Political Science Internship Checklist

1. Find and be selected for an internship. This must be done before applying for course credit.
   1. The Department receives some internship opportunities and posts them to our [webpage](https://psc.ua.edu/undergraduate-degree/internship-opportunities/), but you are ultimately responsible for finding and securing your internship.
   2. What kind of internships count?
      1. Since you will be receiving upper-level Political Science credit for the experience, there should be a political science component to the internship. The internship can certainly be for an entity in federal/state/local government, but it doesn't have to be. If you have questions about whether an internship would qualify, contact the Director of Undergraduate Studies for Political Science (Dr. Linken – [aelinken@ua.edu](mailto:aelinken@ua.edu)).
   3. Is your resume up to date?
   4. Do you submit any additional documentation? Cover letter? Letters of recommendation? Be sure to line these up early, so your application isn’t delayed.
   5. Credit can not be given for internships that are already completed (no retroactive credit).
2. Contact a faculty member that will be the faculty member of record for the internship. In the absence of having a specific faculty member that will agree to supervise the internship, contact the Director of Undergraduate Studies for Political Science. In that email, provide info on:
   1. Where the internship is with (who will you be working for?)
   2. What you will be doing (understanding that specific details may come later, or even when you start your internship)
   3. How long the internship will last (total number of hours)
   4. How many credits you would like the internship to be for
      1. PSC 399 can be for 3-6 credits, but is subject to a few constraints/limitations/rules:
         1. Credit is determined by hours – 120 hours equals 3 credits; each additional credit requires 40 additional hours of the internship
         2. All internships must be at least 3 credits
         3. No more than 6 credits for PSC 399 can be earned over the course of your undergraduate career
         4. Pay attention to how the credit for the course interacts with tuition bills
            1. Generally, credit over 16 credits in the fall/spring incurs extra tuition cost
            2. The summer term is counted as its own semester - credit taken over the summer will be billed separately
3. Every instructor may be a little bit different on their requirements, and while much of the value of the internship benefits the professionalization of the student, there is an academic component to the internship course and students should make sure that they receive the syllabus for the course and be clear on the academic expectations.