

# Internship Guidelines

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## Requirements:

1. Weekly emails detailing what you did at the internship.
  - a. **Keep in mind:** Writing a respectful email will be crucial in your life – whether you move on to graduate school or into the workforce. When corresponding by email, let the rules of good judgment guide you in what is acceptable for the style and content of your message. Do not treat emails to me like text messages (even if you send them from your phone). Proper emails should include: a short and accurate subject; a salutation phrase (“Dear Professor Christiani” or “Hello Dr. Christiani”); and a correct form of leave-taking (“Thank you, Susan,” “From, Amy,” or “Best, Frank”). Finally, emails should include the correct content, spelling, and grammar. Make sure you proofread before clicking “Send.”
2. A final paper.
  - a. The paper should link something from your internship to a broader political science concept. It does not have to be super direct – but basically, it should be a political science paper inspired by your internship.
  - b. You should have a one-sentence **thesis** -- something you are arguing or making the case about in your paper. The rest of the paper should engage with the political science literature to support your thesis. Also it should be:
    - i. Approximately 6 pages double spaced
    - ii. Include at least 3 peer-reviewed citations (let me know if you have questions about any of your sources – I usually start with <https://scholar.google.com/> to locate good ones, then use Hunter's database to access them)
3. Note that 15 hours/week at the internship corresponds to approximately 3 credits within the political science department. You need to fill out a request to register, then once you have approval, ultimately register in CunyFirst for the internship credits during the semester in which you are completing the internship.