

Path to a Political Science / Geography Internship

STEP-1 Find an Internship

This may be done several ways:

- 1) The most common way of getting started is by way of ODU's Career Management center. The Career Management center performs the role of clearinghouse for most internship opportunities offered to ODU students. The center will attempt to match your interests from a bank of internship opportunities. The center is located on the 2nd floor of Webb Center.
- 2) You may also approach a company or organization on your own to see if they may be interested in you interning.
- 3) One of your professors may also place you in contact with a company or organization that he/she knows offers internships.
- 4) There may be opportunities posted on (or near) this board.

STEP-2 Get Organized

Once you have selected an internship, you need to complete the official "Internship Coordination Form." This is a one-page form that asks you to describe the type and scope of internship, identify a coordinator for your internship at the internship site, and provide contact information. Copies of this form are posted on (or near) this board.

STEP-3 Get Enrolled

Deliver your completed Internship Coordination Form to the Department's internship coordinator, Dr. Joshua G. Behr, BAL-704. Once this form is submitted you will then fill out a "Course Add/Drop" form, have it signed by Dr. Behr, and take the form to the Registrar's office in Rollins Hall to get enrolled into the class.

STEP-4 Complete the Internship and Receive a Passing Grade

You must submit to the Department internship coordinator no less than 2 days prior to the last class day of the semester the following:

- 1) A time sheet signed by your contact at the internship location.
- 2) A written evaluation from you contact at the internship location indicating competent performance.
- 3) A daily journal describing the tasks performed each day at your internship.
- 4) For all political science internships and non-GIS-related geography internships: provide a formal 8 page typed paper detailing your internship activities and connecting these activities with broader theory. The paper must include (but will not necessarily be limited to): 1) defining the purpose and function of the organization for which you performed your duties, 2) identify and make comparative statements about other similar organizations, 3) identify and discuss at least two pieces of literature (either peer reviewed articles or university press books) relating specifically to your duties or relating more generally to the function of your organization, and 4) discuss and/or provide examples of the activities you engaged. For GIS-related geography internships: provide a formal, typed insightful summary of your internship along with GIS mapping that illustrates the scope of your activities.

Assuming you demonstrate competence in the above criteria, then a “P” (pass) grade will be submitted to the registrar. The grade ought to show on your transcript the same time as the grades for the other classes you are taking during the same semester.