

Internships for UNM Undergraduate Students

Department of Political Science

PS 291/491 Syllabus

Ellen Grigsby

Description:

PS 291 and PS 491 internships place students with professionals working in political parties, government agencies, or other public organizations. Interns work closely with both the field supervisor in the public organization and with the faculty instructor. Internships allow students to observe how professionals and professional organizations operate on a daily basis and afford to students multiple opportunities to apply academic skills and knowledge while contributing to an organization's operation. Through an internship, students have the chance to learn through experiences, insofar as the workplace, office, or agency becomes a text for analysis and reflection. Course requirements: Brief weekly writing assignments and a 10 page paper are required for PS 291; brief weekly writing assignments and a 20 page paper are required for PS 491. Please email E. Grigsby at egrigsby@unm.edu either a) before Final Exam Week during Spring 2011 or b) during the first week of classes of Fall 2011 for more information, for a list of open internships, and for times to meet to obtain instructor permission for registering for the PS 291 or PS 491 course.

Requirements:

Prior permission of the instructor.

1. An intern must complete at least sixty-four (64) hours of applied, supervised experience for each hour of academic credit.
2. All weekly writing assignments must be completed.
3. Each intern must complete a final paper analyzing what s/he has learned. For PS 291, a 10 page paper is required; for PS 491 a 20 page paper is required.
4. An intern will receive Credit (CR) or No Credit (NC). Credit will be based on a) completion of each weekly writing assignment, b) completion of the final paper, c) and the supervisor's final confirmation that all required internship hours were completed in a satisfactory manner.
5. All requirements must be completed by no later than Friday prior to Final Exam Week, as listed in UNM's Final Exam Schedule.
6. The internship emphasis is on learning through supervised interactions with professionals, and Political Science interns do not ordinarily receive salaries. Insofar as internships are designed to place students with professionals, internships are not the equivalent of volunteerism.
7. In respect to weekly assignments and final papers, web etiquette is to be observed and student comments/replies to peer posts should be constructive and collegial.
8. Interns should contact me immediately if any problems or issues arise in either the field placement or in interactions online.
9. The number and range of internship placements varies each semester and is dependent on the needs/preferences of public agencies. That is, while UNM's Political Science Department seeks to provide numerous internship openings each Fall and Spring, whether particular campaigns, offices, and agencies ask for interns is beyond the ability of the Political Science Department to control.

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10. No PS 291 or PS 491 internship credits are offered during the summer.

Basic Information on Internships and UNM Graduation/Major-Minor Requirements:

No more than three (3) hours of internship credit in PS 291, and no more than a total of six (6) hours of internship credit in PS 291 and PS 491 combined, or PS 491 alone, may be counted toward the major in Political Science. No more than three (3) hours of internship credit, either PS 291 or PS 491, may be counted toward the minor in Political Science.

PS 291 and PS 491 are open to all majors.

A Step-By-Step Overview of How to Do a 291/491 Internship:

1. During Fall or Spring Semester (not during Summer, for I am away from UNM/email over most of Summer) email me at egrigsby@unm.edu to determine whether there are internship openings.
2. If there is an open internship, these are the general steps for seeking an internship position: a) obtain a description of the internship opening and contact information from me; c) follow the directions and apply for the internship; d) if offered the internship, ensure that you can accommodate the supervisor's work schedule and that you will be able to balance the internship hours with your other classes; e) if you accept the internship offer, email me to confirm your acceptance, to designate your preference for PS 291 or PS 491, and to provide to me your Banner Student ID #; f) as soon as I receive confirmation from your supervisor that you have been offered the position, that s/he can guarantee you the required hours for academic credits, and that s/he agrees to confirm your hours and evaluate your work by no later than the Friday before Final Exam Week and as soon as I receive your information in "e" above, I will enter your permission to register for either PS 291 or PS 491.
3. You must then formally/officially register for PS 291 or 491. As you enter Banner to register, be certain to notice that you have the Banner option of registering for 1, 2, or 3 academic credits/hours so be certain to input into Banner the correct designation of credit hours you wish to receive (remembering that you must complete a minimum of 64 hours of actual work in the internship for each 1 hour of academic credit).
4. Complete all your required hours in your placement and complete each weekly assignment each week. Contact me immediately if problems or questions arise.