

POLITICAL SCIENCE INTERNSHIPS/PRACTICUMS STUDENT PROCESS

STEP 1 – GETTING STARTED

Begin planning at least one semester in advance.

Set yourself up in [Handshake](#). Internships while studying abroad are set up through the International Programs Office (search CAPA programs).

Putting together an internship has 4 major parts: your internship site supervisor, your faculty sponsor, a [Handshake](#) account, and you (as the coordinator).

STEP 2 – FINDING AN INTERNSHIP

You may have your own internship in mind due to volunteer work or industry connections. Other students need help finding an internship and will use the following on-line tools and more: [Handshake](#), [SBS Career and Internship blog](#), [Career Services list of internship websites](#), [The Washington Center](#). Students interested in state and local government should contact an office directly.

STEP 3 – FINDING A FACULTY SUPERVISOR

Read faculty profiles on the [Political Science](#) website to see where faculty research and your interests may intersect. Draft a professional email introducing yourself, your academic interests and relevant coursework taken, your internship interest, and ask if they would consider sponsoring you. If you know the exact internship or have a few options you're considering, share that information.

STEP 4 – ACADEMICS

Work with your faculty sponsor to create academic expectations for the internship. Discuss the number of credits sought and any assignments to submit.

STEP 5 – OTHER DETAILS

Submit your contract through [Handshake](#)

STEP 6 – COMPLETING THE WORK

Stay in touch with Career Services. Enroll in the particular UMass course (UMass 298Y; Polisci 298, 398R, or 498D). Submit work as discussed with your faculty sponsor.

INTERNSHIPS/PRACTICUMS

FACULTY RESOURCES

WHAT COURSE APPLIES?

UMass 298Y – referred to as “Practicum Internship,” credits apply to overall university credits, pass/fail grading, 1-18 credits during UMass career, maximum 15/semester.

Polisci 298 – referred to as “Practicum,” credits apply to overall university credits (not PS major requirements), pass/fail grading, 1-18 credits.

Polisci 398R – (not used for internships) referred to as “Research Practicum,” used for Undergraduate Research Engagement Program (UREP), credits apply to overall university credits (not PS major requirements), pass/fail grading, up to 18 credits during UMass career. For more information please visit: [UREP](#).

Polisci 498D - referred to as “Practicum-Political Science Internships,” credits apply to PS major requirements, graded, 1-4 credits per semester.

HOW MUCH WORK/HOW MANY CREDITS?

Internship credits are calculated by the number of hours spent at the internship site each week during a regular 13-week semester. Time required for reflection/coursework should be included.

3 credits = 9 hours per week, 120 hours/semester

2 credits = 6 hours per week, 80 hours/semester

1 credit = 3 hours per week, 40 hours/semester

REPORTING A GRADE

UMASS 298Y – Career Services will set up a specific section for you. You can report grades through Spire.

Polisci 298, 398R – report grade to Department Chair.

Polisci 498D – faculty on record will report grades in Spire.

SUMMER OR WINTER INTERNSHIPS

Students register through CPE. The tuition is based on number of credit hours requested; there is also a processing fee. Registration form can be found at [CPE internships](#). A maximum of 14 credits are allowed in the summer, 4 in the winter.