



## IE3 Internship Guidelines and Procedures

Students participating in an IE3 Internship through UO Study Abroad may be approved to count up to 8 internship credits toward their Political Science major. IE3 program paperwork is processed through UO Study Abroad. Credits for IE3 Internships appear on transcripts as OINT 488. Students seeking to count OINT 488 as Political Science credit must submit the department's online IE3 Contract prior to leaving for the internship.

While students can receive up to 12 university credits for an IE3 Internship, the Department of Political Science will accept no more than 8 internship credits towards the major degree requirements (PS 404 and/or OINT 488; e.g. a student who has received 2 credits of PS 404 can receive no more than 6 credits of OINT 488); credits count toward upper-division and total credit requirements; not political theory, career paths, or 400 level course requirements. Credits not accepted by the Department of Political Science could be awarded through the Career Center or another department. To learn more about internship credits through the Career Center visit [career.uoregon.edu/internshipcredit](http://career.uoregon.edu/internshipcredit).

### ELIGIBILITY:

- Student must be a Political Science major
- Be in junior-year status or have completed six courses in Political Science
- Have a 3.0 GPA overall and in the major

### PROCEDURE:

1. Student contacts the Director of Undergraduate Studies to discuss the IE3 program, determine if it is politically oriented, and develop a plan of study with formal requirements (readings, research questions to be explored, length of required paper(s), timelines, and basis for final grade). IE3 programs that are not fully politically oriented will not be approved.
2. Next, the student must submit the department IE3 Contract prior to leaving for the internship.
3. The Undergraduate Coordinator will notify the student of approval status via email.
4. Papers must be submitted electronically to the Director of Undergraduate Studies per the timeline in the IE3 Contract, but NO LATER than the Friday of Finals Week to avoid an Incomplete (August 20<sup>th</sup> for Summer term).
5. Upon completion of the IE3 Internship and the department IE3 Contract formal requirements, the OINT 488 credits will be applied to your PS major on the degree audit. If the credits do not transfer as pre-determined, contact the Registrar.

### CREDITS & FORMAL REQUIREMENTS GUIDELINES:

1. Students should have a well-developed plan of study with a clear objective that relates to their overall academic program. Formal requirements cannot include work from another course.
2. Generally, for each credit earned the student will need to read a book relevant to the internship.
3. To receive 4 political science credits, the student must complete the readings and write a 20-page paper.
4. For each credit above 4, add readings and 5 pages to the length of the paper.
5. The student is responsible for writing a well-researched paper with a bibliography. The paper should be thought of as an independent research project based in part on fieldwork. The IE3 paper should include the following:
  - Background of organization (1-2 pages)
  - Presentation and Analysis of the Internship Experience. This section should compromise the majority of the paper. Please describe in detail the type of work you performed as an intern.

- Evaluation of Internship Experience (1-2 pages).
- Appendix: Attach examples of any materials relevant to your internship. (This section does not count toward the 20-page minimum).

Find the PS IE3 Contract at <https://socialsciences.uoregon.edu/political-science/hands-on/internships>