

Robertson School of Government

Internship Procedure Guidelines

Purpose of the Internship

The Robertson School of Government (“RSG”) Internship Program is intended to provide students with an optional, practical experience in applying principles and skills to public policy analysis, evaluation, and implementation. There are three main objectives: develop critical thinking in foundational principles relevant to current policy issues; provide training in analytical, practical, and organizational skills needed for leadership in government; and, provide experience in applying both principles and skills in the public arena. On this basis RSG aims to place its graduates in leadership positions impacting government within the United States as well as globally.

Most of our interns are placed in government offices (federal, state, and local) and related political, lobbying/advocacy, and think-tank organizations. Other internships are arranged to meet particular student career objectives in educational, social service, business, and communication organizations. The career goal of the student is the primary factor in the selection of internship placement.

In the internship, the student takes a temporary assignment in a professional organization or situation. Although some internship positions are established through RSG contact with various organizations, the idea for a particular internship will often be generated by the student. In either case, it is the responsibility of the student to initiate the process of developing an internship opportunity.

However, the student must discuss possibilities with his/her advisor **before** making any outside contacts. When contacting the external organization, it should be made clear to the managerial personnel within the organization that an active learning experience is being sought -- one involving responsibility plus observation and critique by a supervisor.

PLEASE NOTE

- Students are encouraged to complete the internship in one of their last two semesters.
- If the internship period is during two semesters, register for the internship during the semester the internship will be completed. **Remember:** Internships registered for and not completed will turn into an “IP” (In Progress) the next semester and an “NP” (Not Pass) the semester after the “IP” was posted. **(Once the grade becomes an “NP” students have to re-enroll and repay.)**
- **Students are required to pay for graduate credit for internships.** In the case of internships, students are replacing “class curriculum” for practical experience that meets requirements for SACS accreditation by having a faculty member supervise the internship with the condition that course objectives are outlined and fulfilled by the end of the semester. This is how internships are allowed to count for graduate credit while meeting accreditation requirements. (Please view the RSG webpage to find out the cost of tuition per credit hour.)
- Internships not completed for credit do not require the completion of paperwork nor

registration.

- Discuss internship opportunities with the Faculty Advisor *before* making outside contacts.

Internship (Faculty) Advisor

The faculty advisor can be, but is not required to be, the student's academic advisor. Another faculty member may be more appropriate to be the advisor, although the faculty advisor must be a faculty member in the Robertson School of Government. The student selects a faculty advisor for the internship through a collaborative process in which the student and the professor both decide if the combination is right for the student and the professor. Faculty course loads may affect the participation of a faculty member.

Internship Proposal

The purpose of the proposal is to develop the foundation for the internship. A written internship proposal must be prepared by the student and approved by the faculty advisor. Upon approval from the faculty advisor, a copy must be submitted along with the Individual Study Form to RSG Student Services. The proposal must contain the information below.

1. A rationale, i.e., a discussion of academic goals, and how the position sought fits into the student's overall program and career goals.
2. Student qualifications for selected position.
3. Personal objectives for the student during the internship.
4. The work to be performed. This section concentrates on the services that the student will provide to satisfy the needs of the sponsoring agency.
5. A schedule, including procedural details such as the dates and length of the internship, and hours and days per week.
6. Name and address of the sponsoring agency, and the name and telephone number of the intended Supervisor.

***An example of an internship proposal can be found at
<http://www.regent.edu/acad/schgov/academics/culmexp/internship.htm>**

Internship Evaluation

In order to obtain a grade for the internship, a student must submit the following to the faculty advisor:

1. An 8-10 page, double-spaced document titled *Internship Assessment Report (IAR)*. The IAR is designed briefly to integrate the student's internship work experience within a broader context of his/her completed coursework and overall degree program. Guiding

questions or statements might include:

- (A.) How does the internship experience fit into the “principles approach” adopted by RSG. Be sure to provide examples.
 - (B.) What course knowledge and/or skills contributed to your successful completion of the internship experience? Integrate the internship experience into specific coursework, reading materials used in classes tangent to the internship experience, and any relevant assignments. The objective of this criterion is for the student to show the application and relevance of his/her classroom and coursework experience.
 - (C.) Offer conclusions and implications for change and classroom improvement.
2. A log with weekly entries.
 3. Tangible evidence of work accomplished (e.g., materials and briefs written by the student, reports of conferences attended, etc.) or products of work required by the Supervisor.
 4. An Internship Evaluation Form mailed or sent electronically by the Supervisor, which evaluates the student's performance and learning experiences.
 5. An Internship Evaluation Questionnaire completed by the student.

Faculty Advisors have the discretion to change or add assignments as they deem necessary.

Hours of Academic Credit Available

Internships are available for 1-3 credit hours by the School of Government. Each credit hour requires 66.5 hours of work experience. Thus, 3 credit hours requires 200 work hours, equivalent to 5 weeks of full-time effort (40 hour work week) or 10 weeks half-time.

Remuneration during the Internship

The student may accept remuneration from the sponsoring organization if such is available. Circumstances will vary widely from organization to organization. The organization may, for example, be willing to partially defray itemized living and/or travel expenses associated with temporary living quarters, but may be unwilling to provide salary in the usual sense.

Internship Processing Checklist for Student

See Appendix A

Internship Processing Checklist for Students

The following checklist is a step-by-step student guide to completing the internship.

1. Internship **Proposal Approval**

- Read and review the Internship Procedure Guidelines and Internship Website (<http://www.regent.edu/acad/schgov/academics/culmexp/internship.htm>).
- Research desired career field.
- Select and research specific organizations that could help gain experience in desired career field.
- (Optional) Schedule an appointment with Career Services rsgcareer@regent.edu to discuss internship options and career plans. *However, obtaining an internship is solely the job of the student.*
- Meet with Faculty Advisor to discuss internship goals **before** making contact with organizations.
- Draft an internship proposal and submit it to the faculty advisor with a completed independent study form.
- All of the above must be completed one week prior to the first day of the semester.*

2. Internship **Registration**

- Take the faculty approved internship proposal and independent study form to your student services manager.
- Wait for approval from the proposed internship (student services will contact the student when this step has been completed).
- Check to make certain that your registration of the course properly appears in your GENISYS account.

3. Internship **Evaluation Process**

- After registration has been processed, meet with your faculty advisor to establish appropriate assignment due dates.
- At the end of the internship, have the external supervisor complete the Internship Supervisor Evaluation Form and send it to RSG Student Services.
- Fill out the Student Evaluation form and submit to your faculty advisor.