

Steps to Getting an Internship for Political Science and Geography Students



Want a great internship? Make sure you begin the internship process prior to the semester you want to intern. For example: if a student is planning to register for an internship during the spring semester, the process should begin in the fall prior to preregistration.

	Tasks	Details	Date Completed
Step 1: GETTING READY FOR AN INTERNSHIP Work with Career Services	Attend an Internship Orientation/Training	Check "Careers4Monarchs" at www.odu.edu/cds for orientation dates or View Arts & Letters online sessions: http://bit.ly/2df77A1	
	Create Resume	Follow the guidelines found here: http://odu.edu/success/careers/tools/resume	
	Schedule an Appointment	Schedule with the Career Development Services, Arts & Letters Internship Coordinator or liaison to have your resume reviewed/approved, discuss search strategies and opportunities	
Step 2: INTERNSHIP SEARCH Student Responsibility	Search for Internship Opportunities	You may use your own resources or Careers4Monarchs, The internship coordinator will assist with any problems	
	Secure & Confirm the Internship	Communicate with Faculty Coordinator regarding requirements and expectations about the course prior to searching, confirm approval once internship is secured. See the attached Faculty Coordinator listing.	
Step 3: INTERNSHIP COURSE REGISTRATION Work with Faculty Coordinator	Register for the Internship Course	Your Faculty Coordinator MUST release the hold or register you for the course. See department registration guidelines and deadlines.	
	Sign and Return Learning Contract	Complete the Career Services Learning Contract and submit to the CDS Internship Associate Director: Alice Jones, aljones@odu.edu	

For Additional Information Contact

Career Development Services, ODU
 BAL, Room 1006; Email: cds@odu.edu
 Phone: 757-683-5525

Alice Jones, Associate Director/Liaison
aljones@odu.edu
 Political Science and Geography Major
 Internship Program

<https://sites.wp.odu.edu/gpinternships/resources/>

Dr. Jesse Richman
 Department of Political Science and Geography
 Internship Program Coordinator
 BAL 7028
jrichman@odu.edu
 757-683-3853

Department of Political Science and Geography Internships Information

Why an Internship? Three GREAT reasons:

1. Students with an internship on their resumes are over 20% more likely to be hired, and at jobs with up to \$20,000 more in salary than those without one (NACE, 2015).
2. Internships provide:
 - Valuable professional experience, socialization & professional networking
 - Competitive advantage over students without them
 - Recommendation letter from your supervisor (with successful completion)
3. Employers look to hire those with relevant experience, and the ability to talk about what they can offer (experiences, skills, the industry as a whole); Internships can provide that!

Minimum Guidelines for Department Internships/co-op:

- Registration in ODU "Careers4Monarchs" (see other side of this sheet: weblink & steps)
- Good academic standing (ODU GPA 2.0+)
- Junior standing (60 credit hours)

Where have ODU Pols/Geog/IS students received internships?

Virginia General Assembly
The White House
U.S. Congress (D.C. and local offices)
City of Norfolk
Washington DC city government
City political campaigns.
State legislative campaigns
House of Representatives campaigns
U.S. Senate campaigns
Democratic party of Virginia
The Language Group, Virginia Beach, VA
YWCA South Hampton Roads
NATO
Joint Forces Staff College
Presidential campaigns

Norfolk Sister Cities
International Mountain Biking Association
City of Virginia Beach - Economic Development
City of Norfolk - Planning Department
ODU, Office of the President
Embassy of Greece, Washington DC
UN Embassy, UAE
The Ambit Group, Vienna, VA
U.S. Department of State
Embassy of Ghana, Washington, DC
Harris IT Government Services
ODU, Information Technology Services
NASA Langley Research Center
Gubernatorial campaigns

AND MANY MORE....

Want to get started? Please see <https://sites.wp.odu.edu/gpinternships/>