

STEPS TO RECEIVE CREDIT FOR A POLITICAL SCIENCE/LASO INTERNSHIP

These steps are for students who wish to receive internship credits to count toward their major in either POSC or LASO. If you have no intention of paying for credits as the University requires, please do not attend the meetings or use the contacts or services of the POSC Department or represent yourself as having the approval of the Department to do an internship.

- 1. Attend the monthly meetings for the POSC Internship Program.** If in doubt as to when these are held every semester, please contact Mr. Magrath, the Internship Coordinator, at tmagrath@frostburg.edu or see the Department's Administrative Assistant, Ms. Fuller, at 136 Guild Center or call 301 687-4386.
- 2. Complete a POSC Internship Application and attach a resume.** Turn these documents in to Mr. Magrath at 138 Guild Center. The applications will be available at every meeting, at Mr. Magrath's office (138 Guild Center), or the POSC Department's main office at 136 Guild Center.
- 3. Check back with Mr. Magrath one week after you have submitted your application and resume.** You can schedule an appointment or come in during office hours. At that time, you will be advised whether you have been accepted into the POSC Internship Program.
- 4. Read and sign the following two documents:** "POSC Internship Terms and Conditions" and "FSU Indemnification and Liability Forms". These forms are mandated by FSU and obligate you to follow the rules established by the University and the Department regarding internships. You also agree at that time to be responsible for tuition for internship credits.
- 5. Begin your search for a placement that is interesting and related to your career ambitions.** Treat this process as if you were searching for a job after graduation. Use all resources available to you including family, friends, professors, and Mr. Magrath. At every meeting, a list of internship positions held by FSU interns will be made available. You can use this as a starting point. Remember that any federal position requires that an application be submitted to that agency the November of the year preceding the actual date of the internship. For example, if you want a summer internship in 2009, you must apply by 1 November 2008 to stand a chance.
- 6. Keep in touch with Mr. Magrath about your progress.** Once you have made arrangements with a site and a person at that site, give all contact information including name, position, phone, fax, and address to Mr. Magrath. It is then the responsibility of the Department to make contact with the site and the person you have identified.
- 7. Make sure you keep your academic advisor informed of your plans.** This is especially helpful at advising and registration times as neither you nor your advisor can add you into the internship courses. This can only be done with the approval of Mr. Magrath.