

Political Science/International Studies – Internship Guidelines

- (1) A student interested in doing a political science internship should notify the internship coordinator of his or her intent at least one semester prior to enrolling in the internship course (two semesters if a student is interested in an internship in Washington DC or abroad).
- (2) The internship coordinator will assist the student, if necessary, in locating an appropriate internship with a federal, state, or local agency, non-profit agency, or with an elected official. The student may be required to complete a written application, interview, and/or background check depending on the desired place of employment.
- (3) Upon acceptance of employment, the student, employer, and internship coordinator will agree upon a work schedule that meets the needs of the employer and student.

- (4) Student are required to work the following hours to receive six hours of course credit:

Fall and Spring Semesters - Students are required to work the entire semester for a minimum of 15 hours per week (approximately 300 hours).

Summer Sessions - Students are required to work for 10 weeks at a minimum of 30 hours per week (approximately 300 hours).

- (5) Students are required to work the following hours to receive three hours of course credit:

Fall, Spring, or Summer Semesters - Students are required to work four to five weeks fo

- (b) the employer recommendation (the employer will complete a written evaluation of the intern during the semester of employment, and the internship coordinator will contact the employer, at least once during the internship, to verify that the employer is satisfied with the internship arrangement);
- (c) periodic conversations between the internship coordinator and the intern throughout the semester; and
- (d) evaluation of the internship.

* For more information regarding the political science internship program, please contact Dr. Kim. Hoffman, Department of Political Science Internship Coordinator, at 501-450-5688 or khoffman@uca.edu.