

Guidelines for Credit-Bearing Internships (Political Science)

Credit is awarded for the academic component of the internship. The internship can be either paid or unpaid. To receive political science credit, the internship must have

- Clearly defined learning objectives/goals
 - These should include an agreed understanding of how the internship relates to the student's previous political science coursework at Allegheny and to his/her career and/or post-secondary education goals, as well as what the student hopes to learn specifically from the internship experience.
- Supervision at the site and by the Political Science department internship coordinator
 - If a faculty member outside the department is overseeing the internship, the student must petition the department to receive political science credit. These credits will be awarded on a case-by-case basis.
- At least 160 hours of work is required to receive four credits. No more than four credits will be awarded for a single internship experience.
 - During the semester, this is about 11-16 hours/week of work.
 - During an eight-week summer session, this is about 20 hours/week.
 - If a student interns at the same place twice, new credits will only be awarded if the experiences and research components are substantially different.
 - Students may receive more than four credits if they participate in different internship experiences; however, only four internship credits can be applied to the total number required for graduation.
- Reflective component
 - The student should reflect regularly on the internship experience and how it connects with what he/she has learned at Allegheny and with the assigned readings*. This reflection should be posted as a blog on the group Sakai site, and will be reviewed regularly by the faculty instructor.
- Research/academic component
 - At least two weeks before the internship begins, the student will read at least four articles*, or one book, from the department's pre-departure list. These should be the articles that are most closely related to the specific focus of the internship. The student may substitute other articles in consultation with the faculty instructor. There will be at least two pre-departure meetings to discuss the readings and the upcoming internships. These will include all the students planning for internship experiences.
 - While the student is participating in the internship, the student should select, in consultation with the faculty instructor, and read, at least eight other articles, or two books, pertinent to the internship. The student's reflections should include reference to the ideas in these sources, as well as ways that the articles/books might pertain to the post-internship presentation.
- Presentation component
 - Within the four weeks of the semester following the internship, the student will present a formal communication that integrates the research component with the experience and knowledge gained during the internship. This will usually take the form of a written paper of at least 8 pages (other forms are possible with the approval of the faculty instructor).
 - The student will deliver an 8-10 minute presentation to the instructor and other students receiving credit on the topic of his/her paper.
 - All students should be prepared to participate in department forums at which they discuss and present on their experiences to a wider audience.
- Evaluation
 - All internships are assessed on a Credit/No Credit basis.
 - The department internship coordinator will evaluate the research and presentation components and assign Credit or No Credit to the experience. In order to receive credit, the student must satisfactorily complete all assigned components.