



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

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).

**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.

**Host organizations:** Students are responsible for identifying and contacting a host organization to arrange an internship. The host organization, a placement supervisor within the organization, and the expected responsibilities/activities for the internship must be approved by the faculty supervisor and 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.

**Faculty Supervisor:** 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.

**Academic requirements:** Students must provide regular reports to their faculty supervisor and complete a major research paper related to the internship (approximately 5000-7500 words). The major research paper should address a topic related to the internship. The objectives, expectations, and evaluation criteria for the paper are to be mutually agreed upon with the faculty supervisor. A passing grade for the internship is contingent on the faculty supervisor receiving regular progress reports from the student during the placement *and* satisfactory feedback from the placement supervisor at the conclusion of the internship. The frequency and mode of regular reporting will be established collaboratively between the student, faculty supervisor, and placement supervisor in the host organization.

## Registration

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

- a) The student has identified a host organization and received a letter or other written confirmation of placement.
- b) The organization has been approved by the Undergraduate Supervisor.
- c) 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](mailto:PSCI.Advising@carleton.ca)) one week before the last day of registration for the term. Consult the [academic calendar](#) for specific dates for each term. All Carleton University students who are participating in unpaid placements that are part of their course requirements must fill out the forms below.

Please note: If you are not a registered student, you are not eligible for insurance coverage.

**Step 1:** Complete PSCI 3906 Registration Form (attached) and return it to the Undergraduate Advisor one week before the last day of registration for the term. Consult the [academic calendar](#) for specific dates for each term.

**Step 2:** Once the internship is approved and you are registered, the following two forms must be printed, completed, and returned to the Undergraduate Advisor (Sarah Landry, at [psci.advising@carleton.ca](mailto:psci.advising@carleton.ca)) no later than Oct. 15 (Fall term), Feb. 15 (Winter term) and June 15 (Summer term).

- [Unpaid Placements – Letter to Placement Employers](#)
- [Unpaid Placements – Student Declaration of Understanding and Agreement](#)

**Step 3:** Students must obtain health and safety training from their placement employer. Please report any health and safety concerns related to unpaid work placements to your departmental co-ordinator and [Tony Lackey, Director of Risk and Insurance at Carleton University](#).

Any questions about these forms or in relation to the internship should be directed to the Undergraduate Advisor, Sarah Landry, at [psci.advising@carleton.ca](mailto:psci.advising@carleton.ca).

## 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)
Objectives and expectations for the internship and major research paper
<p><i>On a separate page, please provide a detailed outline of the student’s earning objectives for the placement, the written work that will be submitted, the schedule of student-supervisor meetings, and grading components of the internship, as agreed upon with the faculty supervisor.</i></p>

Faculty Instructor	Signature & Date

Undergraduate Supervisor Approval	Signature & Date

Please return this form to the Undergraduate Administrator at [PSCI.Advising@Carleton.ca](mailto:PSCI.Advising@Carleton.ca) no later than one week before the last day of registration for the term. Consult the [academic calendar](#) for specific dates for each term.

<p><i>For office use only</i></p> <p>BANNER registration created on _____ by _____.</p>
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Student's Name	Student Number
Student C-Mail	

This essay is presented in fulfilment of the requirements of PSCI 3906 – Major Research Paper

<i>Essay Title</i>

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

**Faculty Supervisors:**

Please return this completed and signed grade sheet to the Undergraduate Advisor at [PSCI.Advisor@carleton.ca](mailto:PSCI.Advisor@carleton.ca) no later than 10 days after the last day of the term.