

PSCN 495: Political Science Internship / PSPA 495: Public Administration Internship

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Course Description: The Internship Experience in PSCN and PSPA

The PSCN and PSPA internship provides students with opportunities to demonstrate professional skills and aptitudes. Internship experiences also expose students to the responsibilities, challenges, and rewards of being a member of a team of dedicated professionals. Moreover, PSCN and PSPA internships are closely supervised, developmental activities satisfying one among a range of requirements in the Political Science and Public Administration programs of study. Student may complete begin and complete internship activities in as little as three weeks or over the period of an entire academic semester.

Course Requirements

Students successfully complete PSCN 495 or PSPA 495 when they:

- (1) Complete the ‘Internship Application and Agreement’ form. Find a copy of this document under the “Other Forms” heading on the BVU Registrar’s webpage [go to <http://www.bvu.edu/bv/registrar/forms.dot>]
- (2) Draft and submit to course instructor no fewer than 10 days prior to beginning their internship duties a [one-page internship request](#). This one-page document should carefully identify:
 - the name, mailing address, and telephone number of the internship organization;
 - the name, position title, mailing address, e-mail address, and telephone number of the internship supervisor
 - three or four **learning objectives**. (Be sure to identify the skills, knowledge, and experiences you anticipate acquiring in the course of your internship.)
- (3) Provide [weekly, written summaries](#) of their internship activities. Summaries may be provided via e-mail.
- (4) Consistently perform assigned internship duties in a way deemed satisfactory by both the internship site supervisor and course instructor.
- (5) Observe and abide by all rules of professional conduct established by the internship agency.
- (6) Provide on the final day of internship activities a 3-4 page detailed [assessment of progress](#) on anticipated learning outcomes. This discussion should occur in the context of a summary of the key experiences and activities occurring during the period of your internship. This document should also indicate the total number of hours of formal contact with the internship agency [*120 total hours of contact time are required to earn 3 academic credits.*]

Grading and Evaluation

PSCN 495 and PSPA 495 are graded on a “**Pass-Fail**” basis. Prior to submitting a final grade in the course, the course instructor will examine the full range of documentation provided by the student (see “Course Requirements” above), scrutinize the written evaluation provided by the internship site supervisor, and discuss with the site supervisor – usually via telephone – the student’s internship performance in view of the course description indicated above. The internship site supervisor evaluation form (labeled “Employer Evaluation” on the BVU internship webpage) will be mailed to the internship site supervisor *by the course instructor*. This document may be accessed on the right-hand side of the webpage appearing at: <http://www.bvu.edu/bv/career-services/internships/> .

Additional Resources

Both prior to and during the period of your internship, please consult Cindy Cone [ConeC@bv.edu] in the Career Services Office or Dr. Best [Best@bv.edu] for advice and counsel. Students may also find useful information on the Career Services website [go to: <http://www.bvu.edu/bv/career-services/internships/>]

