

POLS 496RW: INTERNSHIP IN POLITICAL SCIENCE
Program Information and Application Forms
Department of Political Science
Emory University

Internship Director: Dr. Matthew Baker
Tarbutton 215
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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 496WR. 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 496RW must be taken for a letter grade.**

Enrollment in POLS496RW is contingent on five criteria:

1. Students must have **Junior or Senior** standing at the time the internship begins.
2. Enrollment in **good standing** in Emory College.
3. Student must have a **minimum overall GPA of 3.0**.
4. **Appropriateness** of the internship and proposed research topic
5. Students must have satisfactorily completed (“C” or better) **one 300-level (or above) Political Science course relevant to the area of the proposed internship**. For example, POLS 348: American Elections and Voting would be an appropriate prerequisite for an internship with a political campaign.

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 POLS496RW: Internship in Political Science** (below).
2. Return the application to the Internship Director (email or mailbox in the Political Science Main Office, Tarbutton 327). 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 496RW 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 (10%). A performance evaluation by the intern's direct supervisor will be due at the end of the semester.
2. A research **paper proposal** presenting a topic and an annotated bibliography (10%);
3. A **research paper** of appropriate length on an appropriate topic (60%);
4. 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 (20%).

The work and research requirements will vary according to the amount of academic credit the student wishes to pursue. All internships must last for at least thirteen weeks unless explicitly approved by the Internship Director. The **minimum** course requirements are:

Credit Hours	Work Hrs/Week	Research Paper	Assessment paper
4*	15 **	20 pgs.	5 pgs.
8	25	25 pgs.	8 pgs.
12	35	30 pgs.	11 pgs.

* Four hours is the **maximum** amount of internship credit that can be used toward the Political Science or International Studies major. Amounts over 4 hours can only be used to satisfy College graduation requirements.

** 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.

All internship courses must be taken for a letter grade and may be used to satisfy the post-freshman writing requirement.

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 POLS 496RW: Internship in Political Science
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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 (check): Junior Senior

Internship Period (check): Fall Spring Summer 1st Summer 2nd

Credit hours (check): 4 8 12

Sponsoring Organization: _____

Preliminary research topic: _____

List the **number/title and grade received in all of the Political Science courses** you will have completed by the time of the proposed internship (mark in-progress courses with your anticipated grade). Use back of the sheet if necessary:

(1) _____ (5) _____

(2) _____ (6) _____

(3) _____ (7) _____

(4) _____ (8) _____

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

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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, J.D., Ph.D.
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: _____