

SIMMONS COLLEGE
DEPARTMENT OF POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

INTERNSHIP PROGRAM GUIDE

2017–2018

Internship Director:

[Denise Horn](#), Chair & Associate Professor, POLS/IR
denise.horn@simmons.edu

**SIMMONS COLLEGE
POLITICAL SCIENCE AND INTERNATIONAL RELATIONS**

INTERNSHIP CONTRACT

Student's Name: _____

Internship Site Address: _____

Supervisor: _____ Phone: _____

Supervisor email: _____

Proposed Work Hours: _____

Please check the box to indicate the course for which you are registered.

POLS 370	Internship (8 credits) [<input type="checkbox"/>]	POLS 380	Field Work (4 credits) [<input type="checkbox"/>]
INRL 370	Internship (8 credits) [<input type="checkbox"/>]	INRL 380	Field Work (4 credits) [<input type="checkbox"/>]

Statement of Intern's Responsibilities:

Proposed Research Project:

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Internship
Director's Signature: _____ Date: _____

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INTERNSHIPS IN POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

A special aspect of a Simmons education is our internship program. With Boston providing a rich set of choices, the internship program provides students with a unique opportunity to apply their classroom knowledge to actual situations while developing career interests and professional contacts.

POLS/INRL 380 (4 credit field work) and POLS/INRL 370 (8 credit internship) require consent of the internship director prior to registration. If you are interested in an internship, you should make an appointment with the director at the end of the semester preceding the semester during which you will enroll in your internship. Once you are registered, the director will add you to the POLS/INRL Field Work and Internship online classroom. Assignments and discussions are run through the online classroom – you are also encouraged to make appointments with the internship director to discuss any aspect of your internship and/or the academic requirements.

Choosing an Internship: The purpose of an internship in political science and international relations is to provide the student with the opportunity to work in a setting where they will be called upon to apply their knowledge to the policy issues and practices confronting the internship sponsor. Internships also provide the student with critical professional networking opportunities. While we recognize that most internships may include some clerical work, the department insists that the main thrust of the internship experience be directed toward the definition, creation and/or application of policies and practices of the internship organization.

All students intending to register for an internship must contact the Internship Director in the Department of Political Science and International Relations before the end of the semester preceding the internship semester. Most students do internships during the spring semester of their senior year; first contact with the Internship Director normally occurs during the first week in November. Identification of target employers and meeting with career services for resume review should occur prior to meeting with the Internship Director, in September or October. Reference the stepwise guide for additional deadlines, and for fall semester internships.

The Internship Director maintains a list of prospective internship sites and has the responsibility of contacting individuals at those sites to verify that internships are available. However, students are not limited to the list. In addition to independent searching, and utilization of any personal and family contacts, the student should feel free to ask the director for help in locating an opportunity more suited to their interests.

After identifying a prospective internship site, or shortlist of sites, a prospective intern is required to submit a brief description of their proposed internship to the Internship Director. The director reserves the right to reject a proposed site if the work does not meet departmental standards. If the site merits preliminary approval, then the student should begin/continue the application process before submitting the Internship Contract to the Internship Director by the end of the preceding semester.

Interns are responsible for delivering all relevant information about the internship site to the Internship Director before the internship begins if possible, or as soon as is reasonable after starting the internship (within the first week). This information should include: the name(s) of

the on-site supervisor(s), phone numbers, addresses, work hours, and copies of any written material received from the on-site supervisor about work requirements.

Requirements: Work hours are determined by the number of credit hours of a given internship.

A 4-credit field work course (POLS/INRL 380) requires:

- 8 hours per week of on-site work
- a completed reflective journal by the end of the semester (see requirements below)
- a 8-10 page research paper (see requirements below)

An 8-credit internship course (POLS/INRL 370) requires:

- 16 hours per week of on-site work;
- a completed reflective journal by the end of the semester (see requirements below);
- a 15 page research paper (see requirements below).
- Only on very rare occasions will 16-credit internships be approved.

Whether enrolled in POLS/INRL 380 or 370, all interns are required to keep up with the course assignments and any required discussions through the online “POLS/IR Field Work/Internship” online classroom.

Research Paper: Each intern must complete a research paper focusing on a substantive issue relevant to the internship. The intention of this requirement is to encourage the student to frame their experience in terms of the issues and debates of political science or international relations. The paper must extend the internship experience beyond the daily responsibilities of the site. It must not be simply an account of the internship activities.

For POLS/INRL 380, the research paper should be 8-10 pages. For POLS/INRL 370, the research paper should be 15 pages in length. Throughout the semester, students will turn in their topic, research questions, an annotated bibliography, a paper outline, a paper rough draft, and a final draft.

In general, the research paper should include the following:

- a clear statement of the issue(s) to be investigated,
- a review of relevant literature about the issue,
- a statement of the analytical approach that will be used and the data on which the analysis will be based,
- the analysis of the issue,
- conclusion(s).

Grading: The final grade for the internship will be based on the evaluation of the on-site supervisor, the student's performance in meeting all obligations of the internship, and the research paper. It is presumed that the student will meet all due dates, will attend all required meetings; failure to meet these requirements will result in a lowered grade.

REFLECTIVE JOURNAL - Overview

You will take notes as part of a structured, weekly, reflection on your weekly activities at the internship site. The questions that follow several of the journal entries ask you to examine specific issues and ideas further. These reflective journals are the primary place for you to reflect upon your work and research, and the degree to which your week's activities address your learning objectives and/or help you advance your personal, academic, and professional goals.

The Internship Director may provide additional guidelines, requirements, and/or deadlines for these journal entries, but in general the reflective journals should:

- 1) provide a forum for deep reflection on the internship experience, relating your activities to your research and goals;
- 2) highlight your progress towards your personal, academic, and professional goals;
- 3) and provide a venue for the Internship Director to monitor, coach, and assess your experiences.

The journal entries work best if built upon a daily log or diary that keeps track of your hours, activities, and experiences. We recommend that you set aside at least twenty minutes of time each day to write, preferably at the same time each day, in order to establish a habit. Without a daily record, important events and experiences may easily slip from your memory, especially if they do not *seem* important in the short-term, resulting in the loss of valuable material for your reflective journal.

REFLECTIVE JOURNAL ENTRIES – Requirements

1. Each Week’s Journal entry should include the following information:

- Week #
- Date(s)
- Hours Worked
- Work Responsibilities
- New Experiences - things learned
- Comments

2. Include your response to the following week-specific questions:

WEEK 1:

Now that you have begun work, what have you learned about yourself and the interview process?

WEEK 2:

Is your level of responsibility expectation being met? Are there things you might do to help your internship develop further, to perhaps include greater responsibility? Discuss and explain your answer.

WEEK 3:

Of the work that you have been doing, what have you enjoyed the most and in which have you done your best work?

WEEK 5:

Describe and analyze an exchange between your co-workers which illustrates a formal or informal work environment. Show to what extent you are developing sensitivity to the dynamics and style of communication (whatever they may be) of your particular workplace.

WEEK 6:

Describe how you feel your professional relationship with a mentor or another staff member has developed over the past weeks. Describe his/her working style and compare it with your own.

WEEKS 9 & 10:

As your internship draws to a close, what have you specifically learned - personally and professionally? What academic and personal resources have you drawn upon for this learning?

TEN STEPS: AN ABBREVIATED INTERNSHIP GUIDE

The following guide outlines the major steps required for obtaining an internship with the Department of Political Science and International Relations, with departmental deadlines. Employers may use earlier application deadlines than those listed here; research each employer's application requirements thoroughly to avoid missing an important deadline! Also, remember that additional application materials (e.g. recommendation letters) may be required, and you should arrange for their completion well in advance of application deadlines.

<u>STEP</u>	<u>DESCRIPTION</u>	<u>DEADLINE</u>	
		<u>Spring Internship</u>	<u>Fall Internship</u>
1	Identify target employer(s); record application deadlines & requirements	September	February
2	Prepare a resume; meet with career services to review and refine	September – October	February – March
3	Meet with Internship Director	1 st week of November	1 st week of April
4	Prepare a cover letter; meet with career services to review and refine	2 nd week of November	2 nd week of April
5	Contact target employer & apply	3 rd week of November <i>(or by application deadline!)</i>	3 rd week of April <i>(or by application deadline!)</i>
6	Submit internship description	End of November	End of April
7	Interview	November – December	November - December
8	Submit Internship Contract and Goal Setting Documents to Internship Director	End of Fall Term	End of Spring Term
9	Register for POLS/IRNL 370	Mid-December	Mid-May
10	Contact employer to confirm start date	1 st week of January	2 nd week of August

GUIDELINES FOR PREPARING YOUR RESUME

DO NOT:

- Let your resume go over 1 page
- Use “I” unless absolutely necessary.
- Include an “Objective” section.
- Overly exaggerate your achievements or skills; assume every statement will be discussed and confirmed by the employer.
- Use Italics, as it makes the information unreadable when faxed or scanned.
- Include salary details, referees, children, marital status or religion.
- Use or rely upon technical jargon

DO:

- Check and double-check spelling, grammar and punctuation.
- Ask friends, family and teachers to review your resume
- Use bold and bullets to highlight relevant points and make resume easy to read.
- Be clear and precise; limit the use of abbreviations
- Make sure resume is attractive, clear, error-free and easy to read.

EDUCATION:

- List in reverse chronological order.
- You can list several courses taken as part of your undergraduate degree if they are particularly relevant.
- Highlight special honors (e.g. GPA > 3.5, *summa cum laude* status)

WORK EXPERIENCE:

- List in reverse chronological order your most relevant work experience. Include paid and unpaid work, full-time and part-time work.
- Use action words in describing your responsibilities and accomplishments (e.g. organized, coordinated, developed).
- Make sure to use the proper tenses and be consistent.
- Quantify your achievements, using numbers wherever possible (e.g. “Received monthly sales award for 300% increase in sales”)
- Describe the specific results of your work wherever possible (e.g. “Implemented new filing system resulting in 30% decrease in time spent filing”)

SKILLS

- Describe your skills that are relevant to the type of internship you are seeking. Skills can be from work, studies, course projects, activities, volunteer work, etc., and may also include expertise in software (e.g. STATA, MS Excel). Be succinct and specific.

INTERESTS:

- List activities that are important to you. This shows well-roundedness and could identify a common interest with the interviewer.
- Do not include reading or travel unless you have specific books or travel experiences to highlight.

JANE SMITH

Temporary Address

Simmons College MCB - W305
300 The Fenway
Boston, MA 02115

Permanent Address

111 Main Street, Apt. 2
New York, NY 10025

EDUCATION

1995 - Present

SIMMONS COLLEGE, Boston, Massachusetts

Candidate for Bachelor of Arts degree in Communications, May 1999

Relevant Courses: Marketing Theory, Cross-Cultural Communications, Introduction to Mass Communication

1991-1994

CENTRAL HIGH SCHOOL, New York, New York

Graduated in top 10% of class.

WORK EXPERIENCE

June 1995 - Aug 1998

Live 105, CBS-W Broadcasting Group, New York, New York *Student Assistant*

- Planned and wrote scripts for radio interviews of local celebrities
- Managed 6 major promotions held at music venues in New York City
- Assisted disc jockeys with music, contests, request hotline
- Utilized Internet and library resources to compile detailed report on radio stations in the state of New York

Sept 1994 - May 1995

The Voice, Simmons College, Boston, Massachusetts *Section Editor, Humor Columnist, Reporter*

- Received first place for humor column in statewide contest
- Awarded Most Valuable Staff Member of 1994
- Wrote a weekly humor column focusing on university life and edited the entertainment section

June - Aug 1993

ABC DAY CARE, New York, New York *Teacher's Assistant*

- Assisted in developing play routines for 10 toddlers
- Administered the ordering of all teaching supplies
- Developed detailed weekly teaching plans

SKILLS

Computer:

Microsoft Office, PowerPoint, internet. Working knowledge of Access.

Research:

For Cross-Cultural Communications course, worked as part of a team which researched analyzed and presented on communication styles between men and women in the Japanese workplace.

Language:

Fluent in French.

INTERESTS

Skiing, travel (spent Summer, 1997 traveling through France), soccer (coached local youth team for five years), theatre

COVER LETTERS

The cover letter is a one page marketing tool that allows you to tailor your application for a specific internship/job description. It is as crucial to getting an interview as the resume itself, and is your best chance to connect personally with the hiring official. While you can assume that your employer will receive many applications from individuals with similar qualifications as yours, your cover letter will allow you to directly connect your experiences to the job description, and thus stand out from the crowd. Whereas this is your opportunity to communicate personally with an organization's hiring official, each cover letter should be unique and custom-tailored for each application. It is your first and best chance to speak directly to the issues outlined in the Help Wanted ad and to highlight your strongest characteristics.

Heading: Cover letters, as with all formal correspondence, should be headed with contact information and a date. Begin with your mailing address (do not include your name). Next place the date of your correspondence. Follow this with the name, title, company and address of the contact to which you are sending the letter. End with the salutation. It is important to address your cover letter to the specific individual with hiring authority for the position sought. A little research may be necessary to obtain this name but is worth the trouble. If necessary, call the company to get this information. Should you be unable to obtain a contact name, we recommend that you use the salutation "Greetings" as opposed to "To Whom it may Concern."

444 Iris Lane #2
Ivytown, New York 99999

9 April 2005

Ms. Andrea Pulaski
Personnel Director
Youth First
297 West 14th Street
New York, New York 10009

Dear Ms. Pulaski;

Body: Begin the first sentence in the body of your cover letter by stating what job you are applying for and how you came to discover the opening. Follow this by giving a brief description of your qualifications and connecting these to the job and your professional goal(s). The remaining paragraphs should seek to satisfy three objectives.

Three Objectives:

1. To effectively communicate why you are interested in working for the organization.
2. To clearly illustrate what you have to offer and why they should be interested in you.
3. To invite further contact between yourself and the hiring party.

In general, a cover letter needs to be upbeat and convey a sense of direction. It should demonstrate awareness of and interest in the work of the company. Choose the most relevant skills or experiences in your resume likely to have meaning to the addressed organization. Elaborate on these points to clearly demonstrate your qualifications.

Conclusion: In concluding your cover letter, be sure to satisfy your third object. Request an interview and state how you may be contacted.

PREPARATION FOR AN INTERVIEW

Congratulations at being asked to interview! The interview, whether over the phone or in-person (often you will be asked to do both), is your best (and often last) opportunity to secure the job you want. Receiving an interview invitation means that the organization is interested in your application and thinks that your qualifications and experiences match.

TIPS

DO:

Before:

- research the organization using the Internet, newspapers, and any personal contacts you might have, inside or outside the organization
- know the kind of work the office does
- make a list of questions you want to ask
- know the name and title/role of person to see
- time, date and address of appointment and how to get there
- allow plenty of time to reach your destination
- arrive ten minutes early and greet anyone in the office (e.g. front desk staff) courteously and with a pleasant demeanor
- take a perfect copy of your resume for each person interviewing you and yourself
- wear a tie for men or dress/suit for women
- wear comfortable and appropriate shoes
- know the dates you begin and complete the internship

During:

- give a warm greeting and a confident handshake
- be conscious of the first four minutes - first impressions are important (non-verbal communications are also meaningful)
- give the interviewer(s) a copy of your resume
- show your interest, enthusiasm and positive attitude by asking intelligent, thoughtful questions
- smile!
- use eye contact
- listen and respond in full - not just “yes” or “no” – and reference your own experiences whenever applicable
- let the interviewer know about your background by the questions you ask
- be honest; interviewers can detect a bluff, you are not expected to know everything
- clarify the possible job/role you could perform during the Internship
- ask questions to clarify your understanding of and interest in the company
- clarify with the interviewer the first day of work, and the hours you would work

DO NOT:

- criticize yourself, unless asked directly to identify a weakness
- talk negatively about your past employers or co-workers
- talk too fast
- ramble on. Be clear and succinct in your responses
- use “you know”, “like”, “um”
- raise the question of remuneration
- take extensive notes
- fidget: be careful of excessive body movements or nervous gestures
- chew gum or eat candy

FREQUENTLY ASKED (INTERVIEWER) QUESTIONS:

- Tell me about yourself.
- What are your long-range career goals, when and why did you establish these goals, and how are you preparing yourself to achieve them?
- What are specific goals, other than those related to your occupation, have you established for yourself for the next ten years?
- What are the most important rewards you expect in your career?
- Why do you want to work for us?
- What do you consider to be your greatest strengths and weaknesses?
- How would you describe yourself?
- How has your college experience prepared you for a career?
- Why should I hire you?
- What qualifications do you have that make you think you will be successful?
- In what ways do you think you can make a contribution to our organization?
- Describe the relationship that should exist between a supervisor and subordinates.
- What two or three accomplishments have given you the most satisfaction?
- What led you to choose your major field of study?
- If you had it to do over again, would you plan your coursework differently? Why or why not?
- Do you have plans for continued study? An advanced degree?
- What have you learned from participation in extracurricular activities?
- In what kind of a work environment are you most comfortable?
- In what part-time or summer jobs have you been most interested?

FREQUENTLY ASKED (INTERVIEWEE) QUESTIONS:

- What are the characteristics of a successful person in your organization/office/company?
- Please describe typical internship assignments. What specific tasks will I be doing as an intern?
- How much responsibility will I have?
- What are the challenging facets of the internship?
- How many hours a week do you expect an intern to work?
- What are your expectations for interns? What qualities, skills are you looking for in an intern?
- How do you see my skills fitting into this department or company? Please describe the work environment (i.e. team focused, how much contact with managers, etc).
- How would you describe your management style? (only relevant if you are interviewing with prospective supervisor)
- Why do you enjoy working in the department/company?
- In your opinion what makes this company different from its competitors?