

# CAREER INTERNSHIP COURSES

(Department of Political Studies)  
POL383.3 (Career Internship)  
POL384.3 (Aboriginal Internship)

## **1. What are the Internship Courses?**

- The Department of Political Studies has the following two career internship courses.

### **POL383.3 (Career Internship)**

This course is designed to provide students with an opportunity to study policy, management, and administrative matters of importance to organizations in Saskatchewan through a combination of direct observations, directed readings, and research and analysis.

**Prerequisite(s):** 60 credit units at university level and permission of the department.

### **POL384.3 (Aboriginal Administrative Internship)**

Provides an opportunity for students involved in the Aboriginal Administrative Internship to deepen their understanding of various governance, policy, management and administrative issues in the Aboriginal sector, through a combination of direct observations, directed readings and research and analysis.

**Prerequisite(s):** 60 credit units at the university level and permission of the department.

## **2. Why Should You Apply?**

- You may wish to apply if you want to:
  - Meet the challenge of connecting applied and conceptual learning;
  - Get both career-relevant experience and course credit toward your degree;
  - Learn job skills, make valuable contacts and enhance your resume.

## **3. With What Type of Host Agencies Are Interns Placed?**

- Student who are admitted into these courses are able to participate in an internship with community organizations, government organization, business organizations, and research organizations.

## **4. How Much Time Do I Have to Devote to Internship?**

- If you are accepted as an intern, you would have to devote as much time to the internship as you would devote on average to conventional lecture or seminar courses.
- This means that you would have to perform approximately 8 hours per week of *unpaid* internship work for the host organization.
- In addition to the work you do for the host organization you will be required to complete a short academic assignment under the guidance of the academic supervisor.

## **5. Do I Receive Credit?**

- Yes, you receive 3 credit units if you meet all the requirements in successfully completing the internship.
- Generally students are required to count these 3 C.U. as part of their allowable course load in a given term or year (i.e., 5 courses).

## **6. Do I Pay Tuition?**

- Yes, you pay regular tuition fees for 3 credit units.

**7. How Do I Apply for an Internship Course?**

- Students interested in applying for admission into an internship course should complete the attached application and return it to the academic supervisor in the Department of Political Studies by the due date.

**8. What is the Selection Criteria?**

- The key selection criteria are the following:
  - § that you are a registered U. of S. student
  - § that you have completed 60 credit units of courses by the time you start the internship;
  - § That you have a strong academic standing with an average of at least 70% in the major and/or overall.
  - § That your "Statement of Interest and Intent" that is required as part of the application and selection process is well written and logically sound.
  - § That your written material and your meeting with the Academic supervisor indicate that you demonstrated the promise of being a positive role model for the internship program will also be considered.
  - § That there are any host agencies interested in accepting interns.
  - § That one of the host agency is willing to accept you as an intern after an interviewing.

**9. How will I be notified of the Decision for Permission to Register in the Course?**

- All applicants will be notified of the decision regarding their application prior to the start of the academic term for which they wish to participate in an internship.

**10. Confirmation of Decision to Accept the Internship**

- Those selected must provide an e-mail indicating of their decision either to accept or not accept the internship.
- Successful applicants will be provided with the timeline and notification procedure for such acceptance.

**11. How do I Enroll in an Internship Course?**

- After confirming their acceptance of the internship students will be provided with the details on how to enroll in a 3 C.U. course designated especially for Interns.
- Generally, this will require entering their names into the system as students who have permission to register in the course.
- You would then register into this course, as you would in any other.

## ***Department of Political Studies***

### **CAREER INTERNSHIP COURSES**

### ***APPLICATION FORM***

#### ***A. STUDENT INFORMATION:*** (please type or print)

NAME: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_

MAJOR: \_\_\_\_\_

CREDIT UNITS COMPLETED: \_\_\_\_\_

GRADE POINT AVERAGE: [IN MAJOR \_\_\_\_\_] [OVERALL AVERAGE \_\_\_\_\_]

E-MAIL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

#### ***B. APPLICANT'S WRITTEN STATEMENT OF INTEREST AND INTENT***

- Please complete (in a typed, two-part statement of approximately 100 -125 words each that deal with each of the following questions:
  1. How would participating in an internship benefit your development?
  2. What skills sets or other attributes could you bring to a host workplace?

**(Include your statement of Interest and Intent on the next page of this form)**

#### ***C. SUBMISSION OF APPLICATION FORM:***

- This application form and your statement must be submitted to:  
**Prof. Joseph Garcea**  
**E-mail: [joe.garcea@usask.ca](mailto:joe.garcea@usask.ca)**  
**Phone: 306-966-5222 (Office)**  
**306-280-5450 (Cell)**

#### ***D. DEADLINES FOR APPLICATIONS:***

**Fall Term Deadline: August 31.**

**Winter Term Deadline: December 16.**

**APPLICANT'S WRITTEN STATEMENT OF INTEREST AND INTENT**

- Please complete (in a typed, two-part statement of approximately 100 -125 words each that deal with each of the following questions:
  1. How would participating in an internship benefit your development?
  2. What skills sets or other attributes could you bring to a host workplace?

