

POSC 430 and 431: Internship in Practical Politics I and II (1-3 credits each)

Registration Instructions

Prerequisites and information:

- Students must have completed at least 45 credit hours.
- Students must have a minimum GPA of 2.50.
- POSC 430 counts toward requirements for the major.
- POSC 431 does not count toward requirements for the major, but does count toward an additional political science concentration.
- **Deadline: Fourth Friday of every semester**

Procedure:

- Find an internship by reading the tips below or meeting with Duquesne's Internship Coordinator, Linda Loewer. Her office is the Center for Career Development, 614 Union; loewer@duq.edu; 412-396-4332. Use *Handshake* to make an appointment.
- Print a job description for your internship. If you found the position on Handshake, print the job description provided there. If the position is "self-found" (not found through the Center for Career Development), the employer must supply a detailed internship description, including contact information (name, address, etc.).
- Obtain a Learning Contract from Ms. Loewer. She will inform you of the name and contact information of your Faculty Director.
- Complete the Learning Contract. Meet your Worksite Supervisor and Faculty Director to have them complete their sections. Make sure you obtain all required signatures!
- Return the completed Learning Contract to Ms. Loewer by the **deadline: fourth Friday of every semester**.

To find an internship:

- Use [Handshake](#), the Center for Career Development's online job board. Create a saved search reflecting your career interests to receive additional notices. Watch for internship and job announcements from Handshake and the Center for Career Development in your email.
- For additional internship opportunities, explore the Political Science department's Internship page, as well as other sites found on the [Center for Career Development web site](#).
- Identify government offices, agencies, nongovernmental organizations, and companies with which you'd like to gain experience in your major. Explore their web sites for internship opportunities or consider sending letters of inquiry for internship information.
- Network through student organizations, student chapters of professional associations, professors, networking events with alumni, and at job fairs for internship opportunities.

If you, your employer, or faculty director have questions, contact Linda Loewer through *Handshake*; 412-396-4332 or loewer@duq.edu.