**PLSI 158I. Internship in Political Science (3 units; repeatable up to 6 units)**

Students are matched with government agencies, non-profits, campaigns, and government-related organizations to gain work experience. Includes professional development and career preparation curriculum.

Fulfills the Political Science capstone requirement for students admitted to the University from fall 2019. Should be completed in junior or senior year.

Counts as a Political Science upper-level elective for students matriculating previously.

**Objective of Internship:**

Approved internships offer students the opportunity to apply lessons from the classroom in a workplace setting while providing valuable work experience in a political, government, or non-profit organization.

**Finding an internship:**

Students may seek out an internship of interest using, for example, HireFresnoState and the Political Science Department internship announcement board, Facebook page, and listserv to help find opportunities.

Students may also seek recommendations and assistance from the course instructor, Department Chair, or other Department faculty, or from the University’s Internship Coordinator (located in the Career Development Center). A list with some examples may also be posted to the Political Science Department internships webpage.

*Before starting the internship*, the course instructor must approve the internship for course credit.

*Before starting the internship*, the student must complete an Internship Learning Plan Agreement (in coordination with the course instructor and work supervisor), an Emergency Contact Form, and a COVID-19 Acknowledgment of Risk for internships done in person.

**Requirements to Earn Credit:**

1. register for PLSI 158I
2. obtain instructor approval of proposed internship (see section above)
3. complete university internship approval forms (see details and link below); receive approval of submitted forms before beginning internship
4. work a minimumof 120-150 hours\* over the course of 15 weeks in an internship pre-approved by the course instructor
5. maintain a dated log of daily internship activities and hours worked
6. attend periodic class sessions and complete course assignments (including reflections on internship experience)
7. upon completion of internship hours, obtain work supervisor’s written assessment of performance

To complete the university forms for internship approval, go to <https://bit.ly/PLSI158>

1. On the first screen, enter your name and Fresno State Email address and the name and email address of your proposed internship site supervisor. Click "Start Signing".
2. Complete all the **active** fields in the forms.  You will not sign the forms or complete the non-active fields at this time.  Click "Finish".
3. The forms will go to the University Internship Coordinator to add additional information and add any additional documents that your internship site supervisor needs to complete.
4. The forms will then go to your internship site supervisor.
5. You will receive an email requesting your signature and to complete any other required fields.  Click the link in that email to sign and complete required fields.
6. Your PLSI 158I course instructor will then receive the form to sign.
7. You and all parties who signed the forms will receive a completed copy.

As part of the internship course, you will be expected to analyze how specific knowledge and skills learned in the classroom apply to the internship experience and reflect on how the specific skills and experience gained in the internship will support future career goals. You may also be asked to share your advice for future interns who may be placed in the same or a similar office.

\*Required internship hours when registered for the PLSI 158I internship course will normally be 120 hours to allow time for class meetings and assignments. In special circumstances where you may be approved for an internship with credit for an independent study class, you will normally be required to complete 150 hours in your internship. Students who have obtained a Maddy Institute internship/scholarship may also be required by the Maddy Institute to complete 150 hours.

**Semester of enrollment:**

With pre-approval of the fall or spring course instructor, it may be possible to earn credit for an internship begun in summer or over winter break. Prior to beginning the internship, you must register for PLSI 158I and submit and obtain approval of required internship paperwork. You may also be required to complete some internship-related course work prior to starting the internship class.

**Internship Pre-Approval Process:**

The internship course instructor will vet the proposed internship as a viable academic experience. If the opportunity qualifies, the internship course instructor will verify if there is an existing Experiential Learning Agreement (ELA) with the University and otherwise ask the agency/organization to complete this agreement. Once the ELA is in place, the internship coordinator will then send an electronic Risk Management Assessment (RMA) to the agency/organization if a current one is not already on file. If there are no risk concerns, the internship coordinator proceeds to set up the internship.

**Supervision:**

Interns will be supervised by both an on-site work supervisor and the course instructor. The supervising faculty member may be in contact with the on-site work supervisor during the internship in order to stay up-to-date on the progress and performance of the intern. The intern will also report to the supervising faculty to provide their perspective on the quality of the internship experience.

**Pay for Internship:**

Your internship may be paid or unpaid. The Department of Political Science does not provide any funds to participate in an internship, but you will receive 3 units of academic credit for successful completion of your internship meeting the above requirements.

**Questions:**

If you have questions not answered above, please contact the internship course instructor or the Department Chair, Dr. Melanie Ram at [mram@csufresno.edu](mailto:mram@csufresno.edu). If you are a graduate student interested in an internship, contact Dr. Kurt Cline ([kcline@csufresno.edu](mailto:kcline@csufresno.edu)), Masters of Public Administration (MPA) Program Director, for details.