

University of Oregon, Department of Political Science  
**PS 406 FIELD STUDIES / INTERNSHIPS GUIDELINES**

ELIGIBILITY:

1. A student must
  - a) Be a Political Science major, and
  - b) Have achieved junior year status *or* have completed six courses in Political Science including PS 201 U.S. Politics, and
  - c) Have a 3.0 GPA overall and in the major.
2. A student must provide evidence of having completed all of the above *prior* to filling out the field studies contract (available at the Political Science office, 936 PLC).
3. The field studies contract must be completed before you will be able to register for field studies credit and it must be turned in to the Political Science office before the Registrar's deadline to add classes. **After you turn in the contract, you will be authorized to register. You must then register for PS 406 via DuckWeb.**

REQUIREMENTS:

1. All field study credits are to be graded and will be four credits per term. Field study courses count toward the political science undergraduate major degree requirements, but **do not** count toward the subfield requirement. No more than 10 credits of PS 406 may be counted toward the major. A student may register for only one PS 406 Field Studies per term.
2. A student must write a paper at least 5,000 words in length (approximately 20 pages), text only.
3. This paper is due in the Faculty Field Study Coordinator's mailbox in the Political Science office by 4:00 P.M. on the Friday of the last week of classes ("Dead Week") to avoid an Incomplete.  
\*\* Summer internship papers must be submitted electronically to the supervising professor **NO LATER** than August 20<sup>th</sup> to avoid an Incomplete. \*\*
4. Incompletes can only be removed during the term immediately following the term in which registered, excluding summer.

INTERNSHIP PAPER:

The Internship Paper should be a minimum of 20 pages total and should include the following:

1. Background of Legislator/Candidate, or Nature of Political Organization (1-2 pages).
2. Presentation and Analysis of the Internship Experience. This section should comprise the majority of the paper. Please describe in detail the type of work you performed as an intern. Examples of constituency letters, legislative research, campaign literature, etc. should be included in an Appendix, but they should also be described and analyzed in this section. Remember, this paper should be the intellectual equivalent of a research paper; instead of going to the library to gather information, you should use your internship experience to explain and comment on political phenomena or public policies. This section should *not* be a mere journal or chronological account of your internship.
3. Evaluation of Internship Experience (1-2 pages).
4. Appendix: Attach examples of any materials relevant to your internship. (This section does not count toward the 20-page minimum.)

Please remember to keep a copy of your internship paper. The original will not be returned.

STATE LEGISLATIVE INTERNSHIPS:

1. All of the above requirements and restrictions apply, but students also must fill out an application with the state capitol.
2. State legislative internship credits are only available for a two-term sequence (4 credits per term). You will write one 35-40 page paper, due during the last week of spring term classes. You will receive an I\* (Incomplete in Progress) for the winter term. If you do not reregister for PS 406 in the spring term, you will receive a "Y" for the winter term.

IE3 GLOBAL INTERNSHIPS:

\*See Political Science website, <http://polisci.uoregon.edu/index.php>, and Internship Coordinator.