Dear Students:

The Public Policy Program requires an intern. If you are a freshmen or new student, the most important thing you can is enroll in PPOL 174 Internship Studies. Students typically don't pursue internships until the summer of their junior year (at the earliest). Here are the steps.

1) Enroll in PPOL 174 (1 unit course--usually completed in fall of first year--no later than second year).

2) Identify and interview for an internship (usually in summer after sophomore year or junior year). We are happy to provide assistance and leads, but each student is responsible for securing their own internship. Here are some examples of organizations that are usually looking for interns on a continual basis:
   - Rocklin, Roseville, Lincoln Chambers of Commerce
   - Assembly member Beth Gaines and State Senator Ted Gaines offices
   - Randle Communications: This is a premier PR and political consulting firm. They are located in Sacramento.
   - Hallidin Public Relations: This is also one of the few paid internships that are available.
   - Congressman Tom McClintock's Office (located in Granite Bay)

3) Get your internship pre-approved. It must be:
   - 135 hours (it can be spread over two semesters or a semester and summer)
   - public-policy related
   - external (i.e. not campus-based)
   This is an important step. Internships must be approved before you begin. Credit will NOT be given for an internship if it is not pre-approved by the Faculty Advisor for internships (Phil).

4) Get application form and learning agreement form (found on my jessup) filled out and signed by your internship supervisor.

5) Enroll in a 3 unit Internship Course (PPOL 475) for semester during which you will complete the internship (or following fall if completed during summer).

6) Schedule a site visit for the Faculty Advisor during course of internship.

7) Have supervisor complete evaluation form at the end of your internship verifying that 135 hours have been completed.

8) Submit five-page reflection paper (1125 words) due at the end of the PPOL 475 course (to get credit for PPOL 475).

9) Enroll in 1 unit Professional Studies course (PPOL 374--usually in fall of Junior year).

Please note that all steps must be completed, including getting appropriate forms signed and returned, in order to meet the internship requirement. And again, all forms and documents can be found on my jessup. Please keep this email for future reference. Ali Hendricksen (Student Assistant in the Public Policy Department) manages the paperwork for internships, and I'm the Faculty Advisor (for pre-approvals and site visits). If you have any questions about internships, just let Ali or I know.

Thanks,

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