

**REVISED: 9/29/15  
7/28/20**

## **INTERNSHIP FACT SHEET**

### **DEPARTMENT OF POLITICAL SCIENCE CLEVELAND STATE UNIVERSITY**

#### **COURSES**

PSC 401 CITY COUNCIL INTERNSHIP (3 credits) – **PSC Majors**  
PSC 402 CAMPAIGN POLITICS INTERNSHIP (3 credits) – **PSC Majors**  
PSC 403 ADMINISTRATIVE INTERNSHIP (3 credits) – **PSC Majors**  
PSC 405 STATE GOVERNMENT ADMINISTRATIVE INTERNSHIP (3 credits) –  
**PSC Majors**  
PSC 406 INTERNATIONAL RELATIONS INTERNSHIP (3 credits) – **for IR Majors  
ONLY**

#### **WHY AN INTERNSHIP?**

The objective of the internships is to give students an opportunity to apply classroom learning to actual work situations, thereby enhancing the student's academic and real world experience. Interns are usually assigned to special projects that build upon their academic preparation and contribute to the goals of the organization to which they are assigned. The program is designed for those planning a career in the public sector, although it could prove equally useful to those seeking careers in the private or non-profit sectors.

#### **ELIGIBILITY**

- Be a Political Science major or an International Relations major
- Have junior or senior standing
- Have a 3.00 GPA in the major
- Have completed the core prerequisite courses
- Complete the one-page Internship Application form
- List two CSU faculty members who could serve as references for you

Students may take the internship program either as part of the Public Service Specialization (the alternative to the regular departmental major), or as part of a minor in Political Science or as part of the International Relations major area of study.

## **GRADING**

Students enrolled in the internship are evaluated and graded on two separate but interrelated dimensions.

50% of the grade is for working approximately 8 to 10 hours per week as an intern in a governmental or public interest agency. The grade for the work experience is recommended by the on-site supervisor.

40% of the grade is awarded on the basis of a research paper of approximately 15 pages. Research projects are designed in consultation among the intern, the supervisor, and the academic coordinator. The project is graded by the coordinator using the Political Science department's standards for research papers.

10% of the grade is based on a five-page final evaluation report on the internship placement.

For more on the two writing assignments, see "Internship Writing Assignments," attached.

## **PAID INTERNSHIPS?**

Interns usually serve as volunteers although they may be reimbursed for expenses. In rare cases, internships carry a modest stipend.

## **ARRANGING THE INTERNSHIP EXPERIENCE**

While the Political Science Department has some ongoing relationships with local agencies and governments, most internships are created by students in consultation with the program coordinator. Since this can often be time-consuming, it is a good idea to meet with the coordinator well in advance of the anticipated semester placement.

Internships can be found in many different ways. Students are advised to check with the university's Career Services Center, their adviser, and with key faculty members central to their areas of interest. Cleveland State University also has an ongoing relationship with The Washington Center, a Washington DC-based non-profit that helps students arrange internships in the nation's capital and abroad. For more information about The Washington Center, visit the organization's website at [www.twc.edu](http://www.twc.edu).

## **CONTACT INFORMATION**

Coordinator: Dr. Jeffrey Lewis, Chair

Political Science Department  
Rhodes Tower, Rm. 1744  
Phone: 216-687-4541  
Fax: 216-687-5532  
[j.lewis07@csuohio.edu](mailto:j.lewis07@csuohio.edu)

# INTERNSHIP WRITING ASSIGNMENTS

Students enrolled in an internship with the Department of Political Science must complete the following two writing assignment.

## FINAL RESEARCH PROJECT

Interns are expected to be involved in research as part of their overall internship experience. Therefore, a final paper of about fifteen pages is due no later than the last day of regularly scheduled classes (not the last day of Finals Week). The reason for this deadline is to encourage the intern to define the research project in consultation with the field supervisor and to share the results with that person. It also alerts the field supervisor to the importance of serving, in part, as a teacher. The emphasis should be on applied research related to the duties of the internship, but should reflect some body of theory with the “real world” of government and politics.

Your paper should contain the following parts:

Introduction

Literature review

Description of your case study (internship)

Analysis (relation of your case study to the literature)

Conclusion

## FINAL REPORT ON INTERNSHIP PLACEMENT

In addition to the research project, every intern must submit to the Internship Coordinator by the last day of regularly scheduled classes a five-page final evaluation report on the internship placement. The report must cover the following points:

- ✓ Explain the purpose of the organization where you have done your field placement. If you have been assigned to a sub-unit of that organization, explain its purpose. Identify the goals and objective of the organization and sub-unit.
- ✓ Summarize the assignments you have carried out as a function of your placement.
- ✓ Explain and analysis the contribution you and the assignments you executed made to the larger goals and objectives of the organization you served.
- ✓ Explain and analyze the contribution the placement has made to your personal goals and objectives. Did the internship meet your expectations?

**INTERNSHIP APPLICATION**

Department of Political Science  
Cleveland State University  
Cleveland, OH 44115

*Directions:* Please fill out an application and return to the Department of Political Science **at least six weeks before the semester you intend to enroll**. Make an appointment with Dr. Jeffrey Lewis, Chair and Internship Coordinator, as soon as possible, after you return this application.

Name: \_\_\_\_\_

Telephone Numbers:

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

1. Is your major Political Science (PSC) or IR? \_\_\_PSC \_\_\_IR

2. Which (if any) departmental requirements will you be lacking by the time you begin your Internship?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe briefly the type of internship you want:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide the names of two CSU faculty members who could serve as references for you:

1. Name: \_\_\_\_\_ Extension: \_\_\_\_\_

2. Name: \_\_\_\_\_ Extension: \_\_\_\_\_