POSC 430: Internship in Practical Politics I (1-3 credits)
Registration Instructions

Prerequisites:

- Students must have completed at least 60 credit hours.
- Students must have a minimum GPA of 2.50.

Procedure:

1. Find an internship by reading the tips below or meeting with Duquesne’s Internship Coordinator, Linda Loewer. Her office is Career Services Center, Rockwell Hall, Commons Level; loewer@duq.edu; 412-396-4332. Use Starfish to make an appointment.

2. Print a job description for your internship. If you found the position through Career Services or on DuqCareerLink, print the job description provided there. If the position is “self-found” (not found through Career Services), the employer must supply a detailed internship description, including contact information (name, address, etc.).

3. Obtain a Learning Contract from Ms. Loewer. She will inform you of the name and contact information of your Faculty Director.

4. Complete the Learning Contract. Meet your Worksite Supervisor and Faculty Director to have them complete their sections. Make sure you obtain all required signatures!

5. Return the completed Learning Contract to Ms. Loewer by the deadline date: the fourth Friday of the semester.

To find an internship:

- Use DuqCareerLink, the Career Services online job board. Create a saved search reflecting your career interests to receive additional notices. Watch for internship and job announcements from DuqCareerLink in your email.

- For additional internship opportunities, explore the Political Science department’s Internship page, as well as other sites found on the Career Services web site.

- Identify government offices, agencies, nongovernmental organizations, and companies with which you’d like to gain experience in your major. Explore their web sites for internship opportunities or consider sending letters of inquiry for internship information.

- Network through student organizations, student chapters of professional associations, professors, networking events with alumni, and at job fairs for internship opportunities.

If you, your employer, or faculty director have questions, contact Linda Loewer: loewer@duq.edu, 412-396-4332 or make an appointment through Starfish.