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About Internships

The Department of Political Science encourages qualified students to participate in internships to enhance their educational experience. Ideally, internships should be planned for the second semester junior year, first semester senior year, or the summer in between. The department will work with you to arrange an internship in the Western Massachusetts area or in Washington, D.C. through the Washington Center Program.

Requirements

1. Students **work at the internship site**, according to the agreement with the site supervisor. In a typical 16-week semester:

3-credit internship = 120 hours on site or eight hours/week for 15 weeks;

6-credit internship = 240 hours on site or 16 hours/week for 15 weeks.

The Washington Center provides up to 15 credits, which includes a required 3-credit course.

Up to six internship credits may be applied to the Political Science major; three credits may be applied to the concentration. Up to three internship credits may be

Examples of Past Placements*

Massachusetts Attorney General's Office
Western Massachusetts Office of the Governor
Boston City Hall
Mayor's Offices in Springfield, Holyoke, Westfield
Chicopee District Court
Massachusetts Housing Court
Massachusetts Commission Against Discrimination
Offices of State Senators and State Representatives
Regional Offices of U.S. Senators and U.S. Representatives
Campaign Staffs of various state and local political candidates
Law Offices in Springfield and Northampton
YWCA of Western Massachusetts
Channel 57, WGBY, Springfield
Springfield Armory National Historic Site
World Affairs Council of Western Massachusetts
Womanshelter Campaneras, Holyoke
U.S. Departments of State, Defense, Justice, Homeland Security
Federal Trade Commission
U.S. Environmental Protection Agency
National Women's Political Caucus
U.S. Attorneys Office, D.C. Public Defenders Office
Feminist Majority
Children's Rights Council
Circle of Friends for Homeless Veterans

** This list is not comprehensive but offers examples only.*

Student Responses to Internships

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**Westfield State University
Department of Political Science**

Internship Application

Name _____ Date _____

Address _____

Email _____ Phone _____

Political Science Concentration _____

Second Major _____ Minor _____

Overall GPA _____

Type of Internship

Washington Center Semester _____ Year _____ Credits _____

Local Semester _____ Year _____ Credits _____

Preferred Internship Site _____

Signatures

Student _____ Date _____

Faculty Advisor _____ Date _____

Department Chair _____ Date _____

ATTACHMENTS: Transcript (can be unofficial) and Resumé

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**Westfield State University
Department of Political Science**

Internship Job Description

Please complete the following job description form for _____, who will be doing a _____ credit internship at your site during the spring/summer/fall semester, 20____. Interns must complete 40 hours on site for each internship credit.

1. If the position the intern will be filling has a title, please indicate that:

2. What tasks/functions will the intern be expected to perform?

3. Will the intern’s supervisor be present during the times the intern is at the site?

Yes _____ No _____

If no, to whom can the intern turn for assistance in the absence of the intern’s supervisor? Please provide name, title, and contact information of that person.

4. How will the intern’s performance be evaluated?

If you have a written job description for the position please feel free to attach it to this form. Thank you for your cooperation. Please return this form to Department Chair, Political Science Westfield State University, 577 Western Avenue, Westfield, MA 01086.

Signatures

Internship Site Supervisor _____ Date _____

Faculty Advisor _____ Date _____

Department Chair _____ Date _____

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Evaluation

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