

POLITICAL SCIENCE AND PUBLIC ADMINISTRATION INTERNSHIP GUIDELINES

To receive course credit you must enroll in POL or PBAD 499 (Internship in Government). This is a variable (3-9) credit course though most interns take three credits.

POL 499 has three components:

1. Work Activity

You will need to perform at least 100 hours of work for your host agency for every three credits sought (e.g., three credits = 100 hours; six = 200; etc.). We expect the bulk of your work will occur at the agency's home office but it can be conducted elsewhere if your supervisor so directs.

2. Journal Reports

Every one-two weeks (depending upon the duration of your placement) you will need to e-mail a report of one and a half to two pages. Each report should contain:

1. A detailed description of your internship activities during that period.
2. Reflections on those activities. This can include candid (and confidential) observations about the host agency, satisfying and frustrating moments, interesting experiences, and anything else you might think of.
3. Comment on similarities (or conflicts) with what you've learned in your POL or PBAD courses.

3. Research Paper

By the end of the semester you will need to submit an 8-10 page research paper. The topic will have some connection with the work you are doing, or to other operations of your host agency. You will be expected to integrate what you've learned from your internship, what you've learned from your coursework, and additional research.

By the mid-point of the internship you will need to submit a formal proposal, to include a clear statement of your topic; a preliminary outline; and some initial identification of sources (host agency documents, outside documents; interviews, etc.); and speculation about possible connections with your POL or PBAD coursework. The final paper should run eight to ten double-space pages.

Compensation

Our internships are typically unpaid; any stipend will have to be arranged directly with your host agency.

Previous Placements

Armenian National Committee (Washington, DC)

City of Canby

City of Marshall – City Administrator; Assessor; Community Services

Fifth District Court (Marshall)

Forbes McIntosh lobbying firm (Madison, WI)

Hillary Clinton presidential campaign

Lyon County Administrator

Lyon County Habitat for Humanity

Minnesota House of Representatives

Minnesota House Republican Campaign Committee

Minnesota Senate

Southwest Regional Development Commission (Slayton)

U.S. House of Representatives

Western Community Action

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