Department of Political Science Undergraduate Requirements for Student Internships
Dr. Sean Hildebrand – Internship Coordinator
269 North Quad or shildebrand@bsu.edu

You have the opportunity to gain real-world experience for credit towards your degree in Political Science! This can occur during the Spring, Summer, or Fall semester, but the legwork needs to occur far in advance to make it happen.

To receive credit for an internship you must meet the prerequisite requirements for the internship course. This includes the following that is dependent upon when you began the degree program at Ball State:

For those who started their Political Science degree at Ball State before the Fall 2019 Semester: Successful completion of POLS 130, 237, and one of the following courses: POLS 342, 350, 431, or 473. It is suggested that students also complete 5 “Career Ready” competencies via the Career Center – including the topics of Career Management, Professionalism/Work Ethic, Oral/Written Communication and two other topics of your choice.

For those who started their Political Science degree at Ball State during/after the Fall 2019 Semester: Successful completion of 15 Political Science credit hours. Verified completion of the 5 “Career Ready” competencies via the Career Center – including the topics of Career Management, Professionalism/Work Ethic, Oral/Written Communication and two other topics of your choice.

Students can apply to work during the spring semester as part of the legislative intern program at State Legislature in Indianapolis, get paid, and take additional degree courses in Indianapolis. Otherwise you need to find an internship on your own. Any internships the department hears about will be posted on our department’s Facebook page: https://www.facebook.com/ballstatepolisci/ and on the department webpage: https://www.bsu.edu/academics/collegesanddepartments/political-science/activities-opportunities/internships. The Ball State Career Center also offers information about internships as well as resume and cover letter development assistance, and they host the “Career Ready” competencies: http://cms.bsu.edu/about/administrativeoffices/careercenter. If you are considering staying in the state of Indiana to work, https://www.indianaintern.net is another strong resource for internship information.

Internships need to be related to the public sector in some way. This includes government, non-profit, policy, political, or lobbying organizations. You will need to start making phone calls and connecting with these organizations as soon as possible to get the internship established. In many cases this will include an interview process, so have a good resume and cover letter developed before applying.

Once you get things set up for an interview, you should meet with Dr. Sean Hildebrand (if you have not already) to express your interest in doing an internship. He will help you get ready for any
interview you may have, and help you establish what will be necessary for you to register for course credit once the internship is offered and accepted. Note: you must secure the internship, clear it with Dr. Hildebrand, and register for the course prior to the University’s Drop/Add deadline for the semester in which you complete the internship work to earn course credit. No late adds will be processed for internship credit.

During the internship, you will be required to work for a minimum of 200 hours during the semester (12-13 hours per week in the fall/spring, 20 hours per week in the summer) at the organization. Dr. Hildebrand will ask for contact information of your supervisor and will be in touch with them to make sure things are going as they should. Furthermore, you will keep a journal of your daily activities at the internship, and write a few short papers about your experience as it relates to what you’ve learned in class. All assignments are submitted and scored via Canvas.

The internship is one choice of capstone courses needed by Political Science majors to graduate. The other choice is a thesis (404). Students must successfully complete one or the other and declare your intention to pursue one or the other by the time you have completed 75 hours of course work towards your degree.

If you have any questions please contact Dr. Hildebrand via e-mail at shildebrand@bsu.edu, or stop by his office – 269 North Quad – during his open office hours.

Please note this flyer is for Political Science majors only – Legal Studies majors have their own requirements and should speak to Professor Brad Gideon (bmgideon@bsu.edu) directly about what is necessary for that program.
Here is the updated list of links to internships I’ve been able to compile via my sources. I’ll update the list every so often as I get additional information.

As always you would need to do the legwork to make this or any internship happen. Start your by checking out the Political Science department’s internship webpage here: https://www.bsu.edu/academics/collegesanddepartments/political-science/activities-opportunities/internships. From there, a great resource to start your search here in the state of Indiana is Indiana Intern: https://indianaintern.net. If you’re thinking Washington, DC or elsewhere for an internship outside the state, check out http://www.internships.com. Otherwise, search on Google for national, state and local government agencies, politicians, or non-profit organizations and they should have listings on their webpages as they become available.

Remember to contact me (Dr. Hildebrand) at shildebrand@bsu.edu if you have any questions, or at least before interviewing just to make sure the internship falls under the parameters needed in the department for your degree (topic, job description, time requirements, etc.).

**Government/Politics:**
Indiana Governor’s Office/Accounting – Indianapolis, IN
https://www.indianaintern.net/internships/detail/19720/indot-governors-summer-intern-accounting-indianapolis

Indiana Governor’s Office/Environmental – Crawfordsville, IN
https://www.indianaintern.net/internships/detail/19725/indot-governors-summer-intern-environmental-crawfordsville

Indiana Governor’s Office/Planning – Indianapolis, IN
https://www.indianaintern.net/internships/detail/19727/indot-governors-summer-intern-technical-planning-indianapolis

City of Indianapolis Mayor’s Office – Indianapolis, IN
https://www.indianaintern.net/internships/detail/19360/mayors-office-internship-program-spring-2020

Wells County Chamber & Economic Development – Bluffton, IN
https://www.indianaintern.net/internships/detail/19621/visual-communications-intern

**Non-Profits:**
American Red Cross – Indianapolis, IN
https://www.indianaintern.net/internships/detail/19478/american-red-cross-indianapolis-international-services-internship

Indiana Chamber of Commerce – Indianapolis, IN
https://www.indianaintern.net/internships/detail/19630/government-affairs-intern-spring-2020

The International Center – Indianapolis, IN
https://www.indianaintern.net/internships/detail/18902/2020-spring-international-research-business-program-management-intern
https://www.indianaintern.net/internships/detail/18909/2020-spring-international-research-programming-intern
https://www.indianaintern.net/internships/detail/19522/2020-spring-non-profit-administration-intern

Lasting Change, Inc. – Fort Wayne, IN
https://www.indianaintern.net/internships/detail/19268/development-office-intern

Indiana United Ways – Indianapolis, IN
https://www.indianaintern.net/internships/detail/18979/digital-marketing-intern

The Children’s Museum of Indianapolis – Indianapolis, IN
https://www.indianaintern.net/internships/detail/19650/human-resources-intern-spring-2020

Indiana Recycling Coalition – Indianapolis, IN
https://www.indianaintern.net/internships/detail/19757/development-intern

USO of Indiana – Indianapolis, IN
https://www.indianaintern.net/internships/detail/18687/nonprofit-operations-internship

Ascend Indiana – Indianapolis, IN
https://www.indianaintern.net/internships/detail/19640/ascend-indiana-recruitment-intern

Community Foundation of Greater Fort Wayne – Fort Wayne, IN
https://www.indianaintern.net/internships/detail/19691/marketing-graphic-design-intern

Indiana Phenology – Indianapolis, IN/Virtual
https://www.indianaintern.net/internships/detail/19710/spring-intern

Lasting Change, Inc. – Fort Wayne, IN
https://www.indianaintern.net/internships/detail/19268/development-office-intern

Intercession Group – Warsaw, IN
https://www.indianaintern.net/internships/detail/19444/event-management-internship

Public Policy:
Hannah News Service – Indianapolis, IN
https://www.indianaintern.net/internships/detail/19428/legislative-internship-spring-2020
https://www.indianaintern.net/internships/detail/19429/legislative-pre-law-internship-spring-2020

Congressional:
Senator Todd Young’s Office
https://www.young.senate.gov/help/internships

Senator Mike Braun’s Office
https://www.braun.senate.gov/services/internships

Updated December 12, 2019
Organization: Hancock County Prosecutor’s Office

Location: Greenfield, IN
Semesters Available: Summer, Fall, Spring

The Hancock County Prosecutor’s Office is seeking law student internship applicants with a demonstrated interest in criminal law. The positions are unpaid, although applicants are encouraged to participate in the school sponsored, for-credit Prosecutor Externship Program.

An intern for the Hancock County Prosecutor’s Office will mainly provide support to the deputy prosecutors as they prepare their cases for trial. Responsibilities may include, but are not limited to, legal research, victim contact, witness preparation, summarizing statements, and trial preparation. In the event an intern is able to become a Certified Legal Intern under Admission and Discipline Rule 2.1 of the Supreme Court of Indiana, responsibilities may include representing the State of Indiana in court by handling the prosecution of criminal cases in one of the Hancock County courts.

If you are interested in this opportunity, you may submit your resume to:
Organization: Ice Miller LLP
Location: Indianapolis, IN
Semesters Available: Summer

Ice Miller LLP is looking for two Public Affairs Interns to work in their downtown Indianapolis office this summer. The internship would begin early May and last through August 30th. To qualify, you need to be a graduate student or junior/senior with an excellent GPA. Strong writing and summarization skills are required to be successful in this role, as well as the ability to juggle multiple priorities. The candidate must be able to thrive in a fast-paced environment, with time-sensitive materials, and maintain strict confidentiality due to the nature of the position.

Please submit a resume and cover letter to Dr. Hildebrand via email at shildebrand@bsu.edu no later than March 15th to be considered for this opportunity. In-person interviews may be required prior to forwarding information to Ice Miller LLP, to continue the screening process.

Organization: Carmel Police Department
Location: Carmel, IN
Semesters Available: Summer

The Carmel city Police Department is looking for a Summer 2019 intern. The position provides an opportunity for a student to gain inside experience into the day-to-day operations of a police department. The position would begin in May and last through the Summer. More information about the internship program and an application form is available at this web link: http://www.carmel.in.gov/department-services/police/community-resource-programs/internship-program

If you have any questions about the position, please contact Lt. James Semester at jsemester@carmel.in.gov or 317-571-2572.

Organization: Bluffton Parks Department
Location: Bluffton, IN
Semesters Available: Summer

The Bluffton Parks Department is looking for a Summer 2020 intern. The position involves assisting in planning, organizing, and implementing summer events put on by the department. Tasks include event planning, advertising, and attendance as well as maintenance of their social media platforms and the updating of documentation for the city’s computer system. This is an unpaid position.

Dr. Hildebrand will handle the initial screening of candidates. Please send a cover letter and resume to him via e-mail at shildebrand@bsu.edu no later than April 1 to be considered. He may require in-person interviews before forwarding information on to the Bluffton Parks Director, who will then continue the screening process.

Organization: Ball State Center for Peace and Conflict Studies
Location: Muncie, IN
Semesters Available: Fall, Spring

Are you looking for an internship that is conveniently located on campus? Are you looking to work in fields related to social justice, diversity, multiculturalism, human rights, public service/administration, communications, marketing, law, and/or peace?

Look no further!

The Center for Peace and Conflict Studies is looking for interns!

Who are we?
- We study, teach, and advocate for nonviolent philosophies, the prevention of conflict, and peacebuilding strategies shown to be successful.
- We seek to be a resource to BSU and the Central Indiana community regarding the peaceful resolution, reduction, and prevention of conflict.
- We offer an undergraduate minor compatible with undergraduate majors.

What would you do as a part of your internship?
- Contribute to our newsletters
- Help organize, promote, and participate in our monthly events
- Contribute, organize, promote, and participate in our major April Nonviolence Event
- Help with our social media accounts and the official website
- Enhance the presence of the Center on campus
- Strengthen, for instance, your writing, design, marketing, speaking, public relations, and leadership skills and knowledge
- Work towards making the world more peaceful and just!

Just so you know, this is an unpaid position. But...you can get credits for this internship if you are a Peace Studies minor. If you are not a Peace Studies minor, you also can earn internship credit in this minor or as part of many majors and other minors at Ball State!
Completing this internship has helped Ball State graduates to secure employment and entrance into graduate or professional schools. Several students from the Political Science department have interned with the Peace Center in the past and all have been thrilled with their experience!

If you are interested in applying for this internship, please email your cover letter and resume to the Peace Center graduate assistant, Aashna Banerjee, at abanerjee@bsu.edu. You can also email or call Aashna (765-285-1622) if you have any questions.

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**Organization: Indiana Humanities**

**Location:** Indianapolis, IN  
**Semesters Available:** Summer

Communications Intern – $12/hour

Are you looking for an internship that will put some cash in your pocket and make you feel good about the work that you do? Are you a creative self-starter with attention to detail? Do you love thinking, reading and talking? Then we want you to join our team!

Indiana Humanities is a statewide nonprofit that encourages Hoosiers to think, read and talk. We offer an exciting and challenging internship opportunity for a hard-working and self-motivating individual who is passionate about the humanities and their ability to transform lives and communities. We’ll be communicating about a variety of programs and events in 2020—including those that fall under our new INseparable theme about how we relate to each other across boundaries; Next Indiana Campfires, which includes outdoor excursions, a book and films; a historic bar crawl in downtown Indy; and much more. Interns at Indiana Humanities are often in charge of their own projects and have the opportunity to substantially contribute to the organization. Previous interns have gone on to work at nonprofits and businesses such as Cummins, Downtown Indy, Interactive Intelligence and YELP.

Primary responsibilities will be to assist the communications and program teams. Daily activities could include: designing images for social media, creating collateral posters or flyers, drafting press releases, writing content for the blog, increasing our social networking presence, organizing logistics for special programs and events and thinking critically about how best to reach our target audiences.

Qualifications:
- Self-motivated and ambitious
- Outstanding organizational skills
- Outstanding written and oral communication skills
- Demonstrated ability to work independently
- Demonstrated ability for critical thinking
- Knowledge of AP Stylebook guidelines
- Familiarity with Microsoft Outlook, Word, Excel
- Familiarity with Illustrator, InDesign, Photoshop, Dreamweaver/HTML encouraged
- Experience planning/implementing special events a plus
- Availability for occasional travel within Indiana
• Preference is given to a junior or senior seeking a degree in a humanities discipline (i.e. English, history, political science); communication field such as public relations or journalism; arts administration; creative media or design; etc.

Learn more about Indiana Humanities at www.indianahumanities.org. To apply, send a resume and brief email explaining your interest in the position to Kristen Fuhs Wells, vice president, at hr@indianahumanities.org. The deadline to apply is March 15, 2020.

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**Organization: Indiana Republican Party**

**Location:** Indiana (Multiple Locations)
**Semesters Available:** Summer, Fall, Spring

The Indiana Republican Party is looking for interns to fulfill multiple roles within the party. This includes campaigning, working with the finance team, and with the communications team. If you’re interested, please contact Derek Hugo at dhugo@indiana.gop or visit the following web link for more information:
[http://indiana.gop/internships](http://indiana.gop/internships).

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**Organization: Anderson Municipal Airport**

**Location:** Anderson, IN
**Semesters Available:** Spring, Summer, Fall

**Overview**
The Anderson Municipal Airport is seeking a qualified and motivated individual to serve as an Airport Operations Intern for 2020. The individual will be exposed to all aspects of general aviation to include administration, maintenance, and Fixed Base Operator (FBO) processes. The internship is **not** a paid position.

**Internship Requirements**
Qualified candidates will be pursuing or possess a degree in Aviation Management, Business Management, Political Science, Public Administration, or closely related field, with an interest in aviation.

**The Opportunity**
- The selected intern will gain experience in all aspects of airport management. Areas covered are airport operations, airport property management, airport marketing, FOB operations, customer service, and airport administration.
- The individual will be exposed to Board of Aviation Commissioners (BOAC) meetings, and assist with airport management projects to include business plan development and marketing.
- Work hours are flexible and can be tailored to both the needs of the airport as well as the intern.
- Must have a valid driver’s license and be able to operate vehicles.
- Must possess good situational awareness and have the ability to multi-task.

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Updated December 12, 2019
- Upon completion, the individual will have developed a deeper understanding of general aviation airports and the air transportation system.
- The internship will begin and end at agreed upon dates between the selected individual and the airport administration.

**To Apply**
- To be considered for the position, applicants should send a cover letter and resume to bmcmillen@cityofanderson.com.

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**Organization: Delaware County CASA Program**

**Location:** Muncie, IN  
**Semesters Available:** Summer

CASA (Court Appointed Special Advocates) has the mission to advocate in the best interest of abused and neglected children in Delaware County. They offer internship opportunities that provide a wide range of experiences in this area. More information can be found at this webpage: https://delawarecountycasa.org/make-a-difference/internships/

Interested students must be 21 years of age, pass a background check, complete a pre-screening and interview process with CASA staff, and successfully complete 30 hours of pre-service training before the semester of the internship.

For more information contact Ashley Soldaat by phone at 765-747-7875 or via email at asoldaat@co.delaware.in.us. Interns are especially needed during the Summer 2020 semester.

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**Organization: Mark Hinton (D) for Indiana House Campaign**

**Location:** Carmel, IN  
**Semesters Available:** Spring, Summer

The Mark Hinton for Indiana House campaign is looking for interns during the 2020 campaign. The district is located in Carmel, and he is a Democratic party candidate. This position will give those interested the opportunity to learn about fundraising, voter outreach, advertising, polling, data management, and other aspects of a political campaign. If you’re interested or would like more information, please e-mail: mark@hintonforindiana39.com.

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**Organization: Office of Senator Mike Braun (R)**

**Location:** Indianapolis, IN and Washington, DC  
**Semesters Available:** Spring, Summer, Fall
The Office of United States Senator Mike Braun is seeking applicants to serve as an intern in either the Washington, DC or Indianapolis, IN offices. The application for the internship can be found on our [website](#).

Interns will have the opportunity to work directly with staff in a United States Senator’s office doing important work for the Senator’s constituents. Whether they serve in Washington or Indianapolis, they will gain valuable experience.

If you have any further questions or would like more information, you can contact the office’s internship coordinators directly. In Washington, DC, you can speak to Emma at 202-224-4814. In Indianapolis, you can speak to Josh at 317-822-8240.

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**Organization: Office of Fiscal & Management Analysis**  
**Location:** Indianapolis, IN  
**Semesters Available:** Summer  

**Fiscal Research Intern**

*Position Description:* The Office of Fiscal and Management Analysis (OFMA) of the Legislative Services Agency is seeking to hire a talented, self-motivated Fiscal Research Intern to assist with data collection, data analysis, literature review, and other projects as needed.

*Requirements:* Candidates enrolled in a Master’s program in Economics, Public Affairs, Public Policy, Public Administration, Business Administration or a related course of study. We are seeking candidates with attention to detail and an interest in performing complex analyses. Proficiency with Excel is required, and familiarity with SQL and R programming languages are preferred.

*Hours:* Approximately 15 to 20 hours per week  
*Hourly Rate:* $18.50 per hour

*To Apply:* Please submit a resume, writing sample, and a letter of intent that outlines your interest in this position and relevant coursework by hard copy or email to:

Heath Holloway, Deputy Director  
Office of Fiscal and Management Analysis 200 W. Washington St., Suite 301 Indianapolis, IN 46204  
Email: heath.holloway@iga.in.gov

*About OFMA:* We are the nonpartisan source of fiscal information, analysis, and research for the Indiana General Assembly. OFMA is regarded for its integrity and impartiality, and for consistently generating high quality research and analysis for public policymakers. OFMA consists of a 22-member staff that includes a director, two deputy directors, an office manager, a database administrator, a database developer, a chief economist, and 15 fiscal analysts covering all areas of state government.
Internship with Muncie Mayor’s Office

Incoming Mayor Dan Ridenour of Muncie is seeking internship applications from Political Science, Public Policy, or Public Administration students. Those applying must be in good academic standing and possess the qualities of being prompt, tenacious, hardworking, and ready to learn, as well as meet the prerequisites of the Political Science department’s internship program. There is some scheduling flexibility in terms of hours. The selected student will be given many different projects varying based on the Mayoral and city needs. They will learn about local government, different city departments, and will attend several meetings outside the office. Students are expected to be on time with a professional attitude every day.

The purpose of this internship is to give the selected student an immersive experience, where they encounter a variety of tasks and encounters with key community stakeholders. Different experiences will happen each day, so the student must be able to move quickly from task to task. The city will make appropriate accommodations to ensure a positive, educational experience for the selected student.

Applications will be accepted on a continual basis, as the position will be available for Spring, Summer, and Fall semesters. This is an unpaid position.

If Interested Please Contact: Nancy Larson 765-213-9213 or muncietransition@gmail.com