**General Program Information**

The Faculty of 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 our 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), and pay the tuition for the course. This includes summer internships.** Seventy percent of the final grade for every internship comes from research papers the student will prepare for the course. Consultation, supervision and grading require significant faculty time.

**Eligibility**

Students *must* receive approval from the Internship Director before registering for the Political Science Internship course (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. All work for internship credit **must be taken for a letter grade.** Acceptance to the program 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. Academic standing. Student must have earned a minimum overall 3.00 GPA.
4. **Prior academic work.** 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, POLS348: American Elections and Voting would be an appropriate prerequisite for an internship with a political campaign.

5. **Appropriateness** of the proposed internship and proposed research area for Political Science or International Studies.

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

**Application**

To apply to the program, you must **first secure an offer from the sponsoring organization.** Then, complete the following steps before the conclusion of the Emory College add/drop period for the semester:

1. Obtain an application packet from the Political Science Departmental Office (Tarbutton 327) or access the forms online.
2. Complete and sign the form “Application for Internship in Political Science.”
3. Return the application form to the Internship Director’s box in the Political Science Main Office (Tarbutton 327). The application will be declined or approved provisionally. You will receive an e-mail a notice from the Director.
4. If the internship is part of a study abroad experience, you must also complete a CIPA form titled “Statement of Responsibility for Students Studying Abroad on an Emory Approved Study Abroad Program with an Internship Component” and give a copy to your CIPA advisor as well as to the Political Science Internships Director.
5. Students admitted provisionally must see that the proposed **sponsor completes and returns a “Certification of Political Science Internship” before the Emory College deadline for**
add/drop. This form is part of the application packet available online or from the Departmental Office (Tarbutton 327).

6. Work at the internship placement itself must begin before the conclusion of add/drop.

Registration
During the regular academic year, all registration for the internship course (POLS 496R) will occur during the drop/add period and will be entered by the Political Science Undergraduate Coordinator on OPUS. During preregistration, students should register for semester courses as if the internship has not been approved. Summer School registration will be handled on OPUS the same way.

Academic Credit for Internships
In order to earn academic credit, interns must complete four items:
1. A prescribed number of work hours under the supervision of an internship sponsor (10%);
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. An assessment paper in which the student observes and evaluates a set of tasks undertaken by the sponsoring organization (20%);
5. Each student will be evaluated by a supervisor at the end of the internship.

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

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Work Hrs/Week</th>
<th>Research Paper</th>
<th>Assessment Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>4*</td>
<td>15 **</td>
<td>20 pp</td>
<td>5 pp</td>
</tr>
<tr>
<td>8</td>
<td>25</td>
<td>25 pp</td>
<td>8 pp</td>
</tr>
<tr>
<td>12</td>
<td>35</td>
<td>30 pp</td>
<td>11 pp</td>
</tr>
</tbody>
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* Four hours is the maximum amount of internship credit that can be used toward the Political Science or IS 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 40 hours for twelve 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 of phenomena generally associated with politics. Internships with governmental agencies meet this requirement, but private employers may sometimes 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. This is usually not difficult. 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. NOTE: Carter Center interns do not automatically receive Political Science or International Studies credit. They must apply to the Department of Political Science Internship program.

Most internships are posted electronically in the Internship folder on LearnLink under the Political Science Department conference.
Application for Internship in Political Science
Department of Political Science
Emory University

Instructions: Admission to this course is by permission of the Instructor. 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. Return the completed application to Tarbutton 327 (Political Science Departmental Office).

Semester for which you are applying (circle):  Fall  Spring  Summer 1st  Summer 2nd

Current Academic Year (circle):  Sophomore  Junior  Senior

Print your name:_________________________________________________________________

Emory box number:_________________ Emory student number:_______________________

Semester phone:____________  E-Mail Address_____________________________

Semester Address_________________________________________________________________

Sponsoring organization:_______________________________________________________________

Preliminary research topic:______________________________________________________________

Emory GPA at time of application: _____________

Academic major: ____________________________ Credit hours sought (circle): 4  8  12

Please name (not number) all the political science courses you will have completed by the time of the proposed internship and give your grades (please mark in-progress courses and give your anticipated grade) Use the back of sheet if necessary:

(1)________________________ (5)________________________

(2)________________________ (6)________________________

(3)________________________ (7)________________________

(4)________________________ (8)________________________

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

(1)________________________ Dept. ____________________________

(2)________________________ Dept. ____________________________

Please sign and date this application (return to Tarbutton 327):

Name: ____________________________________________ Date: ___________________
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. As the end of the semester approaches, I will give the intern a form to deliver to you (or to the intern's immediate supervisor, if this is someone else).

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 fax or mail. 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,

Hubert Tworzecki
Director, Internship Programs

1. Your Name: ____________________________________

2. Name, address, and telephone and fax numbers of your organization:

3. Description of student's assignment as an intern:

4. Duration of internship. From: ______________________ To: ______________________

5. Average number of hours per week the intern will engage in work under your supervision:____

Signature: _____________________________ Date: _____________________________