

**Mendocino College Cooperative Work Experience Education**

**POLITICAL SCIENCE INTERNSHIP**

**LEARNING OBJECTIVES**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Date

Objective # \_\_\_\_\_

**WHAT I AM ATTEMPTING TO LEARN OR IMPROVE**

To acquire an understanding of government organization and functions

**EXPECTED OUTCOMES:**

- I will answer basic questions about the government organization, regulations and functions posed to me by my supervisor accurately and efficiently
- I will direct inquiries about government operations and regulations made by the public to the correct individual(s)
- Feedback from the public regarding my assistance will be positive
- I will show initiative and accuracy in researching answers to questions posed to me
- \_\_\_\_\_
- \_\_\_\_\_

**MY LEARNING PROCESS: ((check at least 3; each new enrollment will require at least 1 new learning method)**

- I will read any material provided to me by my supervisor. I will make note of information that is unclear to me and I will discuss this with my supervisor
- I will take notes on any verbal instruction provided to me by my supervisor
- I will observe staff members in the performance of their duties, as directed by my supervisor
- I will attend meetings as directed, after which I will discuss my observations with my supervisor to ensure my understanding of the meetings' purposes, content and processes
- I will respond to my supervisor's requests for information and make adjustments based on the feedback I receive
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- \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

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Student: Print Name

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Supervisor: Print Name

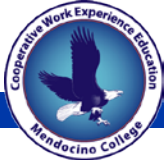
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**WHAT I AM ATTEMPTING TO LEARN OR IMPROVE**

**To understand the roles and responsibilities of an office assistant in a division of government**

**EXPECTED OUTCOMES:**

- I will answer basic questions about the division's organization, regulations and functions posed to me by my supervisor accurately and concisely
- I will perform basic office duties efficiently and accurately
- I will answer phones in a professional manner, and direct callers to the appropriate location without need of assistance
- I will operate all equipment as directed in a safe and effective manner
- I will handle all sensitive and confidential information with discretion and according to department policy
- Feedback from co-workers and the public regarding my assistance will be positive
- \_\_\_\_\_
- \_\_\_\_\_

**MY LEARNING PROCESS: ((check at least 3; each new enrollment will require at least 1 new learning method)**

- I will read any material provided to me by my supervisor. I will make note of information that is unclear to me and I will discuss this with my supervisor
- I will take notes on any verbal instruction provided to me by my supervisor
- I will observe staff members in the performance of their duties, as directed by my supervisor
- I will perform basic office duties under observation and make adjustments in my approach based on the feedback I receive
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- \_\_\_\_\_

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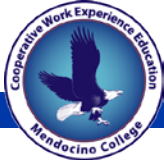
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**WHAT I AM ATTEMPTING TO LEARN OR IMPROVE**

**To respond to public and/or interdepartmental requests for information in an accurate, efficient and professional manner**

**EXPECTED OUTCOMES:**

- I will accurately receive and make note of requests for information
- I will develop, in consultation with my supervisor, a procedure for prioritizing and responding to information requests
- I will update and maintain service and information requests through accurate record keeping
- I will refer requests to proper personnel for processing and responding to the requests
- I will respond to basic requests for information in an accurate and efficient manner, when requested to do so by my supervisor
- \_\_\_\_\_
- \_\_\_\_\_

**MY LEARNING PROCESS: ((check at least 3; each new enrollment will require at least 1 new learning method)**

- I will read any material provided to me by my supervisor. I will make note of information that is unclear to me and I will discuss this with my supervisor
- I will take notes on any verbal instruction provided to me by my supervisor
- I will observe staff members in the performance of their duties, as directed by my supervisor
- I will route and/or respond to requests for information as directed by my supervisor, and under observation, and make adjustments in my approach based on the feedback I receive
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- \_\_\_\_\_

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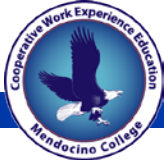
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**WHAT I AM ATTEMPTING TO LEARN OR IMPROVE**

**To respond to public complaints and inquiries in an accurate, efficient and professional manner**

**EXPECTED OUTCOMES:**

- I will demonstrate initiative in conducting necessary and adequate research on the topic of inquiry or complaint
- I will be able to determine the factual basis for complaints to a degree acceptable to my supervisor
- I will compose responses that meet with my supervisor's approval
- Feedback from the public regarding my assistance will be positive
- \_\_\_\_\_
- \_\_\_\_\_

**MY LEARNING PROCESS: ((check at least 3; each new enrollment will require at least 1 new learning method)**

- I will read any material provided to me by my supervisor. I will make note of information that is unclear to me and I will discuss this with my supervisor
- I will take notes on any verbal instruction provided to me by my supervisor
- I will observe my supervisor and/or other workers investigate complaints and respond to inquiries, taking notes and clarifying information and approaches that are unclear to me
- I will compose responses to complaints and inquiries for my supervisor's review, making adjustments in my approach based on the feedback I receive
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- \_\_\_\_\_

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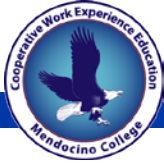
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**WHAT I AM ATTEMPTING TO LEARN OR IMPROVE**

**To effectively and efficiently construct a meeting agenda with supporting materials**

**EXPECTED OUTCOMES:**

- I will communicate effectively and efficiently with meeting members and stakeholders
- I will draft at least 6 meeting agendas accurately and efficiently, along with required supporting materials
- \_\_\_\_\_
- \_\_\_\_\_

**MY LEARNING PROCESS: ((check at least 3; each new enrollment will require at least 1 new learning method)**

- I will read any material provided to me by my supervisor. I will make note of information that is unclear to me and I will discuss this with my supervisor
- I will take notes on any verbal instruction provided to me by my supervisor
- I will observe my supervisor gather and compile information and materials required for the meeting agenda
- I will practice, under observation, contacting meeting members and stakeholders to solicit information for the agenda
- I will compose a draft meeting agenda for my supervisor's review, making adjustments based on the feedback I receive
- \_\_\_\_\_
- \_\_\_\_\_

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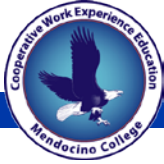
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**WHAT I AM ATTEMPTING TO LEARN OR IMPROVE**

**To effectively communicate pertinent information in a written and graphic format**

**EXPECTED OUTCOMES:**

- Information will be gathered and compiled according to supervisor's directions
- At least [ ] draft(s) of newsletter(s) and/or other written and/or electronic forms of communication will be created according to the supervisor's standards
- \_\_\_\_\_

**MY LEARNING PROCESS: (check at least 3; each new enrollment will require at least 1 new learning method)**

- I will read any material provided to me by my supervisor. I will make note of information that is unclear to me and I will discuss this with my supervisor
- I will take notes on any verbal instruction provided to me by my supervisor
- I will gather samples of newsletters or similar communication instruments to discuss with my supervisor
- I will draft a newsletter or similar instrument for my supervisor's review, making adjustments based on the feedback I receive
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- \_\_\_\_\_

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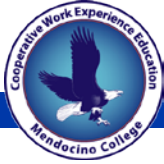
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**WHAT I AM ATTEMPTING TO LEARN OR IMPROVE**

To acquire an understanding of government budgeting processes

**EXPECTED OUTCOMES:**

- I will answer basic questions about local budgeting processes posed to me by my supervisor accurately and efficiently
- I will effectively assist in reviewing pending legislation and identifying potential impact on local government budgets
- I will accurately and efficiently produce budget reports as directed by my supervisor
- \_\_\_\_\_
- \_\_\_\_\_

**MY LEARNING PROCESS: ((check at least 3; each new enrollment will require at least 1 new learning method)**

- I will read any material provided to me by my supervisor. I will make note of information that is unclear to me and I will discuss this with my supervisor
- I will take notes on any verbal instruction provided to me by my supervisor
- I will observe staff members in the performance of their duties, as directed by my supervisor
- I will attend budget meetings as directed, after which I will discuss my observations with my supervisor to ensure my understanding of the meetings' purposes, content and processes
- I will respond to my supervisor's requests for budget-related information and make adjustments based on the feedback I receive
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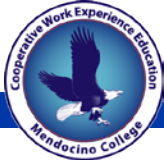
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**WHAT I AM ATTEMPTING TO LEARN OR IMPROVE**

**To demonstrate an understanding of policy development**

**EXPECTED OUTCOMES:**

- I will accurately and concisely answer basic questions about the policy development process posed to me by my supervisor
- My involvement in research and information gathering required for policy development will be a useful contribution to the process
- I will provide narrative content and/or data in a format and level of quality acceptable to my supervisor
- \_\_\_\_\_
- \_\_\_\_\_

**MY LEARNING PROCESS: ((check at least 3; each new enrollment will require at least 1 new learning method)**

- I will read any material provided to me by my supervisor. I will make note of information that is unclear to me and I will discuss this with my supervisor
- I will take notes on any verbal instruction provided to me by my supervisor
- I will observe staff members in the performance of their duties, as directed by my supervisor
- I will attend policy development meetings as directed, after which I will discuss my observations with my supervisor to ensure my understanding of the meetings' purposes, content and processes
- I will respond to my supervisor's requests for information and make adjustments based on the feedback I receive
- I will draft narrative content and/or data bases for my supervisor's review, making adjustments in my approach based on the feedback I receive
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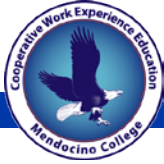
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**WHAT I AM ATTEMPTING TO LEARN OR IMPROVE**

**To conduct research and compile statistical data on assigned subjects**

**EXPECTED OUTCOMES:**

- I will provide my supervisor with adequate, properly cited written information pertaining to the assigned subject
- I will be able to verbally summarize the research findings in a manner acceptable to my supervisor
- My provide my supervisor with an acceptable research bibliography
- I will compile data and statistics in a format approved by my supervisor
- \_\_\_\_\_

**MY LEARNING PROCESS: (check at least 3; each new enrollment will require at least 1 new learning method)**

- I will read any material provided to me by my supervisor. I will make note of information that is unclear to me and I will discuss this with my supervisor
- I will take notes on any verbal instruction provided to me by my supervisor
- I will make a list of resources to use for research, which I will review with my supervisor for approval
- I create a draft summary of my research findings to review with my supervisor, making adjustments in my approach based on the feedback I receive
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