

Political Science Internship Requirements

One 3-credit internship in political science (21:790:497) may be applied to a major or minor with the approval of the Internship Director or Department Chair. Only six credits of the Washington Center Internship Program (21:790:397) may be applied to the major with the approval of the Internship Director or Department Chair, even though the Washington Center Internship may be taken for a total of 15 credits for the spring and fall semesters or 12 credits for the summer semester.

To receive internship credits in political science, students must complete the following requirements:

- 1) Submit a completed pdf contract, via email, signed by the student and internship supervisor to Cheryl Egan, Career Development Center (Hill Hall, Room 112). She will sign and forward to Professor Hyacinth Miller, Political Science Internship Director.
- 2) Work 10-12 hours a week for the equivalent of 12 weeks in a position related to political science (minimum of 120 hours for the semester at the internship site)
- 3) Meet once a month during the semester, with the internship director, to discuss the internship progress.
- 4) Make sure that internship supervisor completes the performance evaluation and e-mails it, pdf, to Professor Miller
- 5) **FOR UNDERGRADUATE STUDENTS:** Submit a 5-7 page paper at the end of the semester on a topic related to the internship.
- 6) **FOR GRADUATE STUDENTS:** Submit a 10-12 page paper at the end of the semester on a topic related to the internship.

Paper requirements:

For the final paper, share your internship experiences and be sure to respond to the following:

- ✚ What did you learn?
- ✚ What were some challenges the organization faced and how were they handled?
- ✚ What were some of the successes the organization faced and how were they handled?
- ✚ How would you have conducted your internship differently?
- ✚ What is the biggest 'take-away' from this internship?
- ✚ In what ways has this impacted your career choice, if any?

- ✚ In what ways has this internship influenced the decision to major or minor in political science? Have any of your courses prepared you for this experience?
- ✚ Would you recommend this internship placement for another student?

Steps

- 1) Before the beginning of the semester, student must contact the Internship Director to obtain information about the internship requirements and about potential internships (internships MUST be approved). Student should also contact Cheryl Eagan (cegan@newark.rutgers.edu) in Career Services for assistance with resumes, cover letters and mock interviews. Students can also seek their own internship
- 2) Student prepares cover letter and resume and applies for internship
- 3) Once the internship is secured, student ensures completion of the internship contract with all necessary signatures
- 4) The Internship Director then issues a special permission number for student to register for the internship course
- 5) Career Development Center calls supervisor to verify the work-related information in the internship contract to ensure compliance with Rutgers University policy and procedures
- 6) Professor Miller or Career Development Office may phone the internship supervisors to obtain verbal evaluations of the students' performance at the semester midpoint
- 7) At the completion of the internship, the Career Development Office requests a completed performance evaluation from their internship supervisor using the approved form. The internship supervisor then emails completed evaluation to Career Development Office or Internship Director
- 8) Based on the internship supervisor evaluation, monthly meetings and the final essay, the internship director will issue a final grade in Blackboard.

Grades

33% supervisor evaluation 33% monthly status report 34% final research paper

General Contact

Students should contact the internship director (Professor Miller) by email at hyacinth.miller@rutgers.edu if having trouble on the internship or if there are questions about how to proceed.