately fifty briefings will be held on Monday and Tuesday mornings and Monday afternoons (and/or other specified times). Most of the briefings will be held at state agencies or on site at other agencies involved in state policy development, administration or regulation. The briefings may include but will not be limited to the following agencies/officials:

- Governor’s Office
- Secretary of State
- Public Utilities Commission
- State Inspector General
- Auditor of State
- Attorney General
- Ohio Consumer’s Counsel
- Legislative Inspector General
Policy Briefing Participation

Attendance and participation is expected to be exceptional. Students will be given as much advance notice as possible so they may use the time to prepare thoughtful inquiries to enhance the educational dialogue. The operations of state government, particularly in a capital city, are often very dynamic and spontaneous. Sometimes students will not have much notice but will still be expected to participate enthusiastically. These sessions are opportunities to participate in meaningful conversations with policy makers, administrators, and state government movers and shakers. Most briefings will be scheduled to last one hour (approximately twenty-five to thirty minute presentations followed by thirty to thirty-five minutes of question and answers). Most of the briefings will be scheduled on Mondays and Tuesdays:

Mondays 9:00 AM thru 3:00 PM
Tuesdays 10:30 AM thru 12:00 Noon

However, the logistics, duration, and format of each briefing will be different. There will be some class and educational activities scheduled in the evenings, during weekends, and/or during meal times. Students will usually be given considerable notice to prepare for mealtime, evening, and weekend activities. **We do not plan to have any briefings during Thanksgiving Week.** Students will report to work at their internship assignments on Monday, Tuesday, and Wednesday (November 20th thru November 22nd) until noon (on the day before Thanksgiving). **Participation is worth twenty-five (25) points.**

Policy Briefing Writing Assignments

At the appropriate time, students are expected to either ask questions or make statements during most briefings. Failure to comply with this requirement will significantly affect the student’s grade for this course. Briefings will be conducted during twelve weeks of this Semester (starting Monday, September 11th). Special Projects (Writing Assignments) will challenge students to think critically to integrate materials from reading assignments, briefings, and current news to offer suggestions to address state government issues.

The Writing Assignments are seven to ten page papers that the entire class will work together to produce. Each Writing Assignment is worth fifty (50) points and each student will receive the same grade for each Writing Assignment. You will also write and submit a short essay (one paragraph, no more than a page) to explain your involvement and strategy for your participation in each Writing Assignment. Your last essay should also summarize your strategy for leadership and participation in the Writing Assignment exercises for this course. Your “Leadership Strategy” essays are due when the associated Writing Assignment is due. **The “Leadership Strategy” requirement is worth fifty (50) points.**
You are expected to keep a binder of briefing notes. The briefing notes are a summary of information and a collection of your thoughts about each briefing. Each briefing note should be one to three paragraphs in length and include but not be limited to information about budget, objectives, staffing, background, and current issues being addressed by the agency or officials. The “Briefing Notes” binder is due on December 8th. Please save your “Briefing Notes” on your computer so your final binder may be submitted electronically. The “Briefing Notes” assignment is worth fifty (50) points.

Policy Briefing Research Paper/Project
The third component of the Policy Briefings is a final paper/project. The professors will work individually with each student to determine the topic and scope of the student’s final paper/project. Students are required to complete this special research project, submit a paper summarizing their results, and present their findings in a class presentation. The research project is designed to provide students with an opportunity to select/explore a topic (in state government/Ohio politics) of their interest. Students should use the wealth of resources available in academic journals, government publications, current news reports, and other relevant material. Students may also conduct interviews of stakeholders or elected or appointed officials to gain special insights about public policy issues, processes, and procedures. Topics and research strategies should be discussed with professors to help students define the focus and scope of each project. The paper should include a bibliography and sufficient citations to document the sources of their research. The paper should be twelve to fifteen pages (doubled space) in length. The final paper/project should be submitted electronically. The final paper/project is worth one hundred eighty (180) points, and is due the end of class on Tuesday, December 5th.

Description and Learning Outcomes for Internship Assignments
The internships are designed to give students practical experience working in public agencies or private institutions that are either directly or indirectly involved in making, administering, evaluating, or influencing government policy at the state level. Students are expected to perform duties and assume responsibilities that are appropriately challenging to and meaningful for upper division scholars. Student interns will be afforded opportunities to hone their skills as real world problem solvers. Participants will gain practical knowledge of the workings of the office they are assigned. They will discover the political role and context of the operation of the particular office or organization. Students will synthesize hands-on internship experience with classroom knowledge to improve their critical thinking and problem-solving skills. Students receive academic credit and do not ordinarily receive financial compensation for duties performed at their assigned worksites.

Internship Attendance
Registration for this course is controlled. Students who are given permission to register for this class and participate in the Columbus Program are high achievers who have demonstrated the maturity to be successful in nontraditional class settings. Students must enthusiastically participate in their worksite experiences to optimize educational benefits and maximize their course grade. Attendance and participation is expected to be exceptional. Students are to notify employers that they will work full days on Monday and Tuesday, and a half-day Wednesday morning of Thanksgiving Week (November 20th – 22nd) instead of Thursday and Friday of that week). Friday, December 8th is our last workday of the semester unless you are otherwise notified.
**Internship Grading**
There are three (3) components of the internship grade:

1) You are expected to obtain a letter of agreement from your employer outlining your internship job description and employer’s work expectations. The letter of agreement should be written on agency stationery and signed by the appropriate agency official, ordinarily, the internship supervisory. This letter should be obtained by the second week of employment (by Friday, September 15th). **This component is worth twenty-five (25) points of the student’s grade.**

2) The professor will collaborate with the intern’s site supervisor to evaluate job performance. This will include, but will not be limited to, how well the intern complies with agency requirements and expectations. Students will also be evaluated by their initiative, their problem solving performance, and their attitude. The director will conduct at least one site visit during the semester to assess the intern’s performance. The employer will complete a Columbus Program evaluation form commenting on the student’s performance which includes: quality of work, quantity of work, personal appearance, punctuality, reliability, and strengths and weaknesses. The employer will **recommend** an internship grade for the director to consider (ultimately, the professor is responsible for assigning the letter grade). This evaluation form will be used in addition to other evaluation instruments that may be used by the employer and instructor. **This component is worth two hundred (200) points of the student’s grade.**

3) The third component of the internship grade is an assessment of the student’s journal. Students are expected to make at least one weekly email contact with faculty-mentors of their choice (students are encouraged to make more than one entry each week). Students and their faculty-mentors will use Blackboard Learn discussion group utilities to journalize discussions about their internship and Columbus Program experience. Interns are encouraged to select faculty mentors who have academic credentials in the students’ fields of interest. This assignment is designed to keep students connected with department faculty and university resources to explore different approaches to understand and analyze worksite issues. The journal entries may include information from Policy Briefings, Statehouse Classes, and other Columbus Program experiences. There will be twelve (12) weeks of journal entries over the course of the semester. Each week of entries will be worth ten (10) points, for a total of one hundred and twenty (120) points. Each week’s entries should be journalized by midnight Sunday. The first week of journal entries ends Sunday, September 11th. **Students will not be required to make journal entries for the first week of class (September 4th), general election weekend (November 7th), and the Thanksgiving holidays (November 26th).**

**Description and Learning Outcomes for Statehouse Classes**
The primary objective of these classes is to provide students with an overview and understanding of the basic organizational structure, processes, powers and functions of Ohio’s state government and its place within the federal system. In a democracy, it is absolutely vital that the people (who are, after all, the ultimate rulers), know and understand what their government, at all levels, does and how it operates. Without that knowledge, citizens will not be aware of the relevance of the government in their daily lives, nor will they be equipped to take effective actions to influence governmental policy. An informed citizenry is an essential ingredient to a strong and successful democracy.
Grading for Statehouse Classes
There will be a participation grade, three (3) written exams and an Election Project assignment:

<table>
<thead>
<tr>
<th>Term</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Exam</td>
<td>100</td>
</tr>
<tr>
<td>Second Exam</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Participation</td>
<td>025</td>
</tr>
<tr>
<td>Election Experience</td>
<td>025</td>
</tr>
</tbody>
</table>

Election Experience: Each student shall volunteer to campaign for a candidate for the November general election or volunteer to work for a nonprofit organization during this time. This shall include at least twenty (20) hours of volunteer time. Students MUST provide proof of time spent (i.e. statement with signature of supervisor). Students MUST provide/present a brief synopsis/report about their experience. The written synopsis/report should not exceed three (3) pages in length. The Election Experience assignment is worth one 25 points.

Examinations
Unless otherwise stated in class, exams will be taken in class (i.e. no take home exams) and will include a combination of multiple choice, fill-in, short identification and essay questions, and will pertain to current events as well as course material. All external aids, such as notes, books, etc. will be prohibited during the exam period, unless otherwise instructed beforehand. If a student misses a scheduled exam, he/she will receive a grade of “0” or “F” for that exam.

All students must make every effort to take the tests on the days and times scheduled. Make-up tests WILL NOT be provided unless students have a DOCUMENTED reason for absence, e.g. doctor’s appointment (must have note), death in the family (notice from newspaper), or have notified instructor in advance of your absence. If a make-up is permitted, the student must take the exam within one week of the original date of the exam unless granted an extension by the instructor. A failure to take the make-up within the time specified will result in a grade of “F” or “0” for that exam. It is the responsibility of the student to make arrangements to take the make-up. All students, without exception, must take the exams. Those who do not will receive a grade of “0” or “F” for the final, and it WILL be incorporated into the final grade.

Note: Once any test is distributed, students may NOT leave the class without permission of the instructor. This requirement is necessary since students may use the opportunity to look at notes or other study aid to help them pass the exam. Those students who ignore this request will unfortunately receive a grade of “F” for that exam.

Attendance and Participation
Students will also be expected to attend each class session and to demonstrate effort and contribute to class discussion. The following is required: attending class regularly, being alert and paying attention to class proceedings (sleeping or daydreaming in class will be penalized), being prepared by having read assigned material before class, contributing to group activities and assignments, answering questions asked by the instructor, asking questions, and sharing observations and insights with the class as a whole. Students are encouraged to bring texts, reading assignments and course material to class and refer to them to refresh memories if necessary. Failure to attend a class without a written excuse will result in lowering your participation grade.
**Additional Assistance:** If students ever have questions or need clarification about course topics and class procedure, or are having trouble understanding the material covered in class and in the tests, the instructors will be accessible and available for consultation. Students are encouraged to ask questions during class, after class, through e-mail, or by making an appointment to meet with the graduate assistant or the instructors.

**Student Responsibilities:** While occasional absences and lateness to class are sometimes unavoidable, excessive absences, chronic lateness, leaving class before it is ended, sleeping in class, whispering, giggling and passing notes amongst students are all examples of extremely rude behavior. Students engaging in, or persisting in, these types of behavior will be penalized - that is, points will be deducted from their final grade. Also please turn off all pagers/cellular telephones when in the classroom as they can often be distracting during class.

Students will be expected to have read the assigned material and be prepared to participate in class discussion. While the format of the class periods will be primarily a lecture style, questions from students and discussions are encouraged at all times during the class period.

**Grading for the Course**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>100</td>
</tr>
<tr>
<td>Exam 2</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Statehouse Class Participation</td>
<td>25</td>
</tr>
<tr>
<td>Election Experience</td>
<td>25</td>
</tr>
<tr>
<td>Briefing Notes</td>
<td>50</td>
</tr>
<tr>
<td>Briefing Participation</td>
<td>25</td>
</tr>
<tr>
<td>Writing Assignments (4)</td>
<td>200</td>
</tr>
<tr>
<td>Leadership Strategy</td>
<td>50</td>
</tr>
<tr>
<td>Letter of Agreement</td>
<td>25</td>
</tr>
<tr>
<td>Internship Evaluation</td>
<td>200</td>
</tr>
<tr>
<td>Journal Entries</td>
<td>120</td>
</tr>
<tr>
<td>Final Paper/Project</td>
<td>180</td>
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<tr>
<td><strong>Total</strong></td>
<td>1200</td>
</tr>
</tbody>
</table>

Final grades will be determined based upon the total number of points accumulated throughout the semester:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Accumulated</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1,080 – 1,200</td>
<td>90 %</td>
</tr>
<tr>
<td>B</td>
<td>960 – 1,079</td>
<td>80 %</td>
</tr>
<tr>
<td>C</td>
<td>840 – 959</td>
<td>70 %</td>
</tr>
<tr>
<td>D</td>
<td>720 – 839</td>
<td>60 %</td>
</tr>
<tr>
<td>F</td>
<td>0 – 719</td>
<td></td>
</tr>
</tbody>
</table>

**Prerequisites**
This course is open to upper-class students of all majors. While this is a political science curriculum, and students are encouraged to have taken POL 10100 (American Politics), it is not a requirement. This course is designed to acquaint students with fundamental knowledge and experience about state government in Ohio, therefore this practical overview will be useful to students of all majors.

**Experiential Learning Requirement Credit**
This course may be used to fulfill the university’s Experiential Learning Requirement (ELR), which provides students with the opportunity to initiate lifelong learning through the development and application of academic knowledge and skills in new or different settings. Experiential learning can occur through civic engagement, creative and artistic activities, practical experiences, research, and study abroad/away.

**Required Text and Reading Materials**

*A guidebook for Ohio Legislators, 14th Edition 2015-2016*  
([www.lsc.ohio.gov/guidebook/guidebook15.pdq](www.lsc.ohio.gov/guidebook/guidebook15.pdq) use this hyperlink to obtain free access to an electronic version of the guidebook)


*Hannah News Service*, Statehouse News Information and Research

The professors will recommend and/or require selected reading material throughout the course. Most of the required readings will consist of annual reports, agency brochures, agency websites, and other selected materials. Students are required to read Hannah Reports daily. The Legislators Guidebook is available on line and Hannah Reports are made available on the Blackboard Learn website. There will be periodic hand-outs to supplement the text.

**Extra Credit**

Students may earn up to one-hundred (100 points) extra credit points if they write a research paper (fifteen to 20 pages). Student should contact professor during office hours to talk about extra credit opportunities.

**Late Assignments**

This course is designed to prepare you to be an efficient and productive employee. You should make every effort to complete and submit assignments on time. Deadlines and time constraints are practical realities that present real world challenges and opportunities for you to demonstrate punctuality. *Late assignments will be penalized at the instructor’s discretion. It is your responsibility to notify the instructor in advance if you have a legitimate reason for submitting an assignment late!*

Consideration will be given for legitimate unforeseen events and/or situations that may cause you to submit an assignment after the due date. In all cases, it is good practice to maintain effectual communications with the course instructor.

**Cheating and Plagiarism**

University policy 3-01.8 deals with the problem of academic dishonesty, cheating, and plagiarism. None of these will be tolerated in this class. The sanctions provided in this policy will be
used to deal with any violations. If you have any questions, please read the policy at: http://www.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2037779 and/or ask.

**Enrollment**
Every class has its own schedule of deadlines and considerations. To view the add/drop schedule and other important dates for this class, go to the Student Tools & Courses tab in FlashLine and choose either View or Print Student Schedule. To see the deadlines for this course, click on the CRN or choose the Drop or Add a Course link and click on the green clock next to the course under Registration Deadlines.

**Students with Disabilities**
University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit www.kent.edu/sas for more information on registration procedures).

The program manual contains additional information and is a supplemental attachment to the Columbus Program syllabi. The professor will give strong consideration to attendance and participation when computing the final grade!

The professors reserve the right to change the syllabus at anytime!