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Political Science Internships for Credit

All students majoring in Political Science have the option of completing an internship that can involve working with state, federal, and local officials, in law offices, or with national and international organizations.

To earn credit for the internship experience, students must enroll in PS 410 which can include anywhere from 2 to 12 credits. Only four credits of PS 410 may be applied to the PS major; additional credits can apply toward general upper division requirements needed for graduation. Minors in Political Science can apply up to six credit hours toward their departmental requirements. Students may also enroll in PS 406, for two credits, which requires the completion of reading and writing assignments that draw connections between the internship experience and their PS coursework.

There are several ways to get an internship. You can create it through personal contacts in an area of interest; check the bulletin board outside the PS office for an extensive list of internship opportunities, and check our online source list; or brainstorm with the Internship Director, Prof. Amy Below. Your internship must be approved by the Internship Director in order for you to sign up, and earn credits.

You need to meet with the Internship Director the term before you want to do an internship. If you already have an internship opportunity, meet with the Internship Director to complete the necessary paperwork to receive credit. If you do not have an internship, meet with the Internship Director to discuss ways to get one.

# The Internship Process

1. Secure your internship and get the Internship Director’s signature to sign up for course credits. Contact MUST be made with the Political Science Internship Director before approval will be granted for registration. Political Science office staff will then remove the registration block, which will allow you to register for the internship credits. You must then register for these credits.
2. Sign up for PS 410 for a maximum of 12 credits (only four credits can apply toward the major) and PS 406 for two credits. Prof. Amy Below will serve as your instructor for both PS 410 and PS 406 and you will consult with her for your reading and writing assignment for PS 406, if applicable. PS 410 is graded P\NP. The PS 406 paper, and thus the course, is graded on an A-F scale.
3. Students can receive one credit of PS 410 for every 30 hours of work completed at the internship. Students should enroll in PS 410 *and* PS 406 during the terms in which they have an internship. It may be the case that your internship work schedule does not correspond with the academic calendar (for example, you might work August through November on a political campaign). Don’t worry about this; see the Internship Director about when to sign up for credits.

**Responsibilities Of The Intern**

1. During the first week:

Complete the *Intern/Sponsor Agreement* with your sponsor, and return it to the Political Science office.

1. Throughout the internship:

Throughout the internship keep a **journal**. It is a forum in which you can record your daily activities and accomplishments, but more importantly, perceptions, reactions, and insights you might have as a result of your workday experience. You should use the journal to reflect on new ideas or insights that you have; to elaborate on some aspects of your internship experience; and to engage in a critique of your education by making connections between your coursework, your life experiences, and your internship experience.

The journal is confidential, and will not be shown to your sponsor. You should pursue this task of journaling diligently, i.e., the journal must contain more than a list of daily activities.

1. Mid-Term Evaluations:

Complete an *Intern’s Mid-Term Self-Evaluation*, compare it with your *Sponsor’s Midterm Evaluation*, have the sponsor sign **both** forms, and return them to the Political Science office no later than halfway through the internship.

1. During your last week:

* Request the Internship Director email the *Sponsor’s Final Evaluation* form to your sponsor with a request to complete and return it back to the Director.
* Complete the *Intern’s* *Final Self-Evaluation*, and return it to the Political Science office no later than Monday of finals week.
* Turn in your journal.
* Turn in your PS 406 assignments unless you have arranged for an incomplete with the Internship Director.

**DURING THE ENTIRE PROCESS, PLEASE CONTACT THE OFFICE STAFF OR THE INTERN DIRECTOR IF YOU HAVE QUESTIONS OR DIFFICULTIES.**

**Policy On Incompletes**

1. Remember that, if you choose to register for both PS 410 and 406, no grade will be assigned in PS 410 until you complete PS 406 requirements.
2. Incompletes are an option for students who make satisfactory progress, and find themselves in circumstances that preclude them from finishing the work on time.
3. **Incompletes are only given after consulting with the Internship Director.** In order to receive an incomplete you must contact the Internship Director and provide a written explanation of why the incomplete is needed and a time frame for completion.
4. The student has one calendar year to finish the class. If the student fails to complete the work within **one year,** the grade will automatically become an “**F**.”