

## Internship Requirements

The internship is the capstone of the MSPS. As such, it is to be done AFTER at least 12 credits of coursework for the program have been completed. While you are certainly qualified to do an internship before you have completed your coursework, the purpose of this internship is unique. You are expected to use your internship as a research project to apply what you have learned in the program. Thus, you need to draw on your classes to develop your goals and objectives for the internship.

Your internship should be in an organization related to your concentration--Professional Politics or International Relations; for the latter, it must also be related to your focus area. You might work for an international organization, a campaign, an interest group, a nongovernmental organization, a lobbying firm, a legislative office, a governmental agency, in business or journalism relevant to your field of study, or in a variety of other sites.

Your job should be substantive. Secretarial or clerical positions are not acceptable for an internship. Although your job may include some clerical tasks, the primary purpose must be substantive work related to your degree. Your internship should require you to work at least 20 hours per week for at least 10 weeks. You should find an agreeable office environment. Careful choice in the beginning can prevent personality conflicts later.

Your internship should be organized around a goal you have to meet or a problem you have to solve. In other words, your internship should have a *focus*. Examples of appropriate internship goals include (but are not limited to) the following:

- Improving public awareness of human rights issues.
- Working for a lobbying firm, trying to get a particular bill passed.
- Trying to gather a body of knowledge on a particular public policy or international issue.
- Conducting a survey of interest group members to learn their opinions on pending legislation.
- Devising a strategy to raise a candidate's share of the vote.

### **Your Internship Contract**

Once you have decided on an internship, you need to submit, in writing, a contract signed by you and your supervisor. You will submit your internship contract along with your internship proposal. The contract and proposal **MUST BE APPROVED BY YOUR ADVISOR, AND THEN THE GRADUATE PROGRAM DIRECTOR**