



Political Science Internship Application Instructions (PS 4940)

College of Arts and Science

Coordinating Professor: Bill Horner, Ph.D.

Overview

The Political Science internship program allows students to receive academic credit while gaining experience working for governmental or quasi-governmental organizations. Internships are excellent resume builders, and the contacts made during an internship may lead to letters of recommendation, networking opportunities that will be helpful in future job searches, and occasionally, a job offer.

Finding and Arranging an Internship

You are responsible for finding and arranging your internship. When our office learns of internship opportunities, we will forward that information to you via e-mail. You are strongly encouraged to call directly any offices in which you might like to intern. Students typically intern with a state legislator, in the office of a U.S. Representative or Senator, in a state executive branch office, in the Boone County Prosecutor's Office, in the Boone County Public Defender's office. Other possibilities include working with a lobbyist or other state or local administrative agencies. This is not a complete list, so please consider other possibilities if they are of interest to you! During the spring semester, when the Missouri state legislature is in session, many internships are available; there are fewer opportunities in Jefferson City during the summer and fall semesters. Internships for individual campaigns will not be approved for PS 4940 course credit. Coordinating Professor Bill Horner will review all internships for suitability for academic credit. Check with Rebecca Fallon or Dr. Bill Horner before arranging your internship if you are worried about whether or not it will be acceptable. Also, you must apply for PS 4940 *before* you begin an internship; no course credit is possible if your internship is already underway or has ended.

Applications must be submitted before the last day to add a course for the semester. If approved, you must enroll in the course no later than the last day to add a course for the semester.

Internship Eligibility

- Junior standing with a GPA of 3.0+ or Senior standing with a GPA of 2.67+
- Appropriate coursework (for example, if you have had only international classes, you are not prepared for a state legislative internship)
- Internship quality (work must be relevant to a Political Science major)
- Extracurricular activities
- Writing ability

Credit Hours & Grading

Students may receive 3 or 6 hours of course credit for an internship during the fall and spring semesters. The summer maximum is 3 credit hours. Six credit fall and spring interns and all summer interns must work 240 hours at their internship for the semester (approximately 16 hours per week). Three credit hour fall and spring interns must work 120 hours (approximately 8 hours per week). Three hours of internship credit will count in the 30 hours required for a Political Science major, but the course does NOT count as 4000-level credit. No more than 6 hours of internship credit can be counted toward the 120 hours required for graduation. Interns receiving academic credit must complete additional reading and writing assignments. Tuition and fees are the same as any MU course. Internships are graded A–F. For a sample syllabus, see the Political Science department web site:

<http://politicalscience.missouri.edu/courses/syllabi.html>.

If you meet the above eligibility requirements and have arranged an internship for which you would like course credit, complete the application on the next page. ***Incomplete applications will not be reviewed.*** If you are accepted for the internship program, you will be e-mailed a permission number.



Political Science Internship Application Form (PS 4940)

Contact Information

1. Full Name _____ 2. Student Number _____

3. Local Address _____

street

apartment

city

state

zipcode

4. Phone Number _____

Academic Information

5. Major _____ 6. Credit hours completed _____

7. Cumulative GPA _____ 8. Number of credit hours in which
you are currently enrolled _____

Internship Information

9. In what semester and year
do you plan to intern? _____

10. Where do you plan to intern? _____

11. List the names of faculty members
who would be appropriate references _____

Checklist

E-mail to Rebecca Fallon at FallonRM@missouri.edu from your MU e-mail account:

- This Application Form (fill it out in Word, save it with your last name as the file name)
- Statement of purpose (why should an internship be included in your program of study?)
- Student Academic Profile (available on your myZou Student Center)
- Résumé
- Short writing sample (a 3-5 page paper for a class is acceptable)
- A description of your duties and responsibilities, days and hours employed, and other pertinent information