Political Science Internship Requirements

Students may earn a maximum of 6 credits from internships (3 per semester) which will count towards the Political Science major.

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

1) Submit a completed contract, signed by the student and internship supervisor to Cheryl Egan, Career Development Office (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, with Professor Miller, during the semester to discuss the internship.

4) Complete three article reviews of three peer-reviewed political science or legal journal articles for posting in Blackboard. The article synopsis must be a minimum of 500 words and should include:

   - A synopsis of the article
   - Whether you agree or disagree with the author(s) conclusions
   - The importance (or non-importance) of the article's findings to the field represented
   - Explain how the information can help to inform your internship duties
   - Explain how the article relates to your political science studies

5) Make sure that students' internship supervisor completes the performance evaluation and e-mails it, pdf, to Professor Miller

6) **FOR UNDERGRADUATE STUDENTS**: Submit a 5-7 page paper at the end of the semester on a topic related to the internship using 4 articles in peer-reviewed political science or legal journals.

7) **FOR GRADUATE STUDENTS**: Submit a 10-12 page paper at the end of the semester on a topic related to the internship and using at least the equivalent of 8 articles in peer-reviewed political science or legal journals.

Steps

1) Before the beginning of the semester, student must contact Professor Miller to obtain information about the internship requirements and about potential internships (internships MUST be approved). Contact Cheryl Eagan (cegan@newark.rutgers.edu) in Career Services for assistance. 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 contract

4) Professor Miller then issues a special permission number for student to register for the course

5) Career Development Center calls supervisor to verify the information in the contract

6) Professor Miller and Career Development Office phone the internship supervisors to obtain verbal evaluations of the students' performance at the semester midpoint

7) At the completion of the internship, the student requests a completed performance evaluation from their supervisor using the approved form (see Professor Miller). The supervisor then emails completed evaluation directly to Professor Miller.

Grades

Course grade calculations:

35% supervisor evaluation
30% monthly status report and article reviews
35% final research paper

Professor Miller submits the student's grade for the internship course. The grade depends on the grade given by the supervisor at the internship, Professor Miller's grade for the monthly check-in's and article submissions and Professor Miller's grade for the student's paper

General Contact

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