

The George Washington University- Department of Political Science

Political Science 2987- Internship in Political Behavior

This internship is offered by the Department of Political Science and is available to students who have declared a major in Political Science and who have at least junior standing. A student desiring to receive academic credit from 1 to 3 hours for an internship must meet certain requirements, as listed below, secure an internship position with a sponsoring agency or organization, complete a memorandum of agreement with the employer-sponsor, and complete a Learning Contract with the Department's Internship Coordinator, Professor Susan Wiley. Registration for the internship, PSC 2987, is handled through the Political Science Department Internship Coordinator on a Registration Transaction Form, not through the regular registration procedure. Credit may be gained for more than one internship, however only 3 credit hours may be used as elective credit in satisfying the major requirements. A student may earn PSC 2987 credit for a paid internship. No PSC 2987 credit is given retro-actively.

REQUIREMENTS FOR QUALIFYING FOR AN INTERNSHIP:

1. A student must have completed PSC 1001, 1002 and 1003 (or the equivalent), be a declared Political Science major, and have at least junior standing.
2. The student must have a confirmed internship.
3. The student must present a "learning contract" (included in this form) for approval by the Department Internship Coordinator. This "contract" should state the specific work assignments and educational objectives of the internship as well as the topic of the final paper the student will submit at the end of the semester. This paper is to show evidence of an in-depth study that the student has pursued during the course of the internship. The purpose of this study is to enhance the student's capability on the job and should be based on some issue or problem that concerns the agency or office in which the student works. In no case should this paper violate office confidentiality. Papers must be completed in conformance with the Code of Academic Integrity. Do not submit for PSC 2987 any work completed by another individual or for credit in another class.
 - **Papers are due on or before the last day of classes.**
4. A "Memorandum of Agreement" (also included) should be completed by the student and the on-the-job supervisor. This Memorandum is to accompany the learning contract. By signing the Memorandum, the supervisor agrees to give the student substantive work assignments, to supervise and guide the student's performance, and to provide a written evaluation of the student's performance at the end of the semester.
5. The student must complete a Registration Transaction (Drop/Add) Form to be signed into PSC 2987.

ACADEMIC CREDIT & REQUIREMENTS

The student must work as an intern for a minimum of 8 hours per week for one (1) hour credit; 10 hours per week for two (2) hours of credit; and 12-15 hours for three (3) hours of credit. The number of credit hours must be chosen at the time of registration for the internship. The student must meet with the GW Internship Coordinator on a regular basis (times to be mutually determined) to discuss the progress of the work and any other internship issues of concern to the student.

The internship is graded on the basis of pass/no pass. The grade in PSC 2987 does not affect the GPA. Three (3) credit hours earned for the internship may count as an elective toward the 30 hours at the upper level in PSC required for the major. PSC 2987 does not satisfy any group distribution requirements. General hours toward the total hours required for graduation degree may be earned in subsequent internships.

All PSC 2987 internships taken for credit must be supervised by the GW Internship Coordinator. PSC 2987 is offered in Fall, Spring, and Summer semesters.

Paper Length:

- For one credit: 8 to 10 pages
- For two credits: 10 to 12 pages
- For three credits: 12 to 15 pages

THE GEORGE WASHINGTON UNIVERSITY
Department of Political Science

MEMORANDUM OF AGREEMENT

The Department of Political Science, through its internship programs, assists students in gaining a richer understanding of government and politics. We thank you and your organization for agreeing to provide an internship experience for:

(Student's name)

The purpose of the Memorandum of Agreement is to indicate to use that your agency is aware of the academic aspects of this internship. Your signature on the document indicates that you have read this Memorandum and agree with its general content.

1. The individual involved in this internship is a student engaged in an academic activity, of which this internship is the primary part. A Learning Contract has been drawn up between the student and the Internship Coordinator, which is a member of the faculty of the Political Science Department. At any time the intern's supervisor may call the Internship Coordinator, Professor Susan Wiley, at (202) 994-8244 to discuss the student's performance or any other matter concerning this internship.
2. The student is registered for ___ credit hours for this internship. It is important to note that the student can receive these credits only if the internship experience outlined in the Learning Contract is provided. Any significant change in the student's responsibilities should be reported in writing by the student to the Internship Coordinator.
3. The Internship Coordinator will send an evaluation form to the student to be completed by the intern's supervisor near the end of the semester. This is an important element in determining the student's academic credit for the course.

Name of supervisor and title

Name of internship organization

Supervisor's signature

Telephone number

Date

Mailing address, including zip code

LEARNING CONTRACT
PSC 2987

Student's name: _____

Student's GWID: _____

Local mailing address:

Local telephone: _____

Email address: _____

Number of credit hours desired: _____

Class standing: _____ PSC Major declared: _____
(Junior, Senior) (Semester & Year)

Internship Organization: _____

Supervisor: _____

Address: _____

Supervisor's E-mail: _____

Telephone: _____

Beginning date: _____ Completion date: _____ Hrs/week: _____

Outline the nature of the internship and the specific job responsibilities. This may change during the course of the semester. You must inform the Internship Coordinator of any major changes in duties or in the proposed final written product:

Summarize the particular learning objectives of the internship:

PROPOSAL FOR WRITTEN PRODUCT

The written product required for this internship should be on a topic that will enhance the student's performance on the job. It may be an in-depth study of an issue, a problem, or even the historical mission of the sponsoring organization. In pursuing the study and preparing the product, the student must take great care not to violate the confidentiality of the office or agency sponsoring the internship. The paper will be **due on the last day of classes** of the semester in which the internship is conducted.

The student must meet at least once a month with the Internship Coordinator.

The paper is due on or before the last day of classes.

The paper should be delivered in hard copy to the Internship Coordinator's mailbox in the main PSC dept.

Papers will not be accepted as email attachments.

(Student's signature)

(Faculty Internship Coordinator's Signature)

Date