



## PS 404 Internship Procedure and Guidelines

Internships are valuable experiences that can enhance a student's academic training and career trajectory. Students participating in an internship may be approved to count PS 404 credits toward their Political Science major requirements. Credits count toward upper-division and total credit requirements; not political theory, career paths, or 400 level course requirements.

### ELIGIBILITY

- Declared Political Science Major
- Junior standing OR have completed six courses in Political Science (including PS 201 U.S. Politics)
- 3.0 GPA overall and in the major

### PROCEDURE

1. Students must submit the online PS 404 Internship Proposal & Authorization to Register form **before** beginning the internship and prior to the registration deadline for the term ([PS 404 Internships](#)).
2. PS 404 Contracts are reviewed by the Director of Undergraduate Studies (DUS) who is also the instructor of record.
3. The Undergraduate Coordinator will notify the student regarding the status of their contract via email. If approved, registration instructions will be included.
4. Students are responsible for registering and completing the requirements outlined in the PS 404 Contract. Questions about assignments or timelines should be directed to the DUS.

### GUIDELINES

- PS 404 credits are taken pass/no pass and will be 2 credits per term. Students with a second internship opportunity may repeat the course once, for a maximum of 4 credits.
- Political Science will accept no more than 8 internship credits towards degree requirements (PS 404 and/or OINT 488; e.g. a student who has received 4 credits of PS 404 can receive no more than 4 credits of OINT 488).
- Satisfactory completion of the course will require the following tasks:
  - Complete weekly journals: submitted via email to the Director of Undergraduate Studies and due at the end of each week during the term. Journals should highlight work-related assignments and projects, skills used on the job, and any relevant tie-ins with past and present coursework.
  - Complete a paper with at least 2,000 words in length (roughly 8-10 pages), text only; due NO LATER than Friday of Finals week; August 20<sup>th</sup> during summer term. Papers should include the following:
    - Background of program, Legislator/Candidate, or Nature of Political Organization (1-2 pages).
    - What the internship experience taught you about politics. This section should comprise the majority of the paper. It should describe in detail aspects of your internship—work performed, observations you made of the context—and connect them to an argument about what this experience taught you about politics (or a certain issue, a certain organization, even a certain political figure). You must connect your argument to at least 3 citations of political-science scholarship that are relevant to the analysis or critique you are making. It is allowable to make more than one argument, highlighting two lessons about politics from your experience, but not more than two lessons to ensure sufficient depth of discussion.
    - Optional appendix: In addition to the paper (not counted in the word count), attach examples of materials relevant to the internship.