**INTERNSHIP - POLCR 605**

**Syllabus**

**Staff**
Fall, Spring, Summer
3 Credits

Students work in an organization for one semester. Their work is supervised by a staff person and reviewed by a faculty member. The internship will serve as a field experience for the application of what has been learned in the academic setting. Internships can be either in the U.S.A. or another country.

**Selecting and Registering for an Internship**

You must have earned nine credits toward your degree in the Policy Center in order to qualify to register for an internship. You are responsible to identify your area of interest and the organization in which you would like to work. Consult with your faculty mentor about your selection. You can also secure advice from the director of the Policy Center or other faculty members. Note that a single faculty mentor will not advise more than three interns per semester. If your faculty mentor is not available (e.g., in summer, because your mentor does not share an interest in the work you plan to do, because your mentor already has made commitments to supervise three other interns, or because of sabbatical leave), consult with the director of the Policy Center for another assignment. Consult early with your faculty mentor about your plan to register for an internship.

Once you have reached an agreement with an agency or firm, you are to write an internship plan, which identifies the work to be performed, the product(s) of that work, and a schedule for the internship, including suggested meeting times (at least three) with your faculty mentor. (Note that if your internship is not in the Pittsburgh area, you may substitute other means of communication with your mentor, but you are to define these in your plan.) Submit your plan to your faculty mentor no later than two weeks prior to the beginning of the semester of the internship. The faculty mentor will contact the internship supervisor in the agency or firm where the intern will serve, assure agreement on the internship plan, and approve it before the beginning of the semester in which the internship is taken. COMPLETE THE INTERNSHIP PERMISSION FORM.
Completing the Internship
To earn three credits an intern must work in an agency or firm at least 180 hours during the semester.

Rely on your faculty mentor to oversee and advise you, along with your supervisor in the agency or firm, on the work you perform. Your work must be satisfactory to both those individuals. You should share drafts or examples of your work with your mentor during the course of your internship for his or her comments and suggestions.

You must keep and submit a log of your daily work or a substitute approved by your mentor. The entries in the log should summarize what you did on the job and how you reacted to the inevitable challenges that arise.

Consult with your faculty mentor about any organizational problems you confront in your internship. Depending on the nature and severity of a problem, your faculty mentor may also involve the director of the Policy Center in resolving the problem.

Reporting the Internship

Prior to the beginning of final exams for the semester of the internship, submit to your faculty mentor: the work product(s) defined in your internship plan, and the log of your daily work or the approved substitute.

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Your faculty mentor assigns your grade for the internship, after consulting with your supervisor in the agency or firm where you worked. Internships are grades as “P” (pass) or “N” (not satisfactory). To earn a passing grade you must have completed the required number of hours and your faculty mentor must have judged your work product(s) and log to be of satisfactory quality.