

Important Information for faculty & students

POLS 3398: Internship

Process:

- 1.) Student must secure an internship. Student may contact their Career & Internship Advisor in Career Planning & Development, call 470-578-6555 or schedule in Handshake.
- 2.) Student must email Dr. Tara Stricko (tstricko@kennesaw.edu) requesting the internship paperwork and a copy of the syllabus. Students must meet the following general requirements in order 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.) Student must email scans of complete and correct paperwork to Dr. Stricko at least two weeks before the end of classes (not the end of final exams) in the semester prior to the one in which the student wants credit. Paperwork submitted after this deadline is unlikely to be approved.
- 4.) After the paperwork has been processed Ms. Edens will contact the student via email with instructions on how to register for the class.
- 5.) Student will attend the first mandatory internship meeting.
- 6.) Student will start the internship and journal entries will be due that same week.

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 will 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.) Current 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.

Updated: Fall 2019