

Guidelines for Academic Internships in Political Science
Department of Political Science
Bloomsburg University

An academic internship is a for-credit, supervised learning experience in a work environment. Faculty in the Political Science Department at Bloomsburg University view academic internships and other forms of active learning as an important component of a diverse and well-rounded education. Though academic internships are not a required part of the Political Science curriculum, we strongly encourage majors to serve an academic internship as a means of gaining practical work experience and helping in the selection of a career. To get started, we encourage students to consult with their advisors in the design and selection of an internship that will best meet their goals and interests.

Getting Started: A 12-Step Plan

1. Meet with your academic advisor during the first few weeks of the semester prior to the semester when your internship will start.
2. Eligibility:
 - a. Minimum GPA of 2.0
 - b. Must have a full-time status as a student.
 - c. Must have departmental approval for an internship.
3. Looking for an internship. The office of Academic Internships, Bloomsburg University maintains a list of new internships and information on the internship process under the following link: <http://internships.bloomu.edu> (go to the student module). You can also visit the Academic Internship Office, room #1247 MCHS for new postings. There is also a bulletin board next to Roongos and on the bulletin board in MCHS. The Department of Political Science will also publish internship opportunities when they become available. Check our department website site for new postings
<http://www.bloomu.edu/politicalscience>.
4. Go to the Academic Internship website <http://internships.bloomu.edu> (student module) for FAQ and the steps you will need to take to do an internship.
5. Affiliation Agreement. Check the Active Affiliation Agreement List on the Internship website to make sure the company for which you would like to intern has an Affiliation Agreement with Bloomsburg University. If there is no Affiliation Agreement in place, tell your faculty advisor or department internship coordinator and she/he will initiate that process by submitting a request form. Students are not allowed to submit a request for an Affiliation Agreement. Note: It could take anywhere from 8 to 12 weeks to schedule your internship if no Affiliation Agreement exists. **An Affiliation Agreement between Bloomsburg University and your potential employer must be in place before you**

start your internship or you will not get academic credit. If there is no Affiliation Agreement, and because it can take some time, it is recommended that the Affiliation Agreement process should be completed March 13th for the Fall/Summer semesters and October 15th for the Spring semester. The Academic Internship office will accept Affiliation Agreement requests on a rolling basis.

6. Make Site Contact. Inquire about internship availability by contacting potential sites. Send cover letter and resume. Follow up with a request for an interview.
7. Request necessary documentation from potential employer. This includes job description on letterhead and a formal letter of invitation that specifies dates, duties and expectations of internship.
8. Establish onsite coordinator who will oversee and evaluate your work while conducting the internship.
9. Credit. To earn academic credit for an internship, complete Section 1 of the 509 Internship Form and bring to your faculty advisor.
10. Once all materials are submitted, they will be distributed by your department to the necessary campus offices for signature. Once all approvals have been obtained, the registrar's office will automatically schedule the internship.
11. If you need additional insurance while on your internship, take a look at these websites: <http://apa.org> or <http://www.hpsso.com>
12. If you encounter problems with any part of this process, contact either your advisor or Donna Murphy, Office of Academic Internships and Community Engagement dmurphy@bloomu.edu MCHS room 1247