

## **POLITICAL SCIENCE INTERNSHIP REQUIREMENTS**

### **JCU DEPARTMENT OF POLITICAL SCIENCE**

Internships are designed to meet Political Science student learning goals of increasing substantive knowledge in a political science subfield, increasing communication skills, and preparing for future careers and graduate school.

**Before your internship starts: You must complete these 5 steps in order to start your internship for PO credit.**

1. **Email me** (pmason@jcu.edu) or visit my office (both is best!) to discuss your internship interests, the internship requirements, and the process.

2. **Secure an internship.** There are many public officials, agencies and nonprofits who would be happy to have an intern. If you don't know where you want to intern, I am happy to discuss it with you. However, It is your responsibility to secure the internship.

3. **Provide a letter from your internship provider:** Once you have lined up the internship, your internship site supervisor must provide both you and me with a letter, written on the internship site letterhead, that outlines your internship responsibilities and includes contact information for the site supervisor. (Email is fine.) This letter should arrive at my office before you begin your internship.

Note: Any discussions you may have with your prospective site supervisor or others about your internship responsibilities provide an opportunity to negotiate your internship experience in terms of your projects and assignments. Try to secure some projects that you will be able to claim at least partial credit for in future job interviews. PO faculty can coach you on this.

4. **Get cleared to enroll in PO 390:** In order to enroll in the PO internship class, email me again with your Banner ID. I will email the registrar and ask her to clear you to register for PO 390: PO 390A(1 credit); PO 390B (2 credits); PO 390C (3 credits), or PO 390D (6 credits). For a 4-credit internship, enroll in PO 390A and PO 390C together. For 5 credits, enroll in PO 390B and PO 390C together.

Note: Each internship credit requires 50 contact hours at your internship. So, for example, a 3-credit internship requires 150 hours on the job at your internship.

5. **Register for PO 390:** After the registrar has cleared you to register, go into Banner and add the appropriate PO 390 course(s). In order to receive credit for your internship, you must complete this step before the internship starts.

**Note: PO 390 cannot be added retroactively.**

### **Academic requirements to complete during your Internship:**

1. A **journal** that you write in at least 2 times per week. This is not a list of everything you have done. Instead, you should reflect upon the duties you are performing. What is the relationship between what you are doing and the political system? Where does your work connect to what you have learned in your political science courses? How do your internship experiences stimulate your thinking?
2. An 8-10 pp. **paper** (for 3-6 credits) tying your internship experience to political science readings or coursework. I will be happy to discuss topics and themes with you.
3. Turn in your work: Turn in your journal (all internships) and paper (for 3-6 credit internships only) during the last week of classes in the semester for which you hope to receive credit. If you do not hand your materials to me personally, send a follow-up email making sure I received it. Make a copy of all materials before you turn them in and keep those for future reference.

**At the end of your internship, a second letter from your employer:** Again, this must be written on internship provider letterhead. It must specify that your assigned duties were performed to their satisfaction and that the requisite number of hours were fulfilled. (Remember: 50 contact hours for each academic credit).

**You will not be awarded credit for the internship until you have satisfactorily fulfilled these requirements. If you have any questions about them, it is your responsibility to contact me for clarification.**

### **Additional Expectations:**

1. Students are expected to attend their internships regularly and reliably. When you interview for the internship or when you meet your internship supervisor, make sure you understand their expectations. The letter will spell out what you'll be doing but you need to understand what hours you need to work (not just how many, but your actual schedule), where you need to do the work (at the office? At home? Somewhere else? Some combination?), how much supervision is available, the work culture of the organization, etc.
2. Research the organization's website in advance of your first contact with the organization, listen actively during the interview or on the first day, and ask good questions. You are interviewing each other, in a sense.

3. Also the first time you show up, make sure you dress in business attire. If no one is dressed that way, then you can be more casual in the future but it's better to be overdressed than underdressed especially for an interview or the first day.

4. Aim to work independently on a daily basis but document your work and check in with the boss when you need more direction (this shouldn't be every day). If you haven't seen your boss in a week (say he or she is traveling), send a brief progress email letting them know what you have accomplished.

5. As your internship advisor, you should contact me when you have questions or need guidance about your internship. I am here to help you if you have questions, problems or could just use some guidance.

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