Western Illinois University

Department of Political Science

Internship in Public Affairs (POLS402)

POLS 402: Internship in Public Affairs - Actual work assignments in public or private agencies involving specific projects in any of the following areas: administrative organization or reorganization. Prerequisite: permission of the internship coordinator. (The department chair coordinates and supervises internships in conjunction with the undergraduate adviser). May be taken from 1 - 12 s.h., repeatable to a maximum of 12 s.h.

1. **CONTACT INFORMATION**

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1. **PROTOCOL**

Students are assigned to work sites by department chair and undergraduate adviser. Chair oversees student grade.

3. **APPLICATION REQUIREMENTS**

1. Student must be political science major or minor.
2. There is no GPA requirement, except for public defender internship. Coursework in

 judicial politics is also recommended for this internship.

1. Students are allowed to apply up to six credit hours to major. Additional hours may

be used as electives.

4. **REGISTRATION REQUIREMENTS**

1. Students register for course with approval of department chair. Undergraduate

adviser reviews requirements with students before they sign up. Department chair and/or undergraduate adviser confirms with site supervisor student responsibilities and evaluation procedures.

5. **STUDENT INTERNSHIP RESPONSIBILITY**: It is the responsibility of the internship student to complete all of the requirements listed below and submit materials to the University Internship Supervisor.

1. Student is responsible for submitting:
2. Daily journal describing activities and number of hours worked for each day of internship.
3. Term paper (typically 8-10 pages for three hours credit). Length is adjusted for variations in credit hours.

6. **ON-SITE SUPERVISOR RESPONSIBILITY:**

1. Fill out evaluation form provided by undergraduate adviser.
2. Confirm clock hours. (100 hours = 3 hours of credit). Clock hours are adjusted for variations in credit hours.

**7. UNIVERSITY COORDINATOR RESPONSIBILITY:**

1. Evaluate internship documentation submitted by student and on-site supervisor.
2. Assign letter grade at completion of evaluation.