

DOING AN INTERNSHIP IN POLITICAL SCIENCE

POL U 940 Undergraduate Internship POL G 407 Graduate Internship

An internship can be an invaluable part of your undergraduate or graduate education in the Political Science Department. Internships provide practical opportunities for applying knowledge gained through classroom study, and they help build skills and areas of expertise not covered in the academic curriculum. At the same time, internships contribute to career development through enhancement of your resumé and professional networking.

Internship Definition

An internship combines work experience in an applied setting with academic supervision. It is a course you must pay for that provides the standard number of academic credits (4 credits undergrad/3 credits grad). The minimum hours requirement is 15 hours per week throughout the semester for a total of 225 hours. Because of this time commitment, it can be very difficult to complete an internship during one of the accelerated Summer terms. Students proposing an internship during an accelerated term will need to meet with the Experiential Education Advisor to make an appropriate plan.

For undergraduates, internships count toward satisfaction of the Experiential Education requirement; for graduate students, internships are required of all “pre-service” students in the MPA and PhD in Public and International Affairs programs.

Your Commitment

Whether you are an undergraduate or graduate student, you are committing to the following activities when you undertake an internship. You should not begin an internship without reading all of these requirements carefully. Please direct any questions to the current Political Science Experiential Education Advisor.

1) You must receive pre-approval of your internship position from the department’s Experiential Education Advisor no later than the last week of the semester immediately preceding your internship. Only those registrations for the internship course that are approved by, and done through, the ExEd advisor will be recognized by the department. Internship openings can be identified by consulting the extensive listing maintained by the ExEd Advisor and are available on the department’s website. Students can also propose internship placements identified through other sources or developed through their own efforts.

2) You must link up with an academic supervisor for your internship. Typically, this is a full-time member of the department who has expertise related to the area of your internship activity. It is your responsibility to approach this faculty member and request his/her supervision of your internship. In some cases, the ExEd Advisor will be the most appropriate academic supervisor for your internship. Whoever it may be, the academic supervisor must be identified at the same time that a student’s proposed internship is being reviewed, or no later than the end of the semester before your internship begins.

3) In order to request approval of an internship position, you must submit the following information to the ExEd Advisor:

- your name, major or graduate program, year of graduation, home telephone number, cell phone number, and email address
- the name of the sponsoring agency, your workplace supervisor, and his/her complete mailing address, telephone number, fax number, and email address
- the name of your academic internship supervisor and a brief explanation of why this faculty member was chosen to act as supervisor

- a substantial and fairly detailed description of the tasks that you will be performing while on your internship, signed by your workplace supervisor
- 4) No later than the third week of your internship, you must reach agreement on a paper topic with your academic supervisor. It is your obligation, not that of your academic supervisor, to initiate arrangements for a meeting to discuss the paper assignment by the stated deadline. Requirements may vary depending on your supervisor, but an internship paper typically approximates 20 pages and is a research paper related to the focus of your internship, or it may be a weekly journal recording your activities as well other information specified by your academic supervisor.
 - 5) A solid draft of your internship paper is due no later than the seventh week of the semester (or the third week of an accelerated summer term). Whether or not you submit a copy of your draft paper via email, you must also provide a paper copy directly to your academic supervisor by this date. Unless otherwise negotiated with your academic supervisor, your internship paper draft will count for 20 percent of the final internship grade.
 - 6) All internship students must also attend group meetings during the semester that will be organized by the ExEd Advisor for the purpose of information exchange, discussion of paper topics, etc.
 - 7) Near the end of the semester, your academic supervisor will be contacting your workplace supervisor to request a written appraisal of your performance. Past experience shows that interns should remind their workplace supervisors about returning this evaluation form promptly so that a final course grade can be submitted on time.
 - 8) All final papers are due no later than the last day of classes for the semester. Whether or not you submit a copy of your paper via email, you must also provide a paper copy directly to your academic supervisor by this date.
 - 9) Finally, it is your responsibility to maintain periodic contact with your academic supervisor throughout the semester and to notify him/her of any problems that may arise regarding your internship placement.

Student Internship Application

All students applying to do an internship must submit this completed form to the Political Science Experiential Education Advisor no later than the end of the semester prior to the beginning of the internship.

Date: _____ Semester Internship: Fall _____ Spring _____ Summer _____

Student Name ID Number

Student Contact Phone Number Student Email Address

Major Graduation Year

INTERNSHIP INFORMATION:

Internship Position **Paid** or **Un-Paid**
(Circle one)

Internship Agency Name

Agency Mailing Address

Internship Supervisor Internship Supervisor Email Address

Internship Supervisor Phone # Internship Supervisor Fax #

Academic Supervisor Academic Supervisor Email Address

Academic Supervisor Phone #

Please provide a “resume” and a detailed “job description” for your internship position.