

# **Bloomsburg University**

## **Department of Political Science**

### **Internship Policy (revised December 2020)**

#### **INTERNSHIPS IN POLITICAL SCIENCE**

According to the newly revised curriculum in Political Science at Bloomsburg University, all majors in the field must complete either an internship or thesis project. The Political Science faculty at Bloomsburg believe that academic internships provide a vital opportunity for students to develop valuable skills and to gain hands-on experience in a possible career field. In an increasingly competitive global job market, internships have become essential for career advancement and entry into competitive graduate programs.

#### **REQUIREMENTS**

By the time you apply for an internship you must:

- Gained the approval of your advisor.
- Completed at least 60 credit hours.
- Completed all core courses in Political Science and at least 5 upper-level courses.

#### **POLICIES**

For each academic credit earned, you must complete a minimum of at least 40 hours of work.

- 3-credit internship requires at least 120 hours of work,
- 6-credit internship requires at least 240 hours of work,
- 9-credit internship requires at least 360 hours of work.

A single internship may receive one (1) to fifteen (15) academic credits. Only three credits count toward the major in Political Science; any additional credits will count as free electives.

Only in extraordinary circumstances may students undertake a second internship. If you have a second major, a minor, or a career concentration with such requirements, consult both advisors well in advance. If approved, a second internship must be with a different focus in a different organization.

You must complete required paperwork during the semester prior to the internship experience.

Unless designated by the specific internship program<sup>1</sup>, you must pay regular tuition per credit for the internship.

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<sup>1</sup> As per this revision of the Internship Guidelines, students do not pay a separate tuition bill for internships conducted with The Washington Center.

## ASSESSMENT

Learning Plan.....	30%
Reflection 1.....	10%
Reflection 2.....	10%
Portfolio.....	50%
Artifacts.....	20%
Supervisor Recommendation.....	20%
Final Reflection.....	60%

Learning Plan. Prior to the start of the internship, prospective interns will devise and submit a Learning Plan that provides a detailed description of the following three goals:

- a. Professional growth. Design at least 3 goals related to your professional growth and discuss how the knowledge and skills you plan to acquire during the internship will advance these goals.
- b. Personal growth. Design at least 3 goals related to your personal growth and discuss how the knowledge and skills you plan to acquire during the internship will advance these goals.
- c. Relationship to Political Science. Explain how the internship relates to the study of Political Science and specifically advances your knowledge of at least one subfield in the discipline.

The plan should be approximately 4-5 double-spaced pages. You should submit the plan at least a week before the start of the internship and review the plan with your internship advisor. The learning plan is worth 30 percent of your final internship grade and will be evaluated by your internship advisor using the following rubric:

90-100. The essay clearly articulates all aspects of the Learning Plan and has few if any grammatical and/or typographical errors.

80-89. The essay articulates all aspects of the Learning Plan though ambiguity exists on one or more of these aspects. The essay may have several grammatical and/or typographical errors.

70-79. The essay articulates aspects of the Learning Plan though either significant omissions exist or several aspects of the plan lack clarity. The essay may have several grammatical and/or typographical errors.

60-69. In general the essay fails to clearly articulate core aspects of the Learning Plan. Grammatical and/or typographical errors may abound.

59 or below. In general the essay omits core aspects of the Learning Plan and lacks clarity throughout. Grammatical and/or typographical errors may abound.

## Reflections

You will write two reflective essays in which you gauge your progress on stated goals in the learning plan and also comment more generally on experiences, observations, and impressions during the internship. The essays are due at designated intervals determined by your internship advisor. Each essay should be at least 500 words and will be assessed on a 100-point scale using the following rubric:

90-100. The journal entry offers a very clear summary with strong supporting evidence of the student's progress meeting the stated internship goals. Few grammatical and/or typographical errors exist.

80-89. The journal entry offers a reasonably clear summary with strong yet incomplete supporting evidence of the student's progress meeting the stated internship goals. Several grammatical and/or typographical errors exist.

70-79. The journal entry offers a muddled summary with relatively weak supporting evidence of the student's progress meeting the stated internship goals. Grammatical and/or typographical errors abound.

69 and below. The journal entry is incomplete or poorly constructed. Grammatical and/or typographical errors abound.

### Portfolio

Upon completion of the internship, you will submit the following materials as evidence of your work.

1. At least two artifacts from their internship. These artifacts should reflect an important aspect of the internship and can include copies of written assignments, collaborative projects, or an assessment of an oral assignment. Each artifact should be accompanied with a one-page summary and reflection of what the artifact is and how it has contributed to your goals for the internship.
2. Supervisor recommendation. Have your onsite internship coordinator complete the Employer Evaluation of Student Intern form and include this with your portfolio.
3. Final Reflection. You will submit a 4-5 page essay detailing progress made on the stated learning outcomes. The same rubric for the original learning plan will be applied to the final reflection.

## **APPLICATION PROCESS**

### **1. OBTAIN DEPARTMENTAL INFORMATION AND MEET WITH YOUR ADVISOR**

- Meet with your academic advisor to discuss the internship process and to determine the appropriateness of an internship for your career goals. In certain cases your designated academic advisor may not be available to supervise the internship. If this occurs, consult with the Department Chair to obtain a separate internship advisor from among the other department faculty members.
- Contact BU Department of Alumni and Professional Engagement, 3<sup>rd</sup> Floor Greenly Center and visit [www.bloomu.edu/internships](http://www.bloomu.edu/internships) for information including Active Affiliation Agreements.

### **2. LOCATE YOUR INTERNSHIP**

- Consult with staff at the Academic Internship office in the Career Development Center, Student Services Center.
- Search for an internship on the Internship Office's website: <http://www.bloomu.edu/professionalu>
- Attend on-campus and off-campus "career fairs" where employers are represented.
- Use your personal network and library reference materials.
- Consult with your academic advisor and other department faculty for possible references.

### 3. MAKE SITE CONTACT

- Contact potential sites via telephone, e-mail, and/or personal visits.
- Distribute your résumé and write a cover letter (consult the Career Development Center if needed).
- Request the opportunity for an interview.

### 4. FIND OUT IF AN ACTIVE AFFILIATION AGREEMENT IS IN PLACE

- Check the Affiliation Agreement List on the internship webpage at <http://www.bloomualumni.com/s/998/index.aspx?sid=998&gid=1&pgid=1847> and go to Partners: A-Z to search for your site name.
- If an active Affiliation Agreement exists, continue with the application process.
- If no active Affiliation Agreement exists, meet with your advisor to initiate an agreement. This process may take up to 8 weeks and some sites may refuse to sign one, so plan accordingly (submit your request early, have a back-up site, etc.)

<u>Semester of proposed internship</u>	<u>Deadline for Affiliation Agreement Request</u>
Spring	October 20
Summer	March 20
Fall	May 15
Winter	October 20

Once you have submitted a request for Affiliation Agreement, or if your site already has an Affiliation Agreement, submit your application materials by the following dates in order to guarantee your internship is approved by the start date:

<u>Semester of internship</u>	<u>Deadline for application</u>	<u>Report your cumulative GPA:</u>
Spring	November 30	previous August
Summer	April 30	previous December
Fall	June 15	previous May
Winter	November 30	previous August

### 5. COMPLETE THE “509 APPLICATION FORM”

[http://www.bloomualumni.com/s/998/images/editor\\_documents/form\\_509.pdf](http://www.bloomualumni.com/s/998/images/editor_documents/form_509.pdf)

- Ask the employer to provide a *job description* on company letterhead.
- Also request a formal *letter of invitation*, detailing internship dates and expectations.

### 6. VERIFY YOUR INTERNSHIP

- Once materials are submitted to your internship advisor, they will be distributed for signature to the necessary campus offices. Once all approvals have been obtained, the registrar’s office will automatically schedule the internship. You should verify your schedule through ISIS, the department secretary, or the office of the registrar. Internships will only be scheduled after the Dean has approved your internship and an active Affiliation Agreement in place. You will not be registered for internships credits and may not begin your internship until these requirements are met.
- If you fail to submit an internship application to your advisor by the deadline, you will have to defer your internship to a future semester.

## RESPONSIBILITIES

### STUDENT

- Follow appropriate dress code and other points of decorum appropriate for the given internship.
- Maintain contact with your internship advisor in person, through instructor visitations at your work site, by on-campus meetings, by telephone, by FAX, and/or by e-mail. You should negotiate this with your faculty instructor prior to beginning the internship.
- Complete the required hours of work according to the agreed-upon schedule.
- Maintain a written log of your hours and activities. Contrast these with the official internship duties to ascertain whether the internship is meeting expectations. Consult your onsite or faculty advisor if certain expectations are not being met.

### ON-SITE SUPERVISOR

- Provide a written job description and letter of invitation on company letterhead.
- Assign, coordinate, and oversee the student's on-site tasks.
- Provide a quality mentorship to enhance the student's experience.
- Be available for contact with the faculty instructor.
- Evaluate in writing the student's performance. The Employer Evaluation of Student Intern form is included in this packet.

### INTERNSHIP ADVISOR

- Make a pre-departure contact with the on-site supervisor to discuss the proposed experience and clarify responsibilities.
- Make contact during the assignment with both the student and the on-site supervisor by telephone, in-person, or email to confirm that the internship is running according to expectations.
- Ensure that the on-site supervisor receives, completes, and returns the Employer Evaluation of Student Intern form.
- Ensure the student receives, completes and returns the "Internship Summary Form". The Internship Advisor is responsible for forwarding a copy of this form to the department office.
- When possible, you encouraged to meet personally with students and their onsite supervisors during the internship either onsite or on campus.
- Evaluate the student's performance according to the assessment criteria outlined above. Grades should be submitted by the Registrar's official deadline. In cases where one or more assignments from the final portfolio cannot be completed by this deadline, the internship advisor should inform the Registrar and consider entering a grade of Incomplete, thereby enabling the student to complete all assignments on a timelier basis.

**Employer Evaluation of Student Intern**  
**Department of Political Science**  
**Bloomsburg University**

**Instructions:** After the internship has been completed, we invite the immediate onsite supervisor to evaluate the student, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards. We encourage you to share this report with the student if appropriate. Please mail, fax, or e-mail this form to the student's academic advisor.

Student Name \_\_\_\_\_ Organization \_\_\_\_\_

Experience Dates (begin/end):

# of Hours worked:

Please rate the intern in the following categories:

	Excellent	Above Average	Average	Below Average	Poor	N/A
Oral Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to Think Critically	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decision-Making Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use of Technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to Work in Teams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conflict Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Respect for Diversity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Remarks:

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Has this report been discussed with the student? Yes No

Supervisor's Name and Title:

Telephone ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please mail, e-mail, or fax to:**

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(570) 389-4246 \* FAX: (570) 389-2094 \* [pdoersch@bloomu.edu](mailto:pdoersch@bloomu.edu)