

Internship Information

Dept of Political Science, (812) 855-6308

Finding an Internship

Students are encouraged to find their own internships. Having an internship or two will provide you with the kinds of experience, connections, and knowledge that may secure a highly competitive post-graduate job. An internship may be for pay, for credit, or as a volunteer for your learning and professional development.

To arrange an internship for credit, see the details below. **Credit for an internship must be applied for and approved well in advance of when the internship actually begins.**

Internship notices are available in Woodburn 210, in the Placement Office of the School of Public and Environmental Affairs, and in the Career Development Center. The CDC/Arts & Sciences Career Center at the corner of 10th and Jordan has a collection of internship and job resource publications that we recommend you use. Overseas internships are available there also, and through the Overseas Study Office, Franklin Hall 303, www.iub.edu/~overseas.

Finally, don't forget that one of the best ways to locate an internship opportunity is to write public officials or groups which interest you. Most government offices will have contact information online, and you can email or call to set up an appointment to discuss internship opportunities. Many offices, groups, and candidates will appreciate your desire to volunteer. You can be proactive and obtain an internship in almost any organization, agency, or government office that you wish! For those students who prefer to pay a professional organization to find the internship, advertising posters and information are available on the Undergraduate Bulletin Boards in Woodburn Hall 210.

Arranging Credit for the Internship

One option for POLS students is POLS-Y 481: Field Experience in Political Science (1-6 cr.) R: Junior or senior standing is recommended, as well as 15 hours in political science. This is a faculty-directed project based on field experience. Graded S/F. Students must obtain an instructor's signature on the permission form available in Undergraduate Office and return the form to Woodburn 210 before registration permission will be issued. It is the student's responsibility to secure a faculty advisor! (NOTE: Teaching interns follow different procedures from those outlined below. See your faculty member or the Undergraduate Advisor for details.)

Students are responsible for contacting a faculty member to serve as internship sponsor if you wish to obtain POLS-Y 481 credit. You should choose someone whose teaching and/or research interests parallel the type of internship you have. You will have the most luck securing a sponsor if you approach a professor who already knows you--you may have taken a course from her and done well; or you might have met with him for some other project. Don't expect the undergraduate director, graduate students, or some faculty member you have never met to agree to take on the task of sponsoring you. Prepare yourself early by making the connection to professors!

If you expect academic credit for the internship, you will have to undertake additional academic work to complement your internship responsibilities. Credit hours and the specific nature of the academic work required should be worked out between the student and the faculty sponsor. In no case does the department award credit for the work experience itself. Offices seeking interns may advertise that they will help you arrange credit. In the case of IUB Political Science credit, this is inaccurate. Rather you will need to reach agreement with a Political Science professor (not an AI) about the academic component of the internship. The only internship-finding organizations currently offering transfer credit accepted by our department are the American University and

Boston University programs. Our arrangement with The Washington Center (TWC) includes POLS credit for a course and the internship. You must consult with a POLS advisor to apply to TWC. If you have a question about the acceptability of a particular internship program, see the Undergraduate Advisor before talking with a faculty member.

Many internships require you to be off campus for a full semester. There are several *alternatives for obtaining credit*, or for just marking your place as a full-time student, while pursuing a semester or year-long internship.

- You may take one to six hours of POLS Y480 Readings in Political Science. In that case, you must make arrangements with a sponsoring professor (who may or may not be the same as your internship sponsor) well before the time you want to register. Again the focus must be on academic content.
- You may take a course from a school near the city of your internship. In all of these cases, PLAN AHEAD. Arrangements are almost impossible to make at the last minute. Be sure you see your advisor(s) to make sure your plans fit into your academic program. Students registering at another university should obtain a credit transfer agreement from the Office of Admissions (try the data base on their website first). This is not necessary if you plan to attend IUPUI. Overseas study internships often have transfer credit courses associated with those programs. Check with the Office of Overseas Studies.
- Make arrangements for sponsorship and credit before you leave campus for the internship. If you fail to do so, the department cannot give credit retroactively.
- You can apply for ASCS-Q 398 credit through the Career Development Center website: http://www.indiana.edu/~career/services/courses/q398_w499.php. This must be approved before the deadline (well ahead of the semester of your internship).
- You can apply for ASCS-W 499 credit through the Career Development Center website: http://www.indiana.edu/~career/services/courses/q398_w499.php. The W499 marker, if approved, is read as "full-time student status" for the purpose of financial aid eligibility (and repayment waiver), email account maintenance, and communication about registration.

IMPORTANT: FOR ALL FULL-SEMESTER OR YEAR INTERNSHIPS OFF CAMPUS

Be sure to leave your address and that of the place where you are interning with the Undergraduate Office. CHANGE YOUR ADDRESS WITH THE REGISTRAR. This is especially important for seniors. If you will not be in town during registration, you can still register through OneStart. If you want to receive the Registration Information bulletin while you are away, leave your address with the Office of the Registrar.

Applying for the ASCS-W 499 marker through the Career Development Center will simplify your life while you're away. It will preserve your email account and status as a full-time student for registration purposes. According to Patrick Donahue, the Director of that office, "it's the best \$15 you'll ever spend!"
