THINKING ABOUT DOING AN INTERNSHIP IN THE DEPARTMENT OF POLITICS?

Here Is What You Need to Know!

Department of Politics
New York University
2002
INTERNSHIPS IN POLITICS
GENERAL UNIVERSITY GUIDELINES

PLEASE, consult also the CAS Bulletin.

INTERNSHIPS IN POLITICS AND GOVERNMENT I, II

V53.0970, 0971

Not counted toward the major, normally limited to two internships. Prerequisites: open to junior and senior politics majors, 3.0 GPA overall, and permission of the director of internship. 4 points per term.

Integration of part-time working experience in governmental agencies or other political offices and organizations with study of related problems in politics and political science. Relates certain scholarly literature in the discipline to observational opportunities afforded by the internship experience. The internships are carefully selected and average eight to 12 hours per week. The instructor holds meetings with the interns and provides individual supervision and consultation.
Please consult the rules in the CAS bulletin on internships. Only students who will be at least juniors during the tenure of the internship are eligible for academic credit. Here is a copy of the rules that students will receive as per the Director of Undergraduate Studies.

**Instructions for Applying for an Internship in Politics:**

1. Your completed application must be signed by the Director of Undergraduate Studies before you can begin to receive academic credit for your internship.

2. The sponsoring firm or organization may not give you a salary, but it is allowed to reimburse you your expenses. I have interpreted that to mean that the sponsoring firm or organization may pay you for your independent study credits, but the check must be made out to NYU.

3. The sponsoring firm or organization must provide a designated supervisor for your activities and that person must indicate to us the hours that you are to work, the tasks you are to perform, and how your performance will be assessed by them. Please use the form provided by the Department for this purpose. At the end of the internship the designated supervisor must fill out a second form from the Department assessing your work, kinds of tasks you performed, and how your performance was assessed by the organization.

4. To gain academic credit, you must have an academic advisor for an independent study by a faculty member in Politics. The faculty advisor must state how you are to be assessed for academic credit. No credit taken for an internship counts towards the fulfillment of your credit requirements to major in politics.

5. Typically, students keep a daily journal of their tasks and experiences as an intern, as related to politics courses. For 4 credits, the journal has to be at least 13,000 words and for 2 credits at least 7,000 words. The journal is then submitted to the faculty advisor at the end of the internship. You are required to submit a one-page report every month to your advisor and submit your journal to him or her at the end of the semester.

6. The department has an instructor who will serve as your faculty advisor for the internship if you do not already have one for internships during the academic year. For fall 2002, the instructor in charge of Internships is Professor Rama, mailto:sar48@columbia.edu. For spring 2003, the instructor in charge of Internships is Professor Mukherjee, mailto: sm470@columbia.edu. To receive a summer internship for academic credit a student must find a faculty advisor willing to supervise as we do not have summer instructors.

7. You may register for anywhere from 2 to 4 credits of independent study, provided you have not already used up your independent study credits. If you choose 4 credits, you will be expected to 8-12 hours a week on your internship including the academic requirements imposed by your faculty advisor; if you choose 2 credits, then you should work at least six hours a week.

8. Your completed application must include a letter from the sponsoring firm or organization, a letter from the faculty advisor, and the approval of the DUGS.
INTERNSHIP IN POLITICAL SCIENCE
APPLICATION FOR APPROVAL

1. PERSONAL DATA:
Name: _______________________________ ID # _______________________________
Campus Address: _______________________________________________________________
______________________________________________________________________________
Phone # _____________________________ Email: ______________________________

2. ACADEMIC STANDING:
Classification:   Junior ☐   Senior ☐   Other ☐
Average GPA:      Above 3.0 ☐   Above 3.5 ☐   Above 3.75 ☐

3. ABOUT THE INTERNSHIP:
The Organization (Agency, Office) _________________________________________________
Address: ______________________________________________________________________
______________________________________________________________________________
Phone: ______________________________ Fax:________________________________
Contact Person: _____________________________ Title: ______________________________

4. FOR THE ACADEMIC ADVISOR ONLY:
I support Mr./Ms. ______________________________ application for Internship. I agree
to supervise him/her for the duration of this internship. At the end of the internship I will read
and grade his/her Journal and assess whether or not academic credit must be granted.

Faculty Advisor:
Name ________________________________   Name: ______________________________
(Please Print)      (Please Sign)

5. DEPARTMENTAL APPROVAL:

___________________________________________
Professor Rebecca Morton
Director of Undergraduate Studies
DEAR DESIGNATED SUPERVISOR:

Thank you for accepting the responsibility and for taking your time to supervise our student _______ during his/her internship in your organization. Internships are a very important part of the education we provide to our majors in the Department of Politics at NYU. Through carefully selected internships we aim to offer to some of our best students the opportunity to work in and be a part of the activities of the agencies, offices and organization so that they could combine real life experience with the study of related problems in politics and political science.

Please, take a few minutes to fill out this form which is very important for our records and for assessing how effective this internship might be for our student. If you have any questions do not hesitate to contact us at the information provided below. Thank you.

1. WHAT IS YOUR POSITION WITHIN THIS ORGANIZATION?

2. HOW CLOSELY WILL YOU WORK WITH OUR STUDENT?

□ He/she will work closely with me.
□ He/she will work in the office (agency, organization) but not with me.
□ I will met him/her occasionally.
□ I will not work with him/her but I will supervise him/her anyway.

3. WHAT KIND OF ACTIVITIES WILL THE INTERN PERFORM?

4. HOW MANY HOURS PER WEEK WILL SHE/HE WORK?

□ 6 Hours □ 8 hours □ 10 hours □ 12 hours □ 14 hours

5. HOW WILL YOU ASSESS THEIR PERFORMANCE? PLEASE EXPLAIN:
DEAR DESIGNATED SUPERVISOR:

Thank you for accepting the responsibility and for taking your time to supervise our student during his/her internship in your organization. Please, take a few minutes to fill out this form which is very important for our records and for assessing how effective this internship was for our student. If you have any questions do not hesitate to contact us at the information provided below. Thank you.

6. WHAT IS YOUR POSITION WITHIN THIS ORGANIZATION?

7. HOW CLOSELY DID YOU WORK WITH OUR STUDENT?

☐ He/she worked closely with me.
☐ He/she did work in the office (agency, organization) but not with me.
☐ I met him/her occasionally.
☐ I did not work with him/her but I supervised him/her anyway.

8. WHAT KIND OF ACTIVITIES DID THE INTERN PERFORM?

9. HOW MANY HOURS PER WEEK DID SHE/HE WORK?

☐ 6 Hours  ☐ 8 hours  ☐ 10 hours  ☐ 12 hours  ☐ 14 hours

10. HOW WOULD YOU ASSESS THEIR PERFORMANCE?

☐ Excellent  ☐ Very Good  ☐ Good  ☐ Satisfactory  ☐ Not satisfactory

Please explain:
PERSONS IN THE DEPARTMENT OF POLITICS
WHO SHARE RESPONSIBILITY FOR
INTERNSHIPS IN THE DEPARTMENT

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