

The two-term Political Science Internship [PSCI 3906 – 1.0 credit] provides students with an opportunity to gain academic credit for an internship with an organization whose activities relate to politics. The course is intended to enable a systematic exchange between practical experience and academic reflection. Students work under the supervision of a faculty member and must complete a research paper related to their internship.

Internship Requirements

PSCI 3906 is designed for part-time internships taken alongside regular course work. The internship must run over two terms – either a full academic year (fall and winter term), or over the complete summer term (early and late summer). In the fall/winter term, it must run a minimum of 24 weeks for at least 3 hours a week (total of 72 hours). In the summer term, it must run a minimum of 12 weeks for at least 6 hours a week (total of 72 hours).

Academic requirements: Students must provide regular reports to their supervisor and complete a major research paper related to the internship (minimum 20-25 pages). The precise specification of these written assignments is at the discretion of the faculty member acting as the student's supervisor.

Host organizations: Students must identify the organization that hosts the internship. Host organizations must be approved by the Undergraduate Supervisor. Examples of eligible organizations include government departments, interest groups, or international organizations. Paid jobs do not qualify for the internship; reimbursement of selected expenses by the host organization is acceptable.

Supervision: Students must independently identify a regular faculty member in the Department of Political Science to supervise the internship. No faculty member is required to supervise an internship. Note that it may be difficult to find a faculty member available for supervision over the summer.

Eligibility: PSCI 3906 is available to students with third-year Honours standing, a declared major in Political Science, and a major CGPA of 9.0 or higher, or permission from the department. This course precludes PSCI 3907; additional credit for GPOL 3100, and the Washington Internship is also precluded.

Registration

Registration in PSCI 3906 requires departmental permission. In addition to meeting eligibility requirements, permission requires that:

- The student has identified a host organization and received a letter or other written confirmation of placement.
- The organization has been approved by the Undergraduate Supervisor.
- A faculty member has declared his or her willingness to supervise the internship.

The attached registration form must be completed, with appropriate documentation, and returned to the Undergraduate Program Advisor (PSCI.Advising@Carleton.ca) in Room B640 Loeb Building or by email to psci.advising@carleton.ca no later than **September 21, 2020**.

PSCI 3906 – Two-Term Political Science Internship Registration Form

Student Name	Student Number
Degree Program	Major
Carleton E-Mail Address	Term and Academic Year of Internship

Host organization
Contact for supervisor at host organization (attach written confirmation of placement)
Please provide a detailed outline of the course work to be pursued, including an indication of the written work to be submitted and grading components (attach additional pages if needed).
What is the schedule of student-supervisor meetings?

Faculty Instructor	Signature & Date

Undergraduate Supervisor Approval	Signature & Date

Please return this form to the Undergraduate Administrator at PSCI.Advising@Carleton.ca or in-person to B650 Loeb no later than **September 21, 2020.**

For office use only

BANNER registration created on _____ by _____

Student's Name	Student Number
Student C-Mail	

This essay is presented in fulfilment of the requirements of PSCI 3906 – major research paper

Essay Title

The essay has been graded as follows:

- ☐ The essay is passed.
- ☐ This essay did not satisfy the readers.

The final letter grade for the internship is as follows:

Letter Grade
Remarks

Instructor's Name	Instructor's Signature & Date

Please return this grade sheet to the Undergraduate Advisor
at PSCI.Advisor@carleton.ca no later than **April 19, 2021**.