

Important Information for faculty & students

POLS 3398: Internship

Process:

- 1.) Students must secure an internship. Owl Link is a searchable online database of available internships available via the Career Services website. Students may contact Ms. Jessie Edens-McCrary in Career Services for assistance/questions. (jedens@kennesaw.edu)
- 2.) Once a position has been obtained, students must use the following link to apply online for academic credit: <http://careers.kennesaw.edu/hss/>. Click on “How Do I Apply for Academic Credit” and then select your major/department. Be aware that there is a syllabus for the course, POLS 3398, because although students do not attend classes, there are still assignments and other requirements that must be completed in order to earn a grade. 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.) Students should apply before the end of classes (not the end of final exams) in the semester prior to the one in which the student wants credit. Once a student has been approved he/she will receive an email giving additional instructions on how to actually register for the class.
- 4.) Students who want to start working prior to the start of the semester must contact Dr. Tara Stricko (tstricko@kennesaw.edu) for permission and instructions.

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.) 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.