

Department of History and Political Science  
Point Loma Nazarene University  
Political Science 460: Internship in Political Science

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INTERNSHIP HANDBOOK

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*Political Science Internship  
Important Information*

Welcome to the Department of History and Political Science's political science internship program. This handbook has been prepared to facilitate your internship experience. Internships may be completed during the fall, spring, or summer semesters. You must register for Political Science 460 (1-4 units) the same as you would for any other course during the semester you actually do the internship. Under no circumstances is a student allowed to do an internship one semester but register for POL 460 another semester. The internship requires that you work 80 (2 units), 120 (3 units), or 160 hours (4 units) over the course of the semester.

Because most internships are off campus, it is essential that we maintain a line of communication between you and the department. This is accomplished primarily through the prompt submission of all paperwork (see "Academic Requirements" in this handbook). You should also feel free to call or email the internship coordinator (Dr. Lupo) at any time.

The internship coordinator may contact your internship supervisor during the semester and may make a site visit to discuss your progress. This may occur at any point during the semester.

The internship and POL 460 require timely submission of all paperwork. These forms can be obtained from the internship website, available through the Department of History and Political Science's main website. The timely submission of the internship forms is critical in order for credit to be awarded for this course. You will be dropped from POL 460 if any piece of paperwork is more than two weeks late. It is your responsibility to make sure all paperwork is submitted on time, but if you have any questions do not hesitate to contact Dr. Lupo.

*The Importance of Internships and  
Goals and Objectives*

Why are internships important?

It has recently been noted in educational literature that traditional, conveyance methods of teaching may not be the most effective in terms of the learning experience. Instead, some suggest that educators should recognize two important aspects of knowledge. First, learners construct their own knowledge about the world around them and second, learning is an inherently social phenomenon. In other words, knowledge is better gained by “hands-on” experience or “participant observation.” The Department of History and Political Science at Point Loma Nazarene University recognizes that your experience as a political science major will be enhanced by your ability to actively participate in public affairs. The political science internship program was created to provide you with this opportunity.

At the end of the internship, each student will be able to demonstrate how his or her experience diverges from or is similar to how political scientists believe policy is made or politics is practiced. In short, the purpose of the political science internship program at Point Loma Nazarene University is for you to learn about politics through experience as compared to a traditional academic course.

Goals and objectives of the political science internship program:

Students will...

- ...Engage in and interact with the political world as it is currently unfolding
- ...Experience classroom-learned theories come to life
- ...Develop a network of contacts
- ...Deepen their knowledge of politics and political science
- ...Cultivate the skills necessary for advancing a career in public affairs or politics
- ...Refine communication skills
- ...Experience the “real-world” of the work/life balance
- ...Learn workplace etiquette
- ...Gain confidence in their abilities and knowledge

*Political Science Internship Policies and Expectations*

- All students will receive a credit/no-credit grade.
- A minimum of 40 hours is required for each credit unit.
- Internships must begin and end during the semester in which the student receives credit. If unforeseen circumstances arise and the experience cannot be completed during that semester, an IP grade may be awarded.
- All internships must be pre-approved by the internship director.
- Internships may be paid or unpaid. If an approved internship includes payment for services (i.e. stipends, wages), this must be stated in writing by the agency or business providing the paid internship. These conditions must be approved by the internship director, prior to the first day of the experience.
- Students may not use current employment locations to count for credit unless the internship director approves the position. Before consulting with the internship director, the student should draw up a list of current job duties and a one paragraph statement on how/why this position fits the stated goals and objectives of the political science internship program.
- Students will fulfill *all* academic requirements for Political Science 460 in order to receive a “credit” grade. Please see “Internship Requirements” for details.
- If you do NOT complete all the requirements by the end of the *subsequent* semester, the only possibility of receiving credit would be by filing a “Petition for Curricular Exception” with the Dean of Administration.
- In accordance with university policy, no grade will be changed – *for any reason* – after a period of one year has passed.
- You are responsible for completing all internship paperwork assigned for POL 460.
- Your paperwork should be turned in regularly throughout the semester. You may place the paperwork in Dr. Lupo’s mailbox or hand to her directly; any other method of delivery is done at your own risk. If you are interning outside of San Diego, fax and email are acceptable.
- If any piece of paperwork is more than two weeks late, you will be dropped from POL 460.

*Political Science Internship  
Academic Requirements*

To receive credit for an internship, students must submit the following:

1. An application for the political science internship program (due by the second week of the semester in which you are planning to intern)
2. Pre-survey assessment form (due by the end of the second week of the semester)
3. Eight bi-weekly log sheets (due every other Friday of the semester, beginning the second Friday of the semester)
4. Internship contract between the student and the internship provider (due by the end of the third week of the semester)
5. Mid-semester evaluation form from the student (due by the end of the eighth week of the semester)
6. Mid-semester evaluation form from the internship provider (due by the end of the eighth week of the semester)
7. Final evaluation form from the student (due by the end of finals week of the semester)
8. Final evaluation form from the internship provider (due by the end of finals week of the semester)
9. Post-survey assessment form (due by the end of finals week of the semester)
10. Optional: a photo of yourself at your internship site (email it to Dr. Lupo)