

# Political Science Internships: The Basics

## Step-by-step procedures for registering for an internship

1. Contact sponsoring agency about internship possibility.
2. If the agency is interested, then apply for the internship by going to the BSU Career Center website and filling out the “Internship Application for Academic Credit”. At this time you may also want to complete the Orientation Workshop (see next step). Your internship will not be approved until you complete the Orientation Workshop.
3. **Beginning Fall 2009:** Before your internship is approved you **MUST** complete the Career Center’s Orientation Workshop. You can access the workshop from the Career Center profile you created when filling out the application (step 2 above). The workshop is a power point presentation that takes about an hour to view, followed by a short quiz.
4. You may receive 1 academic credit for each 50 hours of internship work completed. The most common arrangement is to work 10 hours a week for the semester (150 hours total), which would yield 3 academic credits. But, depending on the situation and approval of both the internship supervisor and the political science internship director, you may work as few as 50 hours (1 credit) for the semester or as many as 600 hours (12 credits).  
**Note: While the university allows students to apply as many 12 total non-classroom credits (internships, independent studies, etc) toward graduation, the Political Science Department will only accept a total of SIX (6) such credits to apply to the major.** Once that application is completed by you, it will transmit electronically to the political science internship director for approval or denial. This will take a day or two.
5. If approved, you will be directed to download and print the application form, and have both the internship supervisor (at the sponsoring agency or organization) and the political science internship director sign the form.
6. Take the completed and signed form to the registrar’s office to be registered for academic credit.

## Assessment Procedures

1. An important part of the assessment process is the evaluation of your performance by the intern supervisor in the sponsoring agency/organization. Toward the end of the semester, we send the supervisor a confidential evaluation form to complete. This assessment of your performance accounts for 70% of the internship grade. It is very important that you are punctual, responsible and responsive and conscientious in carrying out your internship duties. You should occasionally seek feedback from the internship supervisor, asking if there are areas in which you need to improve.
2. You are responsible for keeping an “internship journal”. The journal is a way for you to explain the activities in which you are engaged and what you are learning. You **MUST** submit a journal entry (1-3 paragraphs should suffice) **EACH WEEK** to the Political Science Internship Director. These journals are confidential—only the Political Science Internship Director will see the journal. The journal can be submitted electronically to Dr. Moncrief at [gmoncri@boisestate.edu](mailto:gmoncri@boisestate.edu)
3. At the end of the semester, you must also write a brief (4-5 pages for a 3 credit internship) assessment of the internship experience. What did you do? What did you learn? How did this experience supplement your academic experience? Did you find the internship experience worthwhile? What can be done to improve it?

***NOTE: The Political Science Department expressly prohibits our interns from engaging in direct lobbying during the internship period.***

# Political Science Internships: The Basics

You **MUST** submit a journal entry (1-3 paragraphs should suffice) **EACH WEEK** to the Political Science Internship Director. Failure to submit the journals entries on a timely basis may adversely affect your grade.

## Sample Internship Journal Entries

“Internship Journal for 8/14- 8/21

Several projects kept me busy at my internship this week. The first was in response to a constituent call a Senator had received concerning revisions to the bylaws of a Charter School, which they felt amounted to relegating its administration to the ‘good ol’ boys’ club. In my research, I obtained a copy of the schools’ bylaws, minutes of the public hearings where the changes were considered, and searched for any media coverage that the event might have received.

I met with a Senator I’d completed an earlier project for and was given additional information and asked to amend my earlier report, which I am still in the process of doing.

Another project has me utilizing the Secretary of State’s website to obtain Lobbyist Expenditure Reports, which are printed off and turned in to the interested person. It proved to be a good exercise to illustrate how open lobbyists are required to be with their expenditures.

I was responsible for drafting a response to a letter a Senator had received from his home district concerning school funding. The letter required me to familiarize myself with certain education requirements defined in Idaho Code, which was an enjoyable exercise.

I was given two issues to research by another Senator and present my findings. One issue proved to be purely constituent driven, but another concerned subject matter of a bill making its way through the house. It showed some of the preparation Senators do in anticipation of the actions of the other chamber.

Finally, as the end of the session approaches, I’ve been asked to sift through all of this year’s legislation and compile a list of a Senator’s accomplishments—major bills sponsored, supported, defeated—for use in a constituent letter. It’s been the first time politics has really entered the fray in my work as this seems clearly related to the forthcoming election.”

“Internship Journal - Week 4: January 28-February 1

I am sure that this will continue to be the trend for the rest of the session, but this week was busier than last week! I had the chance to sit in on some House Revenue and Taxation committee meetings this week, which proved to be very interesting. The initial reason that I attended was to hear the introduction of the bill that I had been working on concerning the school bond equalization levy program. The committee received the bill very well and it was given recommendation of “do pass” to the House floor as well as an offer by the committee chairman to co-sponsor the bill. The really interesting part of the committee meeting was when the issue of grocery tax came up. This is a controversial issue within the legislature, and many felt like the issue of repealing the grocery tax is finally “ripe” enough to make it through the houses. There are a couple of bills concerning this, but only one of the bills is before the committee at this time, and this bill does not even repeal the tax, it just  
*(con’t on next page)*

***NOTE: The Political Science Department expressly prohibits our interns from engaging in direct lobbying during the internship period.***

# Political Science Internships: The Basics

*(con't from previous page)*

extends the grocery credit. If this bill does go through then it is unlikely that another bill on this subject will be given the time of day, but the issue will be decided on committee this coming Monday! The drama of the legislature!

There was lots of buzz in our office this week because a representative was in contact with the advance team for Barack Obama to decide the location for his Saturday rally. She seemed to be the go-to person and not twenty minutes would pass without someone asking for details, which of course were withheld until the bitter end! There was also a sense of uneasiness and worry in the minority office this week because of the unexpected surgery of a Senator. Luckily, his surgery went well and he will be returning back to the legislature soon.

As we get into February we are quickly approaching the deadline to introduce bills to committee. There has and will continue to be some last minute rushing to get bills in RS form and ready to go to committee. I finished the statement of purpose on the last four bills that my representative is going to introduce, and we are taking them to committee on Monday. I don't envy the bill drafters in the Legislative Services Office, I am sure that they are swamped lately. I think that I am going to start attending more committee meetings to monitor the progress of these bills that I have watched form over the past few weeks. Such an interesting process!"

"Internship Journal - January 28-February 1

My internship experience this week focused entirely on research. I continued working on a project from last week, gathering background information on a legal case and collecting stories of similar cases throughout the country. I've encountered some heartbreaking stories over the course of my research, which is something that has stayed with me and has driven home the emotional dimension of a legislator's job.

The second project required me to search through various news archives for recent articles about an issue of concern in northern Idaho. My findings, in turn, led me to search for a specific bill from the 2006 legislative session, as well as the coverage it received at the time. My findings were submitted and used to craft an editorial for a Senator's local newspaper. The experience allowed me to see what goes into the legislator-written editorials one sees in the paper, as well as being the most tangible result of my work to-date.

Finally, there is a bill being considered with an ambiguous standard relating the burden of proof in a given situation. I was tasked by a Senator opposing the bill to look into how other states have dealt with this issue, which is giving me a sense of how much states rely on one another in their law-making process – as both examples to follow and warnings to avoid."

***NOTE: The Political Science Department expressly prohibits our interns from engaging in direct lobbying during the internship period.***