

## **Important Information for faculty & students POLS 3398: Internship**

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NOTE: this does not apply for the Washington D.C. or Georgia Legislative (GLIP) internships.

### **Process:**

- 1.) Students must secure an internship. Handshake is a searchable online database of available internships available via the Career Planning website. Students should contact the RCHSS advisor in Career Planning for assistance or to answer any questions:  
<https://www.kennesaw.edu/careers/contact-us.php>.
- 2.) Once a position has been obtained, students must use the online application to obtain credit which is available on the Career Planning website. Be aware that there is a syllabus for the course, POLS 3398, because although students do not attend classes, there are still assignments and other requirements that must be completed to earn a grade.  
Students must meet the following general requirements for internship credit to be approved:
  - a. Student must have junior/senior status.
  - b. Student must have at least a 2.5 cumulative GPA.
  - c. The internship coordinator and POLS department reserve the right to refuse approval for other reasons including, but not limited to, a previous poor performance.
- 3.) Students should apply before the end of classes (not the end of final exams) in the semester prior to the one in which the student wants credit. Please note that this is especially important for the fall and spring terms. Once a student has been approved, he/she will receive an email giving additional instructions on how to register for the class.
- 4.) Students who want to start working prior to the start of the semester must contact Dr. Tara Stricko ([tstricko@kennesaw.edu](mailto:tstricko@kennesaw.edu)) for permission and instructions.

### **FAQs:**

- 1.) GPA Requirements: The minimum GPA is not negotiable and is subject to change in the future.
- 2.) Number of Credits: Students must work a minimum of 150 hours on site for every 3 credits. Rarely will students be approved for more than 9 credits in a fall/spring term or more than 6 credits in a summer term.
- 3.) Academic Requirements: Students must complete a research paper (length varies with credits), a research presentation, weekly journal entries showing evidence of reflective thought and critical thinking, the minimum required hours on site, and will receive a site supervisor's evaluation.
- 4.) Grading Criteria: Site Supervisor's Evaluation 40%; Final Research Paper 20%, Research Presentation 15%; Weekly Journals 15%; Draft Research Paper 10%
- 5.) Workload: Internships are typically more work than a regular class. Students should not think that an internship is an easy way to gain KSU credits.
- 6.) Retroactivity: Students cannot gain credit for an internship completed at some point in the past.

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