

New York University
Wilf Family Department of Politics
MA Program

Policy and Instructions for Internships for Academic Credit

The internship plays an important role in the educational and professional development of our students. The internship component of the MA Politics degree is designed to provide students with practical experience in occupational fields related to a Master's degree in political science. The internship is an excellent opportunity for you to gain direct work experience.

The following provides information of the department and graduate school's policies regarding internships for academic credit.

International students planning to complete an internship should contact NYU's Office of Global Services (OGS). Any questions pertaining to Curricular Practical Training (CPT) and Optional Practical Training (OPT) should be directed to OGS.

Requirements:

An internship done for academic credit towards the MA Politics degree requires at least 120 hours of work with an approved organization or agency over the course of a semester or summer. Per GSAS policy, internship duties may not exceed 20 hours per week during the Fall and Spring academic semesters. An internship requiring more than 20 hours per week must be approved in advance by the Associate Dean for Academic and Student Affairs. Full-time internships are permitted during the summer.

In order to be eligible for academic credit, an internship must be related to a degree in Politics and comply with the "GSAS Policy on Internships for Academic Credit." As such, the internship requires onsite supervision and written evaluation. The internship may be paid or unpaid. The internship must be completed in the United States; exceptions to this require approval of the MA Program Director. Web-based internships are not permissible for academic credit.

Upon securing an internship, in order to receive credit, the student needs to have their on-site supervisor complete the "Internship Application Form." The form is to be returned to the MA Program Director. Students must also register their internship through NYU Wasserman Center's Handshake Non-Classroom Experiences Survey at <https://nyu.joinhandshake.com/surveys/35805>. Through the "Resources" tab, search for "Non-Classroom Experiences Reporting" and complete the required information regarding your internship placement. Step-by-step instructions are attached. You must submit a screenshot of your submitted survey responses to the MA Program Director prior to enrollment in the internship seminar.

After submitting the application form and survey responses to the MA Program Director, the student should enroll in the 2-credit internship supervision course (POL-GA 3995). Upon

completion of the internship, the student should give their on-site supervisor the “Internship Evaluation Form” which is to be completed by the supervisor and submitted to the MA Program Director.

Internship Supervision Course:

The internship supervision course (POL-GA 3995) is supervised by the MA Program Director. When submitting the “Internship Application Form,” you should meet with the MA Program Director to discuss the learning objectives and goals of the internship. In order to receive a grade for the internship course, the “Internship Evaluation Form” must be turned in and you must submit an 8-10 page paper.

The paper should relate your internship experience to your education and Politics degree, and you should discuss how the learning objectives and goals of the internship were met. You may discuss how the internship connected to your coursework. You may also select a topic in the political science literature relevant to your internship and discuss how your experience confirms or contradicts the academic treatment of the subject. If you completed research or wrote reports as part of your internship, you may incorporate them into your paper.

Using Handshake for the Non-Classroom Experiences Survey

Handshake has replaced NYU CareerNet (Simplicity) at the NYU Wasserman Center and the career centers in Abu Dhabi and Shanghai. Handshake is an intuitive, mobile-friendly platform that seamlessly connects students and employers.

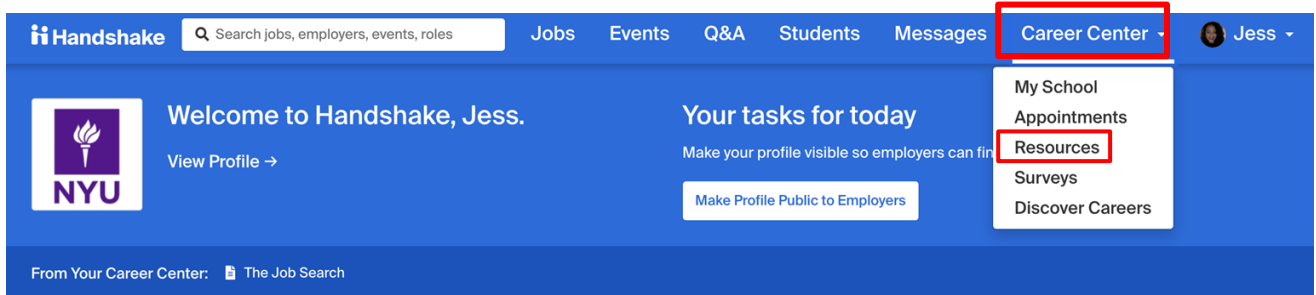
The Non-Classroom Experiences Survey is used to capture student experiences outside of the classroom. . State reporting requirements for compliance require NYU to report information on where students are completing non-classroom experiences (i.e. internships, externships, clinicals, etc.). If you are participating in a non-classroom experience or have a student who is participating, please follow the instructions for accessing the survey.

Accessing the Survey

You can access the survey in one of two ways (please note that you must be a student user of Handshake; if you do not have a student user account, please email handshake@nyu.edu):

- 1) Follow this link to access the Non-Classroom Experiences Survey in Handshake:
<https://nyu.joinhandshake.com/surveys/35805>.
 - You will be prompted to log-in to Handshake with your NYUHome netID username and password.
 - Answer each question and ensure you select “submit” at the conclusion of the survey.

- 2) Visit the Resources tab in Handshake.
 - From your student account, click on “Career Center” (next to your name in the upper right hand corner).
 - Select “Resources” from the drop-down menu.
 - In the Resources Library, search for and select the thumbnail: [Non-Classroom Experiences Reporting](#).
 - Click into the thumbnail and follow the link to the survey in the description box.



Resource Library

Exploring Careers

by NYU Wasserman Center

Consider taking self-assessments that will allow you to better understand your preferred work environment and identify your most significant professional interests. Consult resources for exploring industries, positions, and companies that may be right for your needs and goals....



EXPLORING
CAREERS

Non-Classroom Experiences Reporting

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NON-
CLASSROOM
EXPERIENCES
REPORTING

Questions about this process or accessing Handshake? Email handshake@nyu.edu.