

Government 498, Internship

Guidelines

a) Qualifying Internships: Government 498 allows enrolled/returning students of any major to receive either 1 or 3 credits for academic work done in conjunction with an internship undertaken in the fall, spring, or summer semesters for the equivalent of at least five weeks of work. Positions with international, federal, state, or local government; legislative offices at any level; political parties or campaigns; interest, advocacy, or lobbying groups; research institutions or think-tanks; or the media may qualify. Internships on a study abroad course may qualify. Participation in an off-campus seminar or workshop alone does not qualify.

b) Academic Project: Students seeking to enroll in Government 498 are responsible for contacting a full-time member of the Department faculty at least one month in advance of the internship start date in order to design an academic project to be completed in conjunction with the internship. The project should result in an original research paper of at least 10 double-spaced typewritten pages (1 credit option) or 25-30 double-spaced typewritten pages (3 credit option); the faculty supervisor will also assign reading in connection with the project. The availability of a faculty supervisor is entirely dependent upon previous commitments.

c) Approval Forms: Students follow a two-step approval process. First, submit the completed Government 498: Internship Application Form, including an academic project description, to the Associate Chair of Government at least one month before the internship starts. Student and faculty supervisor will be notified via email once the form is approved. Second, after departmental approval, complete the Advising Center's Internship for Academic Credit Form. All internship paperwork MUST be submitted and approved prior to leaving campus and starting the internship.

d) Registration: Once approved, the Advising Center will register you for the appropriate course, instructor, and credit hours. (For summer internships, students may sign up for the course for the following fall semester rather than be enrolled in summer school. If this would result in taking more than 18 credits in the fall, it is necessary to petition the Academic Status Committee for an overload.)

e) Credit/Grading: Two copies of the paper must be submitted—one to the faculty supervisor and one to the Associate Department Chair. A grade of pass or fail will be issued. Government 498 may be taken multiple times, but no more than six credits total may be taken in Government 498 and 494.

Student Name/93 Number	_____ / _____
Student Telephone/Email	_____ / _____
Student Majors(s)Year	_____ / _____
Internship Organization/	_____ / _____
Location Internship Dates and	_____ / _____
Hours Internship Duties	_____
External Supervisor Name/Title	_____ / _____
External Supervisor Tel./Email	_____ / _____
Semester of Registration	_____
Student's Signature/Date Credits	_____ / _____
(1 or 3)	_____
Faculty Supervisor Signature	_____
Departmental Approval/Date	_____ / _____