

EASTERN ILLINOIS UNIVERSITY
DEPARTMENT OF POLITICAL SCIENCE
INTERNSHIP POLICY
(Revised January 22, 2003)

- I. Undergraduate Internships. Undergraduates may earn 1 semester hour of academic credit, to a maximum of 12 semester hours, for every 40 hours of work during an approved internship. Only students who have a CUGPA of 2.50, a political science GPA of 2.75 and 3 courses in political science are eligible for internship credit. In addition, applicants for pre-legal internships must meet requirements set by the Chairperson of the Pre-Legal Studies Committee.

The student must apply for approval of the internship prior to registration by completing the appropriate form and obtaining the signatures of the supervising instructor and the Department Chairperson. The application must specify the duties of the proposed internship; a proposed internship that involves only clerical work will not be eligible for academic credit. The supervising instructor and/or the Department Chairperson will determine the credit allowed for each internship. Only 6 hours of credit will count toward the political science major.

- II. Graduate Internships. Graduate students may earn up to 6 semester hours of graduate credit for internships. Each semester hour of academic credit requires 80 hours of work at the internship site. The students must apply for approval of the internship prior to registration by completing the appropriate form and obtaining the signatures of the supervising instructor, the Director of Graduate Studies and the Department Chairperson. The application must specify the duties of the proposed internship. The requirements for credit will be determined by the supervising instructor, but will follow the guidelines set out in the Requirements for the M.A. Degree.
- III. Agreement with Supervising Agency. The Department Internship Coordinator will insure the execution of a written agreement between the supervising agency and the department.
- IV. Evaluation. Methods of academic evaluation by the faculty supervisor will consist of an analytical journal; an analytical paper; a letter of evaluation by the site supervisor and input from the site supervisor during the course of the internship. The faculty supervisor has final authority over assigning the student's grade.
- V. Internship Appeals Committee. The Department Grade Appeals Committee will serve as the Internship Appeals Committee. Undergraduate and graduate students may appeal the denial of credit for internship experiences. The Committee can override decisions to deny credit based on the merit of a proposed internship, but cannot override the decision of the Department Chairperson on the question of allowable workload for the supervising instructor. The Committee cannot require any faculty member to supervise an internship.