

INTERNSHIP PROGRAM
Department of Political Science
Emory University

Internship Director: Dr. J. Judd Owen
Phone: (404) 727-6541 **Fax:** (404) 727-4586

Office: 312 Tarbutton Hall
Email: jjowen@emory.edu

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, 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 requires significant faculty time.

Eligibility:

Students ****must**** receive approval from the Internship Director before registering for the Political Science Internship course (POLS 496). 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. Class standing. 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.
5. Appropriateness of the proposed internship and proposed research area.

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

1. Complete and sign the attached "Application for Internship in Political Science."
2. Return the application form to the Internship Director's box in the Political Science Main Office (Tarbutton 327).

The internship application will be declined or approved provisionally. You will receive an **e-mail** notice from the Director.

Students admitted provisionally must see that the proposed sponsor completes and returns a "Certification of Internship" before the Emory College deadline for drop/add. This form is part of the internship packet (the form letter on the last page).

Registration

During the regular academic year, all registration for the internship course (POLS 496) 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.**

Directions for Summer School registration will be handled on OPUS the same way.

General Course Requirements

To earn academic credit, interns must complete four items:

1. A prescribed number of work hours under the supervision of an internship sponsor;
2. A research paper proposal (presenting a topic and an annotated bibliography);
3. A research paper of appropriate length on an appropriate topic; **and**,
4. An assessment paper in which the student observes and evaluates a set of tasks undertaken by the sponsoring organization.
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:

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

More specific POLS 496 requirements will be available through a syllabus available from the Internship Director.

NOTE: 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.

Academic Credit

Academic credit for this course **may** count toward a major in Political Science or International Studies. Students may earn a **maximum** total of 12 semester hours (3 courses) in internship courses.

Political Science Majors may count 4 hours (1 course) of internship credit toward satisfaction of concentration requirements. Internship credit will not satisfy the distribution requirements for the major, but will apply to the electives section within the major. Any internship credit over 4 hours will count toward fulfillment of required hours for graduation, but not as hours fulfilling the major. Students should keep in mind that Political Science majors must complete a minimum of 28 semester hours (7 courses) in lecture courses or seminars.

International Studies majors may apply 4 hours (1 course) of internship credit toward the total required to satisfy major requirements. The placement must qualify as one germane to international or comparative politics or international relations.

All internship courses must be taken for a letter grade.

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 also qualify if the assigned work exposes the intern to a political issue or process on an ongoing basis.

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, prosecutors, 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.

For leads, please visit the Career Center homepage (The Internship Exchange). Most internships are posted electronically on the Internship Conference on Learnlink under the Political Science Conference.

Emory University
Department of Political Science

Application for Internship in Political Science

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 Tarbuton 327 (Political Science Departmental Office).

Semester for which you are applying (circle): Fall Spring Summer

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 Tarbuton 327):

Name: _____ Date: _____

EMORY UNIVERSITY

Department of Political Science
Atlanta, Georgia 30322

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

EMAIL: **jjowen@emory.edu**

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,
J. Judd Owen
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:** _____