

BACHELOR OF ARTS in PUBLIC POLICY HANDBOOK 2022-2023



UNIVERSITY *of*
DENVER

JOSEF KORBEL SCHOOL
OF INTERNATIONAL STUDIES

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Portfolio Website
<http://portfolio.du.edu/baints>

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Note: The Undergraduate Program at the Josef Korbel School of International Studies, reserves the right to make changes to the regulations, courses, policies, and other content in this handbook without advance notice. The information contained herein supersedes all other University documentation pertaining to the Undergraduate Program in PPOL.

BA PROGRAM IN PUBLIC POLICY MAJOR REQUIREMENTS

Total credit hours required in PPOL: Students must take a minimum of **48 credit hours** to satisfy the total credit requirement for a PPOL major. All courses must be completed with a C- or better in order to count towards and satisfy requirements for the major.

Required Public Policy Core: Five courses (20 credits):

- PPOL 1910 – Hard Choices in Public Policy
- PPOL 2000 – Public Policy Analysis
- PPOL 3115 – Economics for Public Policy
- PPOL 3000 – Ethics and Public Policy
- PPOL 3230 – Analytical and Critical Skills

Public Policy Specialization (12 credits): Students must choose at least one area of specialization. This allows students the opportunity to add depth to their studies and to begin to develop an area of focus within the field of public policy. To complete the specialization, the student must complete three classes (12 credits) in one of the below specialization areas. PPOL specialization courses do not need to have the PPOL prefix to count towards specialization and credit requirements for the PPOL major. Courses on the pre-approved specialization/elective list can be attributed to specialization credits. If a student would like to receive PPOL credit for a non-PPOL class that is not on the pre-approved list, they may submit a request for approval to their PPOL advisor. Non-PPOL specialization courses, even if pre-approved, may not automatically appear as such on a degree audit; please contact your PPOL advisor once you have completed an approved course to request that it be moved on your degree audit. Also please note that students may not earn PPOL specialization credit for a course, even if pre-approved, from the student's second major or minor.

Please note, the specialization will not be displayed on a student's transcript or diploma.

Specialization Areas

Sustainability
U.S. Foreign Policy
U.S. Domestic Policy
Law & Policy
Custom Track

PPOL Electives (16 credits): In addition to PPOL core and specialization courses, students must fulfill the remainder of the credit requirement with PPOL courses of their choosing. PPOL electives do not need to have the PPOL prefix to count towards elective and credit requirements for the PPOL major. Courses on the pre-approved elective list can be attributed to elective credits. If a student would like to receive PPOL credit for a non-PPOL class that is not on the pre-approved list, they may submit a request for approval to their PPOL advisor. Non-PPOL electives, even if pre-approved, may not automatically appear as such on a degree audit; please contact your PPOL advisor once you have completed an approved course to request that it be moved on your degree audit. Also please note that students may not earn PPOL elective credit for a course, even if pre-approved, from the student's second major or minor.

Departmental Distinction Program: Students in the University Honors Program and/or students who wish to graduate with Distinction in Public Policy are *required* to complete PPOL 3990 – Thesis (4 credits, taken in Fall or Winter Quarter of their senior year). Departmental Distinction in PPOL is also required for students wanting to graduate with the two highest designations of [Latin Honors](#). See the Departmental Distinction section of the handbook for more information on the application process and Departmental Distinction requirements.

Minor: PPOL majors must also declare a minor (or second major). There are no restrictions on which minor is chosen, but students are encouraged to speak to a PPOL advisor to choose a minor that is in line with their professional goals. Note that a minor is not required if a second major is declared.

Internship (optional): PPOL majors are strongly encouraged to complete an internship. PPOL 3980 - Internships in Public Policy may be completed for 0-4 credits. If you have questions, please contact the [BA Internship Coordinator](#) for more information.

BA PROGRAM IN PUBLIC POLICY MINOR REQUIREMENTS

Total credit hours required in PPOL: Students must take a minimum of **24 credit hours** to satisfy the total credit requirement for a PPOL minor. All courses must be completed with a C- or better in order to count towards and satisfy requirements for the minor.

Public Policy Core (8 credits): All PPOL minors are required to complete the following core courses:

- PPOL 1910 – Hard Choices in Public Policy
- PPOL 2000 – Analysis and Action in American Public Policy

All other Public Policy classes may be taken as electives.

Additional Coursework/Electives (16 credits): PPOL minors may satisfy remaining requirements via PPOL courses of their choosing. PPOL electives do not need to have the PPOL prefix to count towards elective and credit requirements for the PPOL minor. Courses on the pre-approved elective list can be attributed to elective credits. Non-PPOL electives, even if pre-approved, may not automatically appear as such on a degree audit; please contact a PPOL advisor once you have completed an approved course to request that it be moved on your degree audit. Also please note that students may not earn PPOL elective credit for a course, even if pre-approved, from the student's other major(s) or minor(s).

How to declare a minor: Students may declare a minor in PPOL by completing the "[Application to Declare Major/Minor](#)" form and submitting it to the Office of the Registrar.

Graduation: The Office of the Registrar verifies completion of PPOL minor requirements at the time of graduation. The credentials evaluator will look for at least 24 credits in the PPOL minor.

DESCRIPTION OF SPECIALIZATION AREAS

The BA Program offers several thematic specialization areas so that students may structure their curriculum based on specific topics in the field of public policy. Through specializations, students can focus on specific issues about which policy is written. The following are the specialization areas, however, a student also has the option to create a customized specialization for the Public Policy major.

Sustainability

Addressing the global challenges posed by a changing environment, natural resource depletion, and increased demands on food, water, and energy resources is one of the defining tasks of the 21st century. The specialization in Environmental Sustainability helps students understand the relevant policy making challenges as governments and non-state actors alike face the causes and consequences of global climate change. Public Policy students engage these questions from an interdisciplinary perspective and may take courses from multiple disciplines; including public policy, international studies, geography, and environmental science.

United States Foreign Policy

The position of the United States and its role in the international system are key concerns both within the United States and around the world. How the US engages state and non-state actors outside the United States in pursuit of its policy goals and interests sits at the heart of US Foreign Policy. Public Policy students pursuing this specialization will critically examine the history of US foreign policy, its creation via Congress and the President and fits current record of success and failures. Courses in this specialization may be drawn from Public Policy, International Studies, or Political Science.

United States Domestic Policy

The United States is a large and highly variable country in terms of both the breadth of policy making actors at every level of government and the contentious politics of the current age. Students specializing in US Domestic Policy will engage the policy making process at the city, state and national level, preparing them for careers in policy making and policy advocacy. Courses in this specialization may be drawn from Public Policy, International Studies, Political Science, or other social science disciplines.

Law & Policy

The legal system is an important component of the policy process at every level of interaction between citizens and government. Government is tasked with both creating and enforcing law while the legal system sits as the arbiter of any disagreement among the various actors impacted by the policy making process. Students in this specialization will learn how policy and the legal system are interconnected, preparing them to begin careers in policy, law enforcement, and the legal system in general. Courses in this specialization may be drawn from Public Policy, International Studies, Political Science, Criminology or other social science disciplines.

Custom Track

Students may choose three courses in a single policy area in which they develop an expertise. Examples might include Health Policy, Urban Policy, National Security Policy, etc. Students who choose the custom track must clear their choices in a single policy area with their Korbel advisor. Courses in this specialization may be drawn from Public Policy, International Studies, Political Science, Criminology or other social science disciplines.

DEPARTMENTAL DISTINCTION IN PUBLIC POLICY

The Departmental Distinction Program in Public Policy seeks to promote the integration of advanced knowledge in the field of public policy with valuable policy research and analytical competencies. In order to graduate “with Distinction” in Public Policy, eligible students are required to complete the Distinction curriculum outlined below, which includes a PPOL thesis project. The public policy thesis is an in-depth policy analysis of a societal issue, including identification of solutions and a policy recommendation.

Departmental Distinction Resources

Students considering or participating in the Departmental Distinction Program should regularly check the [Departmental Distinction Tab](#) of the [Korbel BA Program Portfolio](#) webpage.

The Departmental Distinction Tab includes the most up to date versions of the following items:

- Departmental Distinction Handbook
- Application for Departmental Distinction in Public Policy
- Request to Enroll in PPOL 3990
- Departmental Distinction Thesis Approval Form

The Departmental Distinction Tab will also include any new or relevant information for Departmental Distinction students. If you have a question, please first check the Korbel BA Program Portfolio or this handbook for your answer. If you still have a question after checking these resources, you can send an email to the [Korbel Advisors](#) and we will do our best to get you an answer.

Eligibility Criteria

Interested students must meet the following criteria to be eligible for Departmental Distinction in Public Policy:

- Public Policy (PPOL) Major
- Minimum overall GPA of 3.50 *and* major GPA of 3.70 (at time of application and at time of graduation);
- Secure appointed PPOL faculty advisor for the thesis
- Course Pre-Requisites Prior to Application:
 - PPOL 2000 – Analysis and Action
 - PPOL 3230 – Analytical and Critical Skills
- Application submitted by April 1st of junior year
 - **Failure to submit a required application on time will result in the student forfeiting their current or potential position in the departmental distinction program.**

Required Curriculum

Students accepted to the Departmental Distinction Program must successfully complete the following curriculum in a satisfactory manner to achieve distinction in PPOL:

- PPOL 3990 – Thesis
 - Enrollment Process:
 - Submit Departmental Distinction Application (due Apr. 1st of Junior year)
 - Receive Committee Approval to Participate in Departmental Distinction
 - Approach faculty regarding thesis
 - Submit “[Thesis Intent](#)” form (due prior to the start of the quarter in which you intend to register thesis credits)
 - Enroll in PPOL 3990
 - This placeholder class is available in Fall or Winter Quarter. Students must submit their Request to Enroll no later than the start of the quarter.
 - Enrollment Process for PPOL 3990:
 - Submit “Request to Enroll in PPOL 3990 - Honors Thesis”
 - Receive departmental approval to enroll
 - Complete “[Application for Independent Research](#)” and obtain required signatures
 - Enroll in PPOL 3990

General Thesis Requirements

The Public Policy thesis project is the academic culmination of the Departmental Distinction Program. All students who wish to graduate “with distinction” in Public Policy must complete a thesis project. Please review the detailed Guidelines posted on the [BAINTS Portfolio site](#). The general thesis requirements are as follows:

- A viable policy topic and **approval from an appointed PPOL faculty member that is willing to advise the thesis**
 - It is the student’s responsibility to seek out and secure an appropriate PPOL faculty advisor for the thesis
 - Faculty collaboration is voluntary, and based on the alignment of appropriate and mutual research interests
 - Please see the timeline for more information on when students should start looking for a faculty advisor and what aspects of the program require faculty advisor input
- 20 pages
 - Typed
 - Standard 11-point font, double spaced, with 1” margins

- Cover page and table of contents included
- The student must submit a final, **electronic** copy to the [Director of Undergraduate Student Affairs](#) in .doc, .docx, or .pdf format by the deadline (see timeline to determine deadline)
 - Note: Students enrolled in the UHP should ensure they are aware of UHP requirements and timelines
- Distinction candidates are required to submit a final, graded thesis by **Wednesday at noon of week three of the quarter in which they intend to graduate**. This is required to comply with University timelines governing official graduation and commencement records. Late submissions will disqualify a student from earning Distinction in PPOL and may result in a failing grade for PPOL 3990.
- Final drafts delivered to the thesis advisor for grading beyond a week before the deadline will not be accepted
- It is the responsibility of the student to put together a panel and receive acceptance from members at least one week before a defense, if desired.

NOTE: Once a student has secured an advisor, work on the thesis may begin. Generally, a student will submit several drafts before a final thesis is accepted and graded. It is important that the student and faculty advisor establish clear expectations of one another during this process, as well as a specific and reasonable timeline for comments/edits to assist revisions on the thesis. Students should not expect faculty advisors to examine their work at the last minute or beyond the agreed upon timeline.

University Honors Program

Public Policy majors enrolled in the University Honors Program (UHP) must complete departmental distinction in Public Policy. If a student has a second major in addition to Public Policy, they can do departmental distinction in Public Policy OR their second major. UHP students must meet the requirements for departmental distinction outlined above.

Remember, the deadlines for the University Honors Program are determined by that office and may be different from the PPOL Distinction timeline. For more information about these specific deadlines and requirements, please contact the [University Honors Program](#) directly. **Public Policy majors not enrolled in the UHP can also earn departmental distinction.**

DEPARTMENTAL DISTINCTION PROGRAM TIMELINES



Legend

- Green
- Orange
- Purple

Applications & Requests to Enroll

Required Courses

Faculty Advisor Participation

GRADUATE DEGREE OPTIONS FOR UNDERGRADUATE PPOL MAJORS

We offer an exciting pathway for qualified PPOL majors to pursue a graduate degree at the Josef Korbel School of International Studies upon completion of their Bachelor of Arts degree in Public Policy at DU: the Jump Start Program.

Graduate Degree Options

For students that elect to pursue a graduate degree at the Josef Korbel School of International Studies, there are [several degree options](#). Each degree is designed to meet the specific needs and interests of students seeking to acquire the substantive knowledge, skills, and training necessary to pursue the multitude of career paths available in the field of international affairs or public policy.

Additional information and extended descriptions about the [Masters Programs](#) offered at the Josef Korbel School of International Studies can be found on our [website](#).

Korbel Jump Start Program

The Korbel School offers a special pathway to graduate studies for students who ultimately plan to pursue a master's degree. The Jump Start program allows qualified INTS and PPOL majors to ease the transition to graduate school and benefit from a streamlined application process, reduced costs, and a shorter timeframe for the completion of an MA or MPP.

Korbel's master's programs are ranked top 20 in the world and boast a 95% employment rate, and students interested in careers in international relations or public policy are strongly encouraged to take advantage of this opportunity. For more information about Jump Start, contact:

Office of Graduate Enrollment
Sie 1005
korbeldm@du.edu
303-871-2544

PPOL COURSE DESCRIPTIONS

Please note that this list is subject to change, and that not all courses are offered every academic year.

CORE COURSES

PPOL 1910 Hard Choices in Public Policy (4 Credits)

This course provides an opportunity to develop comprehensive knowledge of America's most intriguing public policy dilemmas. Policy issues to be discussed include intergenerational equity, competitiveness, the budget and trade deficits, crime, AIDS, education, health care, the environment, entitlements, immigration, race and affirmative action, public involvement, and social welfare. This course counts toward the Scientific Inquiry: Society and Culture requirement.

PPOL 2000 Analysis and Action in American Public Policy (4 Credits)

This course is designed as a rigorous, analytical introduction for public policy majors to the ways in which American public policy is actually made and includes discussion of (1) Congress; (2) the President; (3) the Supreme Court; and (4) Regulatory agencies. The course is problem-centered and core policy dilemmas are discussed from both cost-benefit and decision-making perspectives. Key topics include the following interrelated issues: (a) fiscal policy and the federal budget; (b) entitlement reform; (c) health care; (d) national security; (e) the financial crisis and economic growth; (f) education; (g) criminal justice; and (h) environmental policy.

PPOL 3115 Economics for Public Policy (4 Credits)

The tools and techniques of economics are essential for policy analysis. This course provides an intensive and comprehensive introduction to the field of economic analysis, with a specific emphasis on the applicability of economics to public policy and problem solving within the field of policy analysis. Topics include supply and demand; gross domestic product; business cycles; classical and neo-classical economic theory; Keynesianism and Keynesian equilibrium; the "Chicago School"; fiscal policy; inflation; stimulation of aggregate demand; employment and unemployment equilibrium; creation of money; the Federal Reserve system; national debt; the financial sector; public and private debt. Prerequisite: sophomore standing. Recommended Prerequisite: PPOL 2000

PPOL 3300 Ethics and Public Policy (4 Credits)

Moral and ethical values drive public policy. They direct the questions we ask, the information we consider relevant, the individuals we include as stakeholders, and even how we react to specific social problems or issues. Acknowledging those moral and ethical values and learning to identify them in ourselves and in the policy work that we do is the purpose of this course. The course will focus on community living. As humans we participate in multiple different communities. The smallest community is made of two individuals—often a marriage or partnership. The largest community that we participate in includes all living beings in the earth's ecosystem. Between these two extremes are a myriad of other communities—family, work, neighborhoods, professional and recreational groups, local and national governments, etc. Creating communities where individuals can live peacefully with diverse groups of people within the larger ecosystem is the core issue of public policy. The primary texts for this section will be *Justice: What's the Right Thing to Do?* by Michael Sandel and *Criminal Justice Ethics: Cultivating the Moral Imagination* by Sharon Hayes. Both of these texts include a variety of public policy examples and much of the class discussion will focus on identifying the underlying values and assumptions driving the public policies.

PPOL 3230 Analytical & Critical Skills (4 Credits)

Students gain the tools necessary to analyze competing points of view using empirical techniques and statistical inference. Students also learn the history and development of the scientific method; how to distinguish between speculation, theory, fact, and opinion; how to identify the validity of data; how to identify the intentional obfuscation of issues; and how to evaluate one's own prejudices and vulnerability to argument.

ELECTIVE COURSES

PPOL 2701 Topics in Public Policy (4 Credits)

Various topics in public policy are covered. Topics change each term as deemed appropriate with local, regional, and federal policy issues and regulation changes. Prerequisite: PPOL 2000.

PPOL 2710 Demography of Public Policy (4 Credits)

"Demography is destiny." The consequences for American public policy are profound. America is aging, but becoming more diverse. A society in the midst of dynamic change is a society full of possibilities, but vulnerable to conflict. Values become indeterminate, with traditional communities vying for legitimacy with emergent cultures. Social movements, often populist in nature, challenge the established political order. This course focuses on the delineation of effective public policies to deal with demographic challenges, including (1) immigration policy; (2) the process of assimilation; (3) education; (4) geographic realignment; (5) competitive advantage of the United States relative to the European Union, Russia, and China. This course counts toward the Scientific Inquiry: Society and Culture requirement.

PPOL 2802 Supreme Court & Public Policy (4 Credits)

Students examine the policy-making role of the Supreme Court in such areas as civil rights, economic policy, freedom of expression, and criminal justice, while studying the overall power of the Court to determine social policy. Recommended Prerequisite: PPOL 2000

PPOL 3118 Public Policy-Money & Finance (4 Credits)

This course is about money--the fuel that powers American society. Students will develop a sophisticated understanding of the American financial system, while coming to terms with the relationship between money, markets, and government. Students will learn key concepts in public finance, along with the operation of financial instruments like stocks, bonds, commodities and derivatives. Students who take this course will understand monetary and fiscal policy, taxation, exchange rates, and the vital role of credit.

PPOL 3125 Power and Policy (4 Credits)

This course focuses on the historical development of American 20th-century policy trends and will emphasize (1) the creation of the regulatory state, beginning in the late 1890s and accelerating through the Progressive Era; (2) the Great Depression, the New Deal, and the rise of entitlement culture; (3) World War II, the rise of the military-industrial state and the suburbanization of the 1950s; (4) the Civil Rights Revolution, the New Frontier and Great Society of Kennedy and Johnson--together with the value changes of the 1960s; (5) the Regan Era and the conservative challenge to big government; and (6) the policy dichotomies and uncertainties.

PPOL 3250 Evidence & Logic in Public Policy (4 Credits)

This course provides a focus for public policy majors on actual decision-making process within the executive and legislative branches of the federal government. Consideration is given to (1) the role of evidence, empirical analysis, and logic; (2) the role of politics; (3) the role of party affiliation and ideology in the decision-making process; (4) the role of key actors and agencies and the distribution of responsibility; (5) the role of outside experts, such as think tanks and journalists; and (6) the influence of lobbyists and other "rent seekers." Students consider such critical examples of decision-making as the Cuban Missile Crisis; the Gulf of Tonkin Resolution; the decision to invade Afghanistan and Iraq; congressional decisions relating to "health care reform" in 2009 and 2010; and the executive branch decisions involving the financial crisis of 2008, including the emergency implementation of the Troubled Asset Relief Program (TARP). Students write a detailed policy memorandum to a member of the executive branch or to a congressional leader, containing a situational analysis and action recommendation pertinent to a significant "real time" policy controversy.

PPOL 3980 Internships in Public Policy (0-4 Credits)

Experience is an important asset when applying for any job. As you will find after graduation, the job market is incredibly competitive, and becoming more so. Gaining real world experience during college will make you a much stronger candidate when seeking that first position after graduation. Through [PPOL 3980](#), you have the opportunity to earn between 0 and 4 quarter credit hours for internships, depending on the number of hours worked. The internship portfolio facilitates a student's academic, professional, and personal growth by providing documentation and representation of the internship experience. Elements of the portfolio will help bridge academic experience with career possibilities, and provides an opportunity for self-reflection through your experience. Analysis of your internship will help identify areas of success and points where you could improve overall. The objective of all aspects is to enable you to be more competitive in a global job market. Internships require departmental approval and must be undertaken during the quarter in which you register for credit. The BA program in PPOL will not award credit retroactively for internships completed prior to the quarter in which students are registered. Prerequisites: Must be a PPOL major and receive departmental permission.

ACADEMIC ADVISING, INTERNSHIPS, & CAREER PLANNING

Academic advising for PPOL majors is essential. Advising assists students in effectively planning their schedule in order to stay on track for graduation and to avoid future problems. Moreover, advising provides students with essential information on available courses, study abroad, internships, graduation requirements, and extracurricular activities.

Internship experience is an important asset when applying for any job. As students will discover after graduating, today's job market is more competitive than ever. Gaining real world experience during college will make students stronger

candidates when seeking a full-time position after graduation. We strongly encourage students to consider an internship to enrich their undergraduate experience. Not only can students gain valuable experience and try out a career, but also students are also able to earn up to 4 hours of undergraduate credit.

ACADEMIC ADVISING

The Korbel BA Program advises both majors and minors on program requirements, tracks academic progress, and verifies the completion of PPOL major requirements for graduation. Transfer of credit from study abroad to the PPOL major/minor must also be approved by a Korbel BA Program academic advisor.

Students are required to meet with an INTS/PPOL advisor at least once each quarter prior to or during the quarterly *Advising and Registration Approval* period, which precedes registration week. PPOL majors will not be cleared to register unless they have met with a major advisor. Please be aware that the Korbel BA Program cannot clear students to register unless they have formally declared a major in INTS/PPOL. First-year students are required to meet with the First Year Seminar Instructor for the duration of their first year as well as their assigned staff academic advisor from the Office of Academic Advising for pin deletion, even if they are declared INTS majors.

For advising matters related to general university/common curriculum requirements at the University of Denver and/or academic issues unrelated to the INTS/PPOL major/minor, please contact the general DU [Office of Undergraduate Academic Advising](#).

The Korbel BA Program Academic Advisors

There is one full-time Korbel BA Program advisor:

[Tara Boyle](#), Director of Undergraduate Student Affairs

We also have two part-time advisors that assist with academic advising:

[INTS/PPOL Advisor](#)

Students will not have a specific PPOL advisor assigned to them; rather they are free to contact any of the Korbel Advisors to receive advising throughout the quarter. Students can schedule a meeting with an advisor through [Inspire](#) and are encouraged to include the purpose of the requested meeting in the notes for the meeting.

INTERNSHIPS

Internships: Practical Experience

An internship is a planned, out-of-classroom work experience, generally related to one's degree program. An internship gives the student an opportunity to develop practical skills which supplement his/her academic studies, in addition to assessing the desirability of certain types of career environments. While completion of an internship is not required for the BA in Public Policy, it is strongly recommended.

Internships can be extremely beneficial to the both the student and employer. Below, are just a few compelling reasons to undertake an internship:

- Explore career options and confirm career choice
- Obtain work experience related to degree
- Learn and develop career skills
- Link classroom studies to professional endeavors
- Earn up to 4 hours of academic credit
- Obtain valuable professional contacts

- Build a valuable career network
- Become a more competitive job applicant upon graduation

In many cases, the student and the employer mutually decide the duration and content of an internship. To receive PPOL credit for an internship, however, it should take place within the 10-week timeframe of the quarter in which the student registers the credits. The number of hours required for internship credit is based on the number of credits a student plans to register for as follows:

- 4 Credits= 100+ hours logged at internship
- 3 Credits= 75+ hours logged at internship
- 2 Credits= 50+ hours logged at internship
- 1 Credit= 50+ hours logged at internship

Shorter internships generally do not allow enough time for either the employer or the student to receive the maximum benefit from the relationship.

Internship for PPOL Credit

The Director of Undergraduate Student Affairs must approve credit for an internship in advance. If approved, a student must complete a Learning Agreement with the internship supervisor at the host organization, to be submitted prior to the start of the internship. After the Director of Undergraduate Student Affairs approves the internship and learning agreement, it is the student’s responsibility to register for PPOL 3980 – Internships in Public Policy for 0-4 credits. More information on requirements and beginning the approval process is available on the [JKSIS BA Internship Program Portfolio Community](#) site.

Internship Grading

Internships taken for credit will be graded on a pass/fail basis. The Director of Undergraduate Student Affairs will post a final grade after receiving the Learning Agreement (due week one), final internship reflection paper, and the supervisor’s evaluation (which must be submitted directly by the supervisor to the [Director of Undergraduate Student Affairs](#) *via email*).

Duties and Responsibilities of an Intern

Just like in a job, a detailed, written internship description is important. Students want to do useful, important work but should recognize that most jobs will also include some administrative work. Employers should not expect students to do only clerical tasks, nor should students have unrealistic expectations of being given great responsibilities too soon. Students are highly encouraged to negotiate their project and responsibilities in advance.

Some examples of the many organizations that have hosted PPOL student interns in the Denver area include:

- | | |
|--|----------------------------------|
| • Brandeberry McKenna Public Affairs | • Colorado State Legislature |
| • The Capstone Group, LLC | • Campaign for Attorney General |
| • Colorado Governor’s Office | • Colorado Nonprofit Association |
| • Reelection Campaign for Mayor Hancock | • Women of Global Change |
| • National Conference for State Legislatures | |

Internships have also been located in Washington DC, New York City, and elsewhere.

Student Organizations

For students wishing to get involved outside of the classroom, extracurricular opportunities abound at both the Josef Korbel School of International Studies and the University of Denver. Below is a small sample of clubs and organizations that may be of interest to Public Policy majors/minors.

NOTE: The Korbel BA Program neither manages, nor finances student organizations. Some organizations may be eligible for funding through the Undergraduate Student Government (USG).

For more information on these and other student organizations, please visit our online resources:

- [University of Denver Student Organizations](#)
- [Korbel Student Groups and Organizations](#)

CAREER PLANNING

Career planning should also be an integral part of the student’s educational experience while at DU. Students should be aware that it is never too early to begin researching career options and acquiring relevant job experience. Therefore, it is the responsibility of the student to utilize the departmental and campus [Career and Internship Services](#) available. The following is a suggested list of career planning activities that will help maximize the student’s academic program:

<p>Freshman Year: Explore majors and careers</p>	<ul style="list-style-type: none"> ● Discover the career resources available both in the BA Program in PPOl and in the DU Career and Internship Center ● Explore student organizations ● Conduct “informational interviews” with academic departments ● Select professionally oriented summer jobs and internships
<p>Sophomore Year: Select major Develop tentative goals</p>	<ul style="list-style-type: none"> ● Investigate study abroad options ● Visit Pioneer Careers Online and explore the available opportunities list in the University Career Action Network ● Begin to attend career fairs & professional development workshops ● Create a general resume and cover letter ● Familiarize yourself with other, online career resources like LinkedIn and Indeed.com
<p>Junior Year: Test career goals</p>	<ul style="list-style-type: none"> ● Update resume and cover letter to target specific professional areas at the DU Career Center ● Undertake an internship over the summer or during the academic year ● Meet with Korbel BA Program Internship Coordinator to discuss credit possibilities for internship, practice mock interviews, and/or receive helpful guidance ● Develop your job search strategy with the DU Career Center ● Use job sites like Indeed.com to start exploring career paths. By looking at actual job descriptions, you gain a better understanding of what employers need in a new employee. ● Attend more career fairs and professional development workshops (Sign up through PCO)
<p>Senior Year: Self-marketing and researching employers</p>	<ul style="list-style-type: none"> ● Begin your job search early in the year using the previously identified resources ● Register for on-campus recruiting ● Attend DU Professional Development Workshops ● Attend all career fairs ● Network and develop contacts

Students are urged to take advantage of the multitude of internship and career resources available to them while at the University of Denver. The main [DU Career Center](#) offers customized services in career planning, and job and internship seeking strategies. [Pioneer Careers Online](#) provides job listings in the Colorado area, as well as out-of-state. The DU Career Center also maintains links to several international career-related. Additional links are available through the JK SIS [BA Internship Program Portfolio Community](#) site.

PPOL majors enjoy the benefit of having Career Advisor within the DU Career Center.

KORBEL BA PROGRAM STAFF AND CONTACT INFORMATION

The Korbel BA Program includes both academic and permanent support staff who are here to help you navigate through your time at the Josef Korbel School of International Studies. The Korbel BA Program is located at the following location:

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