

Internship Checklist

- Meet with Political Science Dept. Coordinator**
to discuss internship goals, objectives and strategy for finding an internship.
- Review Part I – *Handbook for Undergraduate and Graduate Internships.***
The handbook can be found on the Political Science Department’s website.
- Meet with Career Services representative to develop a resume (suggestion).**
The Career Services Office is located in Pratt Hall.
- Obtain and complete additional applications**
if appropriate, for the Washington Center, The Capital Experience, The Harrisburg Internship Semester, The White House Internship Program, and/or LORL.

and/or

- Make contacts with potential internship sites**
about internship prospects and complete necessary application and/or interview requirements.
- Obtain and complete the university’s Internship Approval Application**
Attach a summary statement to the application which describes the internship responsibilities you will have. The form can be obtained from the Political Science Department Coordinator at 102 Keith Hall Annex.
- Review Part II – *Handbook for Undergraduate and Graduate Internships.***
The handbook can be found on the Political Science Department’s website.
- Register via URSA for internship credits after your application has been approved by the Dean and you’ve received a notice to register.**
- Make arrangements to pay all university fees on a timely basis.**
- Complete the information requested by the Office of Career Services for all interns.**
Select the “Student Services” option in the URSA system to complete this request.