

UNDERGRADUATE INTERNSHIP APPROVAL FORM (POLT 3650): 1 – 5 CREDITS

STUDENT INFORMATION

Student Name:			
Student Number:		Degree Major/Emphasis:	
Tel:	Fax:	Email:	
Student has completed <u>all required coursework</u> antecedent to Junior standing:		<input type="checkbox"/>	INTL 2030 International Law
<input type="checkbox"/>	POLT 1050 Introduction to International Relations	<input type="checkbox"/>	ECON 2020 Introduction to Microeconomics
<input type="checkbox"/>	POLT 2600 Research Methods and Approaches in Political Science	<input type="checkbox"/>	ECON 2030 Introduction to Macroeconomics
<input type="checkbox"/>	INTL 1500 World System since 1500	<input type="checkbox"/>	INTL 3100 International Political Economy
<input type="checkbox"/>	POLT 1070 Introduction to Political Theory	<i>And one of the following:</i>	
<input type="checkbox"/>	INTL 2680 International Relations Theory	<input type="checkbox"/>	POLT 1080 Introduction to Comparative Politics, POLT 1060 Introduction to American Politics, or POLT 2250 Politics in the Industrialized World

INSTITUTION INFORMATION

Sponsoring Organization:			
Address:			
Site Supervisor:		Title/Position:	
Tel:	Fax:	Email:	

INTERNSHIP INFORMATION

Duration of Internship: From: To:		Hours Per Week:	
Times (if applicable):		Compensation: (If Applicable):	
Faculty Supervisor:		Title/Position:	
Tel:	Fax:	Email:	

SUPPLEMENTAL MATERIALS

<input type="checkbox"/>	Include with your application a written plan (Research Proposal) containing the following components:
<input type="checkbox"/>	A description of the position and the organization where it will take place.
<input type="checkbox"/>	The contact details of the on-site supervisor
<input type="checkbox"/>	An annotated terms-of-reference for the position.
<input type="checkbox"/>	A detailed explanation of the learning outcomes you expect to achieve.
<input type="checkbox"/>	One research question
<input type="checkbox"/>	A concept driven literature review
<input type="checkbox"/>	One hypothesis
<input type="checkbox"/>	One null-hypothesis
<input type="checkbox"/>	The planned method for testing both
<input type="checkbox"/>	An initial analysis of the limitations on the certainty of your hypothesis based on all of the above
<input type="checkbox"/>	A signature and stamp of the hosting supervisor and hosting institution on the complete stapled plan and a second signature on the research proposal specifically.
<input type="checkbox"/>	Evidence of completed course requirements.

UNDERGRADUATE INTERNSHIP APPROVAL FORM (POLT 3650): 1 – 5 CREDITS	
SIGNATURES	
Number of Approved Credits (1-5)	
Signature of Site Supervisor:	Date:
Signature of Faculty Supervisor:	Date:
Signature of Department Head:	Date:
Signature of Academic Director:	Date:
CONFIDENTIALTY STATEMENT	
I shall use my best efforts both during and after my internship to protect the confidential, trade secret and/or proprietary character of all confidential information for so long as it shall remain proprietary or protectable, except as may be necessary for the performance of my internship:	
Signature of Applicant:	Date:

Guidelines for Advisors

Students wishing to receive credit for an internship must adhere to the following prerequisites, without exception:

1. The student must complete this form (POLT 3650) in full and without exception.
2. The student must have completed all the prerequisites identified in the form.
3. The student must be at least a junior.
4. Internships are graded as Pass/Fail

In addition to these requirements, advisors should note that Internships (POLT 3650) are not the same as Field Work (ISTL 2500 International Field Experience in International Studies or HRTS 4500 Human Rights Field Experience), which equates to volunteer work on mission somewhere, requires a different form, approval of the Academic Director, and in the case of ISTL 2500 is required if the student wishes to graduate with “International Distinction”.

Guidelines for students

Procedures to apply for Undergraduate Internships (POLT 3650)

Undergraduate students wishing to conduct an Internship (POLT 3650) for university credit as an IR elective must have Junior standing as per official university policy and completed all required courses antecedent to that standing. There are no exceptions to this rule and you may not conduct an Internship simultaneously while completing any of the required coursework, which includes:

- **POLT 1050 Introduction to International Relations**
- **POLT 2600 Research Methods and Approaches in Political Science**
- **INTL 1500 World System since 1500**
- **POLT 1070 Introduction to Political Theory**
- **INTL 2680 International Relations Theory**
- **INTL 2030 International Law**
- **ECON 2020 Introduction to Microeconomics**
- **ECON 2030 Introduction to Macroeconomics**
- **INTL 3100 International Political Economy**
And one of the following:
- **POLT 1080 Introduction to Comparative Politics or *POLT 1060 Introduction to American Politics* or POLT 2250 Politics in the Industrialized World**

Only if you have completed all the courses above may you apply for Internships.

To apply, follow the procedure listed below precisely and in sequence.

1. Write a plan containing the following components:
 - a. A description of the position and the organization where it will take place;
 - b. The contact details of the on-site supervisor
 - c. An annotated terms-of-reference for the position.
 - d. A detailed explanation of the learning outcomes you expect to achieve.
 - e. A simple research proposal to be carried out during the internship, including a research question, literature review, hypothesis, null-hypothesis, method for testing both, and an initial analysis of the limitations on the certainty of your hypothesis based on all of the above (length: whatever it takes to be precise and thorough; citations: parenthetical with a 'Cited References' chapter at the end of the document).
 - f. A theory-based explanation of why the project is beneficial to your academic education (one page).
 - g. A signature and stamp of the hosting supervisor and hosting institution on the complete stapled plan and a second signature on the research proposal.
2. Identify a faculty member willing to act as mentor; present evidence of completed course requirements.

Vienna Campus

3. Get the Webster University's mentor's signature on a **printed hard copy** of the plan.
Email is not acceptable.
4. Get the IR Department Chair's signature (if he/she is not the mentor).
5. Present the final double-signed document to your advisor to register for POLT 3650.

Required output:

Students conducting an internship are required to do deliver the following output in order to receive credit:

1. A circa 500 word summary of their experience (Due in the final week of the concluding term)
2. A full and detailed log of daily activities and experiences (Due in the sixth week of the concluding term)
3. A completed research paper (length varies depending on the proposed research question and method) that matches the research proposal submitted and approved prior to beginning the internship. Due: in the sixth week of the concluding term.
4. Make a formal and well-structured 15-minute long public presentation about your research with slides followed by a 15 minute public question and answer session scheduled in the 8th week term when the internship is completed.