

## STEPS TO OBTAINING AN INTERNSHIP

- 1.) See Dr. Lee Johnston, Faculty Internship Supervisor, in the Public & International Affairs Department prior to pursuing an internship opportunity to determine if you meet the academic requirements for an internship. The Public & International Affairs Dept. requires students apply for acceptance to an internship prior to the interview with the prospective internship host. To meet academic requirements for an internship in political science you must meet the following prerequisites: PLS 101, PLS 201, and one of the following: PLS 300, PLS 304, PLS 307, or PLS 308, junior or senior standing in political science; and an overall 3.000 GPA or consent of instructor. You may also want to visit <http://www.uncw.edu/stuaff/career/internfaq.htm>, which addresses frequently asked questions regarding internships or the uncw internship guide available at <http://www.uncw.edu/stuaff/career/documents/internship%20workbook.pdf>.
- 2.) Research opportunities to determine a good fit. Internships can be developed from a variety of resources. A few include the following:
  - Personal Search
  - Faculty referral and listings
  - Internship Books
  - UNCW Career Services Internship Resources located on the web at [www.uncw.edu/stuaff/career/internshipsearch.htm](http://www.uncw.edu/stuaff/career/internshipsearch.htm)
  - UNCW Experience – on the web at <http://www.uncw.edu/stuaff/career/login.htm>
- 3.) Interview for the internship. Similar to full time career opportunities, internships are often as competitive to secure. Students would greatly benefit by:
  - Having a resume
  - Researching the organization
  - Wearing appropriate attire
  - Obtaining references from faculty and employers
  - Practicing with interview questions and answers.
- 4.) With internship offer, students should meet with the PIA Faculty Internship Supervisor to discuss the following: college approval of the internship site and work supervisor, the measurable learning objectives, course registration and reporting.
- 5.) Register for the Internship. You must register and pay for the Intern experience. The permission form to enroll in internship is located at [http://www.uncw.edu/reg/documents/Internship\\_form.pdf](http://www.uncw.edu/reg/documents/Internship_form.pdf). This process involves the department approval of the internship location, supervisor, learning objectives and the hours that the student will be interning and the course registration process. Please plan ahead for this since it may take a number of weeks to obtain these approvals!
- 6.) Completing the internship experience. You will keep a daily journal of the learning experience. The host will assign you a written project. You will provide this report to your host and your academic supervisor.
- 7.) At the completion of the internship the student will complete a reflection questionnaire. The host will evaluate the intern's service to the host using a PIA departmental questionnaire.
- 8.) Learning objectives describe what you will accomplish during your internship. Internships are academic programs. Credit is granted not for working but for learning.