



How to Set Up Your Own Internship and Request Academic Credit Through the Hinckley Institute of Politics

The Hinckley Institute grants academic credit to students who pursue and set up their own internships. In order to be eligible, the internship must be with an established, credible organization with an assigned supervisor to oversee the intern. The internship should be related in some way to government, politics, and/or public policy, and should provide substantial administrative, research, and office work. The Hinckley Institute will review the internship proposal and approve it for credit. If approved, the Hinckley Institute will monitor the internship and send an evaluation to the intern supervisor at the end of the internship.

If you have or would like to set up your own internship, you must *submit a paper copy* of the following three items to be reviewed by the Intern Manager, Courtney McBeth:

1. **Hinckley Online Application Cover Sheet** (fill out, submit electronically, and print) – <http://www.hinckley.utah.edu/internships/application/index.html>
2. **Resume**
3. **Intern Job Description** – meet with your supervisor and compose a document that includes the following information:
 1. **Description of the organization.**
 2. **Description of the intern responsibilities, tasks, and duties.**
 3. **Supervisor's name, phone number, email, and mailing address.**

Hinckley interns are required to register for the Political Science 4900 "Political Internship" class during the semester of their internship. Students may register for 3-5 credit hours for local internships and 3-12 credit hours for international, Washington, D.C., and state legislative internships. Academic credit is obtained by fulfilling a successful internship, writing a research paper and book review, attending mandatory meetings, and receiving a positive supervisor evaluation.***

*****Academic and Hour requirements should be reviewed at this website -
<http://www.hinckley.utah.edu/internships/index.html>**