**INTERNSHIP IN POLITICAL SCIENCE (POLI 599)**

(Students are permitted to count ONLY ONE internship toward their political science program requirements.) Arts Internship Website: [http://www.mcgill.ca/arts-internships/](http://www.mcgill.ca/arts-internships/)

**ELIGIBILITY:** Open to Honours, Joint Honours and Major students only. **NOT** open to Minor students. The course does **NOT** count as a 500-level seminar under the Honours and Joint Honours requirements.

The Department of Political Science has established an internship (practicum) program for graduate and undergraduate students. Government, NGO and private-sector placements are eligible. It is not expected that interns will receive payment for work undertaken during their placement, although sponsoring organizations are free to offer remuneration if they wish. Internships consist of a minimum of 150 hours of work. The course consists primarily of a major research paper based on the internship. Internship placements can be arranged in any term, or may stretch over two terms; the Department expects that many will be completed over the summer months. Because of the heavy workload involved, students should be wary of adding an internship course to a full course load. Students typically intern in the Summer and write the research paper in the following Fall semester, i.e., right after they finish their internship.

**PROPOSING AN INTERNSHIP**

Students wishing to undertake an internship must submit a proposal to this effect, well **in advance of the proposed internship starting date. This proposal must be approved by the student’s supervisor.** Supervisors must be tenure-track faculty members or faculty lecturers in the Department of Political Science. Sessional instructors and faculty members outside of the Political Science department are **not** permitted to supervise students in this course.

The proposal must include the following information:

- An outline of the proposed internship, including specific discussion of “learning goals”, “activities”, and “means of evaluation.”
- A description of the organization with which the student will be working, including the name of the supervisor to whom the student will be accountable.
- A letter indicating the willingness of the responsible person and sponsoring agency to assume the task of supervision.
- A proposal for an associated research project. As noted above, this will ordinarily take the form of a lengthy research paper, researched during or after the internship, and equivalent in length and quality to that produced in an independent reading course.

In addition, students must complete the “Departmental Internship Approval Form” and have it signed by the Departmental Supervisor, the Arts Internship Office, and the Department’s Undergraduate Internship Adviser. The form should then be submitted to the Undergraduate Coordinator in Leacock 415. This form is available online at [http://www.mcgill.ca/politicalscience/undergrad/ugformsanddocs](http://www.mcgill.ca/politicalscience/undergrad/ugformsanddocs).

**NB:** The completed, approved POLI 599 form and the proposal must be submitted to the Political Science Undergraduate Coordinator (LEA 415) **BEFORE** going on internship. **No approval of academic credit will be granted after an internship has already started.**

**EVALUATION:**

A grade for the internship course will be assigned by the faculty supervisor based on:

- The quality of the **research paper.** This will ordinarily be worth 50% of the course grade, and will be graded by the faculty supervisor.
- The quality of the **written work materials,** such as work diary, copies of memoranda, correspondence, or papers produced; or a shorter paper assessing the learning value of the internship. This will ordinarily be worth 25% of the course grade, and will be graded by a faculty supervisor.
- The evaluation by the local supervisor (25%).

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