

## **Internships, Directed Reading/Directed Study Courses (PolSci 199/698/699)**

---

Credit is earned in the College of Letters and Science by completing courses with academic content. L&S does not allow students to receive credit for internships. In some cases, students in internships may also register in the College for a course related to that internship. Students wishing to acquire academic credit for internships should enroll in PolSci 400 Careers in Political Science, PolSci 427 Legislative Internship, or Inter LS 260 Internships in the Liberal Arts and Sciences where appropriate.

According to the L&S Undergraduate Catalog:

Directed study offers the student an opportunity to work with a faculty member on an individual study program. Directed study courses (198/199, 298/299, 698/699) are made available by departments on the basis of a student's preparation and motivation and a faculty member's willingness to accept the student in such an endeavor.

A student who is stimulated by a particular concept or problem encountered in a course can pursue and develop that interest in depth through a directed study project. Directed study programs can make a valuable contribution to a student's educational experience.

**Prior to registration and before the end of the second week of classes**, students are responsible for making all arrangements with the faculty member who agrees to direct their work (emphasis added). The student and faculty member should prepare a study plan, determine the time and place for regular meetings, the number of credits to be earned, and how to register for the course.

Directed study courses with a number ending in 98 (for instance, 198, 698) are carried on a credit/no credit (Cr/N) basis. Grades are not awarded for these courses. The student only earns credit for the course if the instructor is satisfied with the work the student has performed. If credit is not granted based on student performance, the student does not receive a failing grade, but does not receive credit for the course. Not all departments offer directed study courses on a Cr/N basis. Courses ending in 99 are graded. All directed study courses (graded or not) count toward the maximum number of credits that may be counted in the major if taken in the major department. (UW Undergraduate Catalog, 2001-2003, 262)

The department has adopted three directed study courses:

**PoliSci 199 Directed Study.** 2 cr. Prereq: Fr and So. Consent of instructor; prior course in political science.

**PoliSci 698 Directed Study.** 1-4 cr. Prereq: Jr or Sr st. Graded on Cr/N basis; requires written cons inst. (Advanced level)

**PoliSci 699 Directed Study.** 1-4 cr. Prereq: Jr or Sr st. Graded on lettered basis; requires written cons inst. (Advanced level)

### **Guidelines for Granting Credit for Internships**

The Undergraduate Committee discussed the issue of directed study credit for internships and has agreed that if members of the faculty wish to sponsor directed study courses in these cases, these courses should contain academic content. The student is responsible for arranging the internship, contacting the faculty member to plan the academic component, work out registration for the course, and completing the work. The faculty member and the student will come to an agreement on the number of credits for the directed study course.

As a guide, the Committee suggests the following requirements for directed study credit for an internship:

- I. The student must request a letter from the internship supervisor at the beginning of the semester confirming the internship, indicating the number of hours at the internship site, and the required duties. The internship must involve more than performing clerical duties (i.e., filing, stuffing envelopes, etc.) to receive credit. The student must submit a letter from their supervisor evaluating his or her performance and outlining duties performed by end of the semester (no later than the last day of scheduled classes.) This letter will be placed in the student's academic file.
- II. Internships may be completed under the course number PoliSci 698, which is graded on a credit/no credit basis.
- III. Students can receive 1 credit for PoliSci 698 if the internship averages at least 10 hrs/week over the course of the semester and has an academic component (typically a 10 page paper.) The paper should integrate the internship experience with previous coursework in political science.
- IV. Students may receive 2 credits for PoliSci 698 if the internship requires an average of at least 10 hrs/wk over the semester and where the academic component includes a set of readings in addition to a paper. The paper must integrate the readings and the internship experience and is typically 20 pages in length.
- V. Students may receive 3 credits for PoliSci 698 if the internship requires an average of at least 10 hrs/wk over the semester and where the academic component includes both a set of readings and a substantial research paper (typically 30 pages in length.)
- VI. Students may **not** enroll in PoliSci 698 or 699 if it duplicates credit being received for the Legislative Internship course (PoliSci 427) or Washington Internship (PoliSci 478).
- VII. PoliSci 698 and PoliSci 699 are included as upper-level credit in the major; however, there is a limit of 6 credits of PoliSci 199/698/699 that can count toward the major. PoliSci 199 and PoliSci 699 are both letter graded (A-F) and PoliSci 698 is graded Cr/N