** IU POLS DC **

**Indiana University Department of Political Science**

**Internship in**

**Politics, Opportunities, Leadership, and Social entrepreneurship**

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**IU POLS D.C. Internship Program for Spring 2020**

**Timeline and checklist to participate**

1. Fill out the application (at bottom of page <https://polisci.indiana.edu/career-preparation/internships/iu-pols-dc.html>), print it, and turn it in at the Political Science Department in Woodburn Hall 210 *before 4:30 PM on Friday, April 19* (applications will be accepted after that only if vacancies remain.)
	1. Prof. Barbour, the program director, will contact you, asking you to meet with her if you have not already done so.
	2. Find an internship in Washington, D.C., for spring 2019 (Jan 8 and May 4). You can consult these resources in order to secure a site by Nov. 1:
		1. Sara White, career coach at the Walter Center for Career Achievement. Sign up for an appointment at [*Career Link*](https://iuas-csm.symplicity.com/)*. If you’ve not scheduled an appointment before you can find directions for how to do so* [*here*](https://careers.college.indiana.edu/how-to-schedule-a-career-advising-appointment/)*. If you encounter any issues scheduling an appointment feel free to reach out to me at* *wcreed@iu.edu**.*
		2. The program director, Prof. Christine Barbour, at barbour@indiana.edu.
		3. If you are a PACE student, contact Prof. Lisa-Marie Napoli, lnapoli@indiana.edu.
2. Register your internship at the Walter Center page: <https://careers.college.indiana.edu/earn-internship-credit/>

You will receive an email when the site placement has been approved.

* 1. Secure a political science or PACE academic sponsor for your internship. Ask Prof. Barbour if you need assistance with this, barbour@indiana.edu. [PACE students should speak with Prof. Napoli, lnapoli@indiana.edu if this is your PACE certificate internship.]
1. Make travel arrangements! Your housing commitment in D.C. is from Jan. 13 through May 8 (you will be able to move in a few days earlier.)
2. By November, you will be authorized to enroll in 12 credits for the spring semester. If you wish to add any additional credits to your spring schedule, you are able to do so, keeping in mind that you will be in D.C. with a full-time commitment! Your $4500 housing fee (which does not include meals) will be added to your bursar bill as a course fee and paid at the same time.
3. Before November. 15, turn in your housing agreement with the deposit (check made out to WISH) to the department office in Woodburn Hall 210.
4. Prepare to go to Washington, D.C.!