

**POLS 396R: BASIC INTERNSHIP IN POLITICAL SCIENCE**  
**Program Information and Application Forms**  
Department of Political Science  
Emory University

Internship Director: Dr. Matthew Baker  
Tarbutton 215  
[matthew.e.baker@emory.edu](mailto:matthew.e.baker@emory.edu)

**General Program Information**

The Political Science Department encourages students to have a direct involvement with the political process as a way of testing for themselves the theories and ideas taught in courses. The Department does not award academic credit based solely upon work experience. In order to receive academic credit for an internship in Political Science, a student **must enroll in the appropriate Emory course (POLS 496WR or POLS396R) concurrently with the internship work, and pay the tuition. This includes summer internships.**

**Eligibility**

Students *\*must\** receive approval from the Internship Director before they can be registered for POLS 396R. Students do not have to be Political Science majors in order to apply for credit if they have fulfilled the minimum requirements for eligibility. **POLS 396R must be taken for 1 to 4 hours of S/U credit only**, and therefore it will **not count** toward the GPA or toward the Political Science major, minor or any other degree program offered by or through the Political Science Department. Also, unlike POLS 496RW, this course will **not fulfill** the continuing writing GER.

Enrollment in POLS396R is contingent on three criteria:

1. Enrollment in **good standing** in Emory College.
2. Student must have a **minimum overall GPA of 3.0**.
3. **Appropriateness** of the internship to political science

**NOTE:** An internship placement for credit obligates you to work regular hours outside of the classroom for a minimum of thirteen weeks. **Please be aware of the time commitment.**

**Application**

To apply to the program, you must **first secure an offer from the sponsoring organization**. After you have secured the position, complete the following before the conclusion of add/drop:

1. Complete and sign the **Application for enrollment in POLS396R: Basic Internship in Political Science** (below).
2. Return the application to the Internship Director (email). The application will be declined or approved provisionally. You will receive an email a notice from the Director.
3. Students must ensure that the proposed sponsor completes and returns the **Certification of Political Science Internship** (below) before the Emory College deadline for add/drop.
4. Begin working at the internship **before** the conclusion of add/drop.

## **Registration**

Students will be registered for POLS 396R during add/drop. During pre-registration, students should register for courses as if the internship has **not** been approved.

## **Academic Credit for Internships**

In order to earn academic credit, students must complete the following:

1. A prescribed number of **work hours** under the supervision of an internship sponsor (60%); and
2. A **reflection and assessment paper** in which the student observes and evaluates a set of tasks undertaken by the sponsoring organization and reflects on his or her experience with the organization (40%).

The work requirements will vary according to the amount of academic credit the student wishes to pursue. **For a 3-credit hour internship, you should expect to work for the host organization for about 9 hours/week during the entire semester** (2 credits would need 6 hours/week, and so on).\*\* At the beginning of the semester, you will need to ask your supervisor to complete the Certification form (below), confirming your assignment, specifying the duties and the expected number of work hours per week. At the end of the semester you will need to ask your supervisor for a performance assessment note. Both notes should be emailed directly to the Internship Director.

\*\* For credit in the **summer**, the minimum duration of the internship is ten weeks working 20 hours per week for four credit hours, 35 hours for eight credit hours, and two summer session registration for 12 credit hours.

## **Appropriateness of Internship**

A proposed internship is "appropriate" if it provides a significant and ongoing opportunity to participate in some aspect or phenomena generally associated with politics. Internships with governmental agencies meet this requirement, but private employers may qualify if the assigned work exposes the intern to a political issue or process on an ongoing basis. Please note that legal internships will not be approved unless the work is directly related to politics.

Securing an appropriate internship is the responsibility of the prospective intern. Emory students have worked for members of Congress, Georgia state and local governments, foreign consulates, news organizations (political sections), interest (lobbying) groups, and political campaigns. The Carter Center of Emory University offers a unique opportunity to conduct political research under the supervision of established scholars.

**Application for enrollment in POLS396R: Basic Internship in Political Science**  
Department of Political Science  
Emory University

**Instructions:** Admission to this course is by permission only. Permission will be granted partially on the basis of the answers on this form. Please read the attached application instructions and program requirements before completing the form.

**Name:** \_\_\_\_\_ **Student ID Number:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Overall GPA:** \_\_\_\_\_

**Current Academic Year (circle):** Freshman Sophomore Junior Senior

**Internship Period (circle):** Fall Spring Summer 1<sup>st</sup> Summer 2<sup>nd</sup>

**Credit hours (circle):** 1 2 3 4

**Sponsoring Organization:** \_\_\_\_\_

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List two **Emory faculty members** who may be asked to provide references (DO NOT solicit references without being asked to do so):

(1) \_\_\_\_\_ Dept. \_\_\_\_\_

(2) \_\_\_\_\_ Dept. \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# EMORY UNIVERSITY

Department of Political Science

Atlanta, Georgia 30322

Office: (404) 727-6571 FAX: (404) 727-4586

EMAIL: [abolton@emory.edu](mailto:abolton@emory.edu)

## Certification of Political Science Internship

Dear Internship Sponsor:

\_\_\_\_\_ has applied for academic credit on the basis of completing an internship under your sponsorship. I sincerely appreciate your offer of this important educational opportunity. Part of that sponsorship will include writing an end-of-term evaluation of the student's work.

Please take a few minutes now to answer the questions below and to return this form either to the student or directly to me by email or fax. This information is part of a final determination of the intern's eligibility for academic credit.

Please do not hesitate to call should you have any questions. Thank you for your time and assistance.

Sincerely,  
Matthew Baker  
Director of Experiential Learning

1. Name & Title:

2. Name, address, telephone, and email address of your organization:

3. Description of student's assignment(s):

4. Duration of internship **from:** \_\_\_\_\_ **to:** \_\_\_\_\_

5. Average number of hours per week the intern will work under your supervision: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_