

# Completing the Internship Requirement for the Certificate in Public Policy



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## 1 FIND the RIGHT FIT

As a student completing the La Follette School's (LFS) Certificate in Public Policy, you may satisfy the internship requirement by enrolling in one of three courses concurrent with your internship. As you begin your internship search, consider the following questions.

● **Your goals.** What type of internship experience fits your interests and goals? Are you interested in gaining experience in a legislative office? What level of government most interests you? Or would you rather work with a business, or a nonprofit advocacy organization? Your answers to these questions will also help you determine which of the three courses, listed below, best fit your needs.

- **Tradeoffs.** Do you need your internship to be paid, or are you able to accept unpaid work? Where would you prefer to live during your internship? Some internships require working on site, while others can be performed remotely. Some are in Madison, and others could take place in Washington, DC (like the Wisconsin in Washington program); as part of a study abroad program in Argentina; or during a summer with your hometown city government. Do you also need internship credit for a Political Science major? If so, you may wish to enroll in PS 315, which also fulfills the LFS Certificate requirement.
- **Timing.** When does it make most sense to complete your internship?

Do you want to spend a summer working on an internship course, or do you already have a job locally or on campus that could potentially fulfill the internship requirement? Check in with Marie Koko, the LFS Career Services Coordinator, to ensure it qualifies. (Note that internship courses bear credit and, thus, a tuition cost.)

- **Tuition.** A limited number of competitive summer tuition scholarships are available to students who enroll in Public Affairs 327 through the [Kohl Scholarship program](#).

Applying for internships can take time and effort. Narrow your search, and seek advising no less than three months before you hope to start an internship.

Courses that fulfill the internship requirement		Terms offered			<i>Each internship course has distinct characteristics and steps to enroll. On the next page, you'll find details to help you navigate.</i>
Course	Taught by	Spring	Summer	Fall	
<a href="#">Public Affairs 327</a> Administrative Internship	La Follette School	●	●		
<a href="#">Political Science 315</a> Legislative Internship	Department of Political Science	●	●	●	
<a href="#">Political Science 402</a> Wisconsin in Washington Internship Course*	International Academic Programs	●	●	●	

\*Must apply and be accepted to the Wisconsin in Washington program to complete this course.

## 2 SEEK ADVISING

Twice each week, Marie Koko, La Follette's Career Services Coordinator, emails a [list of internship opportunities](#) to all Certificate students. The [Political Science Department](#) and [SuccessWorks](#) also maintain internship boards.

For assistance finding internships, to review of your application materials, or to schedule a career advising appointment, email Marie at marie.koko@wisc.edu.

PRO TIP

Many students find valuable internships working in the offices of elected officials. But great public policy internships often take place in other professional settings. These include businesses, nonprofits, health care systems, higher education, and school systems. Talk with an advisor or the internship supervisor to help you shape

# 3 ENROLL



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## Courses that fulfill the Certificate in Public Policy internship requirement

### Steps to apply and enroll

#### [Public Affairs 327 | Administrative Internship | La Follette School of Public Affairs](#)

Internships can take place in any sector including public offices, agencies and organizations, nonprofits, and the private sector. Internships should, however, involve some aspect of public policy.

An internship with a state agency might involve working to help implement a publicly funded health program. An internship with a nonprofit might involve research to support advocacy to fund early childhood education. An internship with a business could ask that you review how a new environmental regulation will impact the company's operations. For questions about whether your internship qualifies, contact Marie Koko at [marie.koko@wisc.edu](mailto:marie.koko@wisc.edu).

After finding an internship:

- Fill out the PA 327 Internship Agreement Form.
- Email the completed electronic form (fillable pdf) to the Career Services Coordinator who will review the form. When approved, you will be notified that you can enroll.
- Email the Career Services Coordinator for questions about appropriate internships.

#### [Political Science 315 | Legislative Internship | Department of Political Science](#)

To be eligible, internships do not necessarily have to be in a legislative setting, but they do need to be politically related and pertain to legislative issues, specifically in one of the following: the governor or lieutenant governor's office, the state legislature, state agencies, or federal legislative offices.

Contact Amy Gangl at [agangl@wisc.edu](mailto:agangl@wisc.edu) for questions about appropriate internships. Students are expected to take the lead on their internship search and preparation.

Email Professor Amy Gangl at [agangl@wisc.edu](mailto:agangl@wisc.edu) with the following information:

1. Name of internship
2. Hours you will work per week during the term
3. Name and email contact of internship supervisor

#### [Political Science 402 | Wisconsin in Washington Internship Course\\* | International Academic Programs](#)

The Wisconsin in Washington, DC Internship Program gives undergraduates an opportunity to spend a semester or summer interning in Washington, DC while taking classes and earning academic credit. Choose between a domestic focus, or an international policy focus (formerly the Washington, DC Semester in International Affairs). The 12 credit semester program features three courses taken in Washington, DC, plus an internship. The 3 credit summer program includes one class and an internship.

Students must apply and be accepted to the Wisconsin in Washington program to complete this course. They are expected to take the lead on their internship search and preparation.

Once you are accepted to the program, you will:

- Enroll in an online non-credit course designed to prepare you be a competitive applicant during your internship search
- Work closely with program staff to help you identify and clearly articulate your interests and skills.
- Receive internship listings and resources to assist you with your search
- Update program staff frequently about your progress