

INTERNSHIP MANUAL

2020 - 2021



STRAAYER CENTER FOR
PUBLIC SERVICE LEADERSHIP
COLORADO STATE UNIVERSITY



POLITICAL SCIENCE
COLORADO STATE UNIVERSITY

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WHO WE ARE

The Straayer Center for Public Service Leadership provides internships, professional development opportunities, career coaching, workshops, panels, and more. The Center works with undergraduate and graduate students in all colleges and majors. John Straayer taught political science at CSU for 51 years and has been a resource for students and elected officials across the state.

Colorado State University, the Department of Political Science, and the Straayer Center for Public Service Leadership are committed to providing high quality educational experiences along with impactful professional experiences to prepare our students, recent college graduates, and new professionals to make a difference through careers in public service in a wide array of settings.

We accomplish this by:

- Preparing our students to be professional public service administrators who value community and serve as stewards of the environment. Public managers and leaders who identify both challenges and opportunities and facilitate positive change.
- Serving the communities of Colorado through connection, support, and intellectual resources.
- Through internship opportunities, which are a critical component of our academic programs. Recent graduates of ours have been placed in federal, state, local, and nonprofit agencies. While in their internships, students have been involved in human resource management, budgeting and financial management, strategic planning, policy analysis and evaluation, sustainability, communications, and more.

For our students, internships are intended to provide an opportunity to gain practical experience that is necessary to enter the workforce or to enhance career development through participation in public service organizations and activities. For the host organizations, internships can be used to carry out special projects, to provide a means of recruiting new personnel, and to facilitate career development. For our department, internship placements provide an opportunity for our program to strengthen our relationships with a broad range of governmental, nonprofit, and other agencies and organizations.



MISSION & HISTORY

Colorado State University was established in 1870 as the State's land grant-institution following the Morrill Act of 1862. Public Service Leadership has been a core principle from the onset, through pragmatic and transformative educational experiences and research benefiting citizens and communities across the State of Colorado. CSU has a long history of leadership in Agriculture, Engineering, Water Systems, Natural Resources, Energy, Sustainability, and more. Since the late 1800's, CSU has played a substantive leadership role in supporting the development of agricultural industry and irrigation systems in Colorado. In 1960, researchers at CSU developed a pilot program for global service with grassroots impact. President Kennedy would adopt and implement their proposal, The Peace Corps, just one year later. And for close to 40 years, CSU students have travelled down I-25 to the State Capitol during the Legislative Session, providing critical research and support for our statewide elected officials. Graduates of this program now include administrative and elected leaders at the local, state, and federal levels, including multiple sitting members of the Colorado Legislature and a sitting U.S. Senator. The Straayer Center and Department of Political Science build off this legacy by expanding experiential learning programs for students, and by connecting with communities and public agencies across the State.

The Department of Political Science at Colorado State University provides quality undergraduate and graduate educational programs to enhance students' knowledge about government, politics and public affairs. Our curriculum covers the breadth of the Political Science discipline including American politics, comparative politics, international relations, political theory, and public policy and administration with an additional and unique specialization in environmental politics and policy. Our students develop strong critical thinking and analytical skills and learn to effectively communicate complex ideas. Our faculty and graduate students conduct research to advance knowledge about government and politics and to identify solutions to societal problems in the United States and around the world.

The Political Science major, like all studies in the Liberal Arts, provides students with knowledge and skills applicable across a broad spectrum of employment in the public and private sectors. Political Science majors are trained to be independent and critical thinkers; to be discerning and active observers and listeners; to communicate persuasively; to constructively engage and solve intellectual and practical problems; to adapt and function effectively in a number of distinct occupational and institutional settings; and to function comfortably in a multiethnic, multiracial, and globalizing society. Our alumni have gone on to successful careers as policy analysts, lawyers, city administrators, campaign specialists, lobbyists, non-profit managers, teachers and business leaders. Many former students work in local, state, federal or international governmental organizations and several of our graduates have been elected to political office. The Department maintains a list of internship and employment opportunities online, which is updated regularly. The American Political Science Association provides many useful resources on career opportunities for Political Science majors. The CSU Career Center also can help students explore career options.

WHY DO AN INTERNSHIP?

Internships allow students to expand on their exploration of political life by supplementing their coursework with real-life experience. Internships help students decide whether a future in elective office, government, politics or public affairs generally suits their taste and provide opportunities to make contacts with people who may help with future employment. More than 1000 students have completed our Colorado Legislative Internship and for many it has been a significant factor in their career choices. Universally they report the internship as a highlight of their college career.



INTERNSHIP PROGRAMS

The Department of Political Science and the Straayer Center offer several internship options:

- 1. Colorado Legislative Internship** – Each spring semester, a group of students travels to the State Capitol in Denver every Tuesday and Thursday to intern for State legislators, General Assembly committees or lobbyists. Open to all majors; preference given to graduating seniors. Contact Dr. Robert Duffy.
- 2. CSU in D.C.** - Spend a full semester in the nation's capital, earning 15 academic credits through CSU while completing a full-time internship. Students have worked on Capitol Hill, with lobbyist groups, in a federal agency, with law firms, and more. CSU partners with The Washington Center for housing, academics, and professional internship support. For more information, contact Sam Houghteling.
- 4. General Political Science Internship** – Students may arrange their own internships and work with a Political Science faculty member to gain academic credit. Internships may be completed during the fall, spring and summer semesters. Contact Sam Houghteling.

Some examples of internships students have held in the past:

- City Manager's Office Fellowship
- Environmental Services Waste Reduction & Reuse Internship
- Finance Department Rebate Program Internship
- Neighborhood Services Program Development Internship
- Social Sustainability Equity and Inclusion Fellow

To receive academic credit, students must enroll in up to 1-9 credits of POLS 486 (A, B, or C), three of which may count towards the Political Science major requirements. Students receive academic credit for learning demonstrated throughout the internship. Assignments typically include completing a daily journal and a paper linking the work to Political Science theories and concepts covered in the students' coursework. Generally, students are expected to work 50 hours per credit. Arrangements for academic credit must be completed before the internship begins.



HOW TO APPLY

Students are required to fill out an Internship Application, attached below, and set up a meeting with the Straayer Center / Dept. Internship Coordinator. Please note, individual internship programs have individual deadlines. Please inquire regarding internship application dates, which are also found on the Straayer Center website.

Political Science Universal Special Studies/Internship Application

Semester_____

Name, CSU ID_____

Major, GPA, Year in Program_____

Address_____

Phone_____ Email_____

Have you already applied for or found an internship of interest? _____

Internships Applied For/Interested In (Circle All that Apply): -Legislative Internship -Political Campaign -Local Government Internship -Non-Profit Internship Other_____

Faculty Sponsor, Recommending Faculty (For Legislative Internship, list Dr. Robert Duffy):

Sponsoring Organization (For Legislative Internship, list Colorado General Assembly):

Accepted Position: (YES/NO) Anticipated Start Date_____

If Applying for Course Credit: Course Title_____ Course Number_____

Section_____ Credit Hours_____ CRN_____

Student Signature_____

Faculty Sponsor_____

Date_____

Department Chair_____

(Please Turn over to Answer Long-Form Questions)

Please Attach Neatly Typed Answers to the Following Questions:

-Please Indicate Why You Are Interested in the Internship (250 or less)

-Statement of Program Plan or Research Objectives (250 or less) (If Applying for Independent Study, Research*, Thesis, or Dissertation credit, only answer this question)

-(For Legislative Internship Only) Please Illustrate how the State Legislature can address a substantive policy issue of your choice (250 or less)

-(For Local Government Internships Only) Please Illustrate how the your Local Government can address a substantive policy issue of your choice (250 or less)

DELIVERABLES & GRADING

Individual instructors may choose to modify the deliverables and requirements for an internship. In general, interns will be asked to submit a 1) background report, 2) professional journal, 3) final report, and 4) supervisor evaluation.

ASSIGNMENT NO. 1: BACKGROUND REPORT.

A brief, typed report that includes: (Be sure to answer all five points; please write one to three pages)

1. A brief history, explaining ownership, funding, and the impact of this organization on the community.
2. A description of the staff, departments and your supervisor's responsibilities.
3. A description of your responsibilities. Tell me when you began and what hours you are working.
4. Describe the audience your organization addresses.
5. Describe the management style of your organization. Purpose: to help you understand the organization and to see how your work is a part of the communication process in the community.

ASSIGNMENT NO. 2: JOURNAL REPORTS

You must turn in a journal report. Your supervisor must sign the report. Journals include hours worked and specific work you have been assigned to do. Purpose: This is to help you see how your internship is progressing and to help keep track of your hours and your specific responsibilities at your internship.

ASSIGNMENT NO. 3: FINAL REPORT

Write an assessment of your internship, and include samples of your best work. Include good points as well as areas where you think improvements can be made for future internships. Limit your final report to one to three pages. Submit a sample of your best work completed during this internship. Purpose: Your own assessment of your work is valuable to you. Your assessment of the internship helps us evaluate this internship opportunity for other students. Work samples will be useful for your portfolio when you begin job hunting.

ASSIGNMENT NO. 4: EVALUATION

Toward the end of your internship, your supervisor will be e-mailed an evaluation form that is to be returned before you can be given a grade. It is your responsibility to see that he/she returns the completed evaluation on time to CSU. Even if you work beyond the end of the semester, the final evaluation is still due on this date. Missing evaluations result in an "Incomplete" for the course.

OVERSIGHT & EXPECTATIONS

The Colorado State University Department of Political Science and Straayer Center encourages all students to take advantage of internship opportunities. Internships benefit both the students and the internship sponsors. Students benefit from the opportunity to apply what they have learned in college courses to a work situation, under a trained supervisor in a professional setting. The internship sponsors benefit by establishing a relationship with the school and faculty, by being introduced to potential employees and by the actual work the interns accomplish.

Interns can expect to:

- Receive help from the internship coordinator in locating internships that match their career goals and provide meaningful, responsible work experiences.
- Be supervised, given feedback and suggestions for improvement.
- Be supported by the internship coordinator in dealing with work-related issues.
- Receive academic credit for successful completion. A passing grade comes from the combination of the supervisor's evaluation; an evaluation of the student's work samples; the intern's journals; required reports, and the department's assessment of the rigor of the particular internship.

Interns are expected to:

- Treat the internship as a professional job and to act accordingly. Students will be placed only in offices where their work will be supervised by a professional in their particular area of communication.

Supervisors are expected to:

- Provide the department with a written job description and conditions of the internship. (Supervisors may be requested to provide a resume of their professional work.)
- Sign a contract indicating willingness to supervise and evaluate the intern. Provide supervision, feedback and a written evaluation.

RESOURCES

Internship Databases

The following is a collection of non-APSA internship programs databases and search engines. Many are geared towards certain industries and career sectors. You can find additional links for job databases on the additional career resources page.

The House of Representatives Employment Bulletin

Full listing of all open positions, including internships, in the U.S. House of Representatives. Open positions in committees are also included in the bulletin.

Idealist

A resource for finding internships in non-profits, both in the U.S. and internationally.

Internships.com

A student-focused internship marketplace, bringing students, employers and higher education institutions together in one place.

Global Jobs

A job listing site, including internships, for foreign affairs positions in NGOs, think tanks, government and the private sector.

The Senate Employment Bulletin

Full list of all open positions open positions, including internships, in the U.S. Senate. Open positions in committees are also included in the bulletin.

State Job Boards

Nearly every state job board lists internship available in state agencies, museums, and other institutions. A quick google search can point you to the appropriate state resource.

Colorado Municipal League (CML)

Protect and promote municipal interests and priorities

International City/County Management Association (ICMA)

ICMA is the world's leading association of professional city and county managers and other employees who serve local governments.

Engaging Local Government Leaders (ELGL)

Focused on all levels of local government (from analysts to mayors; librarians to planners; and everyone in between), ELGL's mission is to engage the brightest minds in local government by providing timely and relevant content through podcasts, blogs, webinars, social media and conference gathering, with the objective of fostering authentic and meaningful connections that are grounded in practices of equity and inclusion.

RESOURCES

USAJobs

The resource for job postings in all departments and agencies of the federal government.

Includes links to the **Pathways Program**, which offers internships, fellowships, and careers for students and recent graduates.

Colorado State University's **resource page for navigating USAJobs**

Virtual Student Foreign Service projects are also posted through USAJobs.

Other Federal Government Institutes and Agencies

For select other federal government institutes and agencies, internships are posted on their respective websites.

- [Smithsonian](#)
- [FBI](#)
- [CIA](#)
- [Commission on International Religious Freedom](#)

United State Office of Personnel Management - Internship Program

This Program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed.

Presidential Management Fellowship (PMF) Program

A leadership development program at the entry level for advanced degree candidates.

PMF Application

Go Government

Information for students, recent graduates, and entry-level jobseekers

Peace Corps

Peace Corps is a United States government agency that sends American citizens abroad to promote world peace and friendship.

RESOURCES

Internship Programs and Fellowships

The following is a collection of non-APSA internship programs. Most are for undergraduates and some are specifically targeted to minority students, while others are general programs for any interested student.

Center on Budget and Policy Priorities Summer Internships

The Center seeks highly motivated undergraduate and graduate students (including law), as well as recent graduates, in the following areas for full-and occasionally part-time paid internships: Media, Federal Legislation, Health Policy, Housing Policy, Food Assistance, National Budget and Tax Policy, Outreach Campaigns, State Fiscal Project and Welfare Reform and Income Support Division (see internship descriptions).

Congressional Black Caucus Foundation Internships

Congressional Black Caucus Foundation Internship programs bring the policy making process to life. The nation's capital serves as the backdrop for our internship programs that offer personal, educational, and leadership development.

Congressional Hispanic Caucus Institute Summer Internship

The Congressional Hispanic Caucus Institute Program focuses on increasing Hispanic Students' awareness of the U.S. political system and enhancing their leadership skills.

The Fund for American Studies

The Fund for American Studies runs several internship programs both in Washington DC and abroad throughout the year. During the DC programs, each student takes a class through George Mason University in addition to interning 30-35 hours per week at a government agency, Congressional office, policy group, think tank, media outlet or nonprofit organization.

Ford Motor Company/Congressional Hispanic Leadership Institute (CHLI) Leadership Program

This program offers a unique internship experience for students to develop their personal, educational, and leadership skills. Opportunities for students to gain exposure to the inner workings of the United States Congress, Federal Government, and Washington, D.C.-based think tanks and international institutions.

Hispanic Association of Colleges & Universities National Internship Program

This program offers internships to Hispanic students who attend institutions that enroll significant numbers of Hispanic students. Internships are offered in Washington D.C. as well as other locations throughout the country.

RESOURCES

Morris K. Udall Foundation Native American Summer Congressional Internship Program

This program is designed to provide Native American college students with experience in the legislative process, congressional matters, and governmental proceedings.

National Academy of Social Insurance

The National Academy of Social Insurance (NASI), a non-profit, nonpartisan organization made up of the nation's leading experts on social insurance, is uniquely qualified to provide students with challenging internship opportunities. These are nationally-competitive internships with a select number of placements made each year.

Public Policy and International Affairs Program (PPIA) Junior Summer Institutes

The PPIA Junior Summer Institutes (JSI) have been the hallmark of the PPIA Fellowship Program for over 20 years. JSI is an intensive seven-week summer program that focuses on preparing students for graduate programs in public and international affairs and careers as policy professionals, public administrators and other leadership roles in public service.