
***Department of Political
Science***

Internship Packet

2021



**BALL STATE
UNIVERSITY**

W E F L Y

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.

COVID-19 Addendum: Once you secure an internship please provide Dr. Hildebrand the contact information for your place of potential employment. The university is including additional requirements for internship hosts to comply with during the pandemic, and these details must be worked out prior to approving any internship. When on-site you must wear a face mask and comply with any other university and workplace requirements for the pandemic.

City of Muncie Mayor's Office

Location: Muncie, IN

Semesters Available: Spring, Summer, Fall

Internship with Muncie Mayor's Office

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 nlarson@cityofmuncie.com

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.

Scott County Chamber of Commerce

Location: Scottsburg, IN

Semesters Available: Summer

The Greater Scott County Chamber of Commerce is looking to fill a part-time position as a Marketing & Operations Assistant. The ideal candidate would be outgoing, and detailed-oriented individual. Necessary skills include excellent written and verbal communication, strong computer research skills and knowledge of word, publisher and email. In addition, it is imperative for this individual to be a self-starter; able to take direction from others; and have strong organizational and time management skills. This is an unpaid position.

- Assist with a monthly newsletter
- participate in general meetings and fundraising events
- maintain a website, social media and email
- work on special projects and events
- maintain consistent hours
- recruit new members
- network
- help on members ROI with marketing

To apply contact Kelly Dulaney, Executive Director: kdulaney@c3bb.com or 812-752-4080

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:

Shannon Crull
Victim Assistant Coordinator
Hancock County Prosecutor's Office
27 American Legion Place
Greenfield, IN 46140
scrull@hancockcoingov.org
Fax (317) 477-1180

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, Brandon Miller, at b.miller1542@gmail.com. You can also email or call Brandon (765-285-1622) if you have any questions.

Indiana State Assembly

Location: Indianapolis, IN

Semesters Available: Spring

The Indiana General Assembly offers paid, spring-semester internships to recent and current college undergraduates as well as graduate students. Interns work directly with Indiana legislators at the Statehouse, located in downtown Indianapolis. This internship is a unique opportunity to gain practical knowledge of state government through active participation in the legislative process.

Appointments for interviews are made on a competitive basis, with attention given to the intern's online application, academic record, work-related experience, and other skills that individuals may bring to the Indiana General Assembly. Students are encouraged to apply to both the House and the Senate of the party of their choice to increase chances of selection.

Students also have an opportunity via this internship to earn up to 9 credits by taking 2 additional classes beyond the internship course – contact Dr. Hildebrand for more details. The application deadline is October 31. Students can apply for both the House and Senate internship positions, but must pick one political party (Democrats or Republicans – not both) when applying. See the following webpages for more information:

Indiana Senate Democrats

Contact: Adam Jones

Senate Democratic Intern Director

Toll-free: 800.382.9497

Local: 317.232.9432

Fax: 317.234.9202

Email: Adam.Jones@iga.in.gov

Link to Apply: <https://www.indianasenatedemocrats.org/opportunities/internships/>

Indiana House Democrats

Contact: Julian Winborn

House Democratic Intern Director

Phone: 317.232.9798

Email: julian.winborn@iga.in.gov

Link to Apply: <https://indianahousedemocrats.org/student-opportunities/internships>

Indiana Senate Republicans

Contact: Kaitlyn Gomez

Senate Republican Lead Intern Recruiter

Phone: 317.232.9415

Email: Kaitlyn.Gomez@iga.in.gov

Link to Apply: <https://www.indianasenaterepublicans.com/intern-program>

Indiana House Republicans

Contact: Tyler Murrell

House Republican Legislative Intern Director

Phone: 317.234.9380

Email: Tyler.murrell@iga.in.gov

Link to Apply: <https://www.indianahouserepublicans.com/2020-house-republican-internship-program>

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.

The International Center

Location: Indianapolis, IN

Semesters Available: Spring, Summer, Fall

The International Center in Indianapolis has several internships that are available every semester. More details about specific internships can be found on their webpage:
<https://www.internationalcenter.org/employment/>.

Besides the COO and executive assistant overseeing the program, each intern has their own direct supervisor for a custom orientation, organizational and community activity inclusion, schedule management, mid-point and final evaluation, and to welcome and ensure their success while interning. Weekly programming is calendared into each intern's schedule to ensure their professional development and that staff, leadership, Board, and community leaders are actively and consistently engaged with our interns. Topics encompass interviewing, networking, community advocacy, public service, social media, protocol, inter-cultural communication, and governance to name a few.

Interns readily participate in our staff and department meetings and company/client projects, attend community events and join us at organizational sponsored meal events or networking activities. Some projects and events include global protocol books for Governor led trips, State Department International Visitor Leadership Program itineraries, Finance Committee material preparation, relocation services for expats, Economic Club luncheon, Naturalization Ceremony presentation, Gleaners Community Service Day, Indy Chamber Roundtable, Paralympics host support, YPCI networking and IEDC receptions, cultural festivals and celebrations to name a few.

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 2021 semester.

NOTICE: Internships During COVID-19

There are times, such as during the current COVID-19 pandemic, when on-site internships cannot be provided with a traditional experience. Starting the summer of 2021, the Delaware County CASA Program will continue to support internships for local collegiate students. However, no field experience will be included. All internship work will take place in the CASA office. Should a student

agree to participate in-person at our internship site, then adherence to current state and local COVID-19 directives, and CDC guidelines is required. Also, should a student decide to accept the in-person internship, it is done so at the student's own risk. Any interested student will still be expected to 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. Only one student per semester will be accepted and on a first come, first serve basis upon completion of all screening requirements.

City of Munster Parks and Recreation

Location: Munster, IN

Semesters Available: Summer

Recreation Intern

\$500/week Stipend

Approximate 40 hrs./week, 10-12 week seasonal

Under the supervision of the Superintendent of Recreation, the Recreation Intern will assist with projects, programs and events to receive an all-encompassing experience. This will include, but is not limited to, summer camps, special events (Community Market, Monday Night Movies, Music in the Park, Car Show, Arts & Crafts Fairs, etc.), senior programming, general administration, budgeting, and marketing. The intern will also create and run programs of their choosing.

Munster Parks and Recreation is seeking a candidate who is self-motivated and will work cooperatively with staff, class participants, parents, seniors and the public as a whole. This individual shall display professionalism in oral and written communication; attend scheduled meetings and weekday, evening and weekend events as required; complete all paperwork, evaluations and reports in a timely manner; take the lead in specific special events; as well as create programs and events under the supervision of the Superintendent of Recreation.

Any interested candidate should possess a Recreation, Sport Management or equivalent degree or work towards one. Applicants should send their cover letter and resume to jhiggins@munster.org or Jill Higgins, Superintendent of Recreation/Munster Parks and Recreation/1005 Ridge Rd./Munster, IN 46321.

Indiana Humanities

Location: Indianapolis, IN

Semesters Available: Summer

DIGITAL PRODUCTION INTERN

- Seeking a 7-month multimedia intern for summer and fall 2021 (Dates flexible; mid-May to mid-December)
- Up to 35 hours a week; flexible throughout the internship

- Mostly virtual with in-person opportunities
- \$12 to \$15/hour based on experience

Do you love telling stories through film and photography? 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? 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-motivated individual who is a skilled videographer and photographer. An ideal candidate is also excited about showing the humanities in action and how they can transform lives and communities.

We'll be communicating about a variety of programs and events in 2021—including those that fall under our new theme about the environment, the Indiana Authors Awards, Bookmark Indy, our grants, 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 create and edit videos and take photos of events, grantees and participants. Additional multimedia assistance may be requested in the form of graphic design, basic web updates, sizing images for social media, and more. Some travel will be required but is reimbursable and/or could be arranged with another staff member.

Qualifications:

- Self-motivated and ambitious
- Demonstrated ability to work independently
- Outstanding videography skills
- Outstanding photography skills
- Familiarity with graphic design software
- Availability for occasional travel within Indiana

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. If you have links to videos and/or photos you have created, please send those as well. **The deadline to apply is March 29, 2021.**

Indiana Humanities is an affirmative-action, equal-opportunity employer. Indiana Humanities is committed to the principle of diversity and is particularly interested in

receiving applications from a broad spectrum of people. Indiana Humanities does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational need.

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 2021. 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.
- 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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Here is the updated list of links to internships that Dr. Hildebrand been able to compile via his sources. He will update the list every so often as he receives 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>. Or check out the department's Facebook page: <https://www.facebook.com/ballstatepolisci/>. From there, a great resource to start your search here in the state of Indiana is Indiana Intern: <https://indianaintern.net> as well as <https://www.in.gov/spd/2335.htm>. If you're thinking Washington, DC or elsewhere for an internship outside the state (and remote opportunities during the pandemic), 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 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 State Personnel Department – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/22463/unpaid-performance-management-intern>
<https://www.indianaintern.net/internships/detail/22461/unpaid-talent-acquisition-intern>

Indiana Office of Technology – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/22450/unpaid-cybersecurity-public-relations-intern>
<https://www.indianaintern.net/internships/detail/22449/unpaid-risk-and-compliance-intern>

Indiana State Listings Webpage – Multiple Locations (You can create an e-mail alert when updated)

<https://workforindiana.in.gov/go/Intern-&-Seasonal/7774400/?q=&q2=&alertId=&locationsearch=&title=intern&location=&date=>

Indiana State Fairgrounds – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/22521/human-resources-internship>

Indianapolis Mayor's Office – Indianapolis, IN

<https://www.indy.gov/activity/mayor-s-internship-program>

Non-Profits:

4H of Elkhart County – Goshen, IN

<https://www.indianaintern.net/internships/detail/22172>

Ascent 121 – Carmel, IN

<https://www.indianaintern.net/internships/detail/20113/nonprofit-social-media-and-marketing-internships-summer-2021>

Career Analysis Organization of America – Virtual

<https://www.indianaintern.net/internships/detail/18560/non-profit-management-internship->

Center of Wellness for Urban Women – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/21750/public-health-internship>

<https://www.indianaintern.net/internships/detail/21748/fundraising-intern->

Council of Aging of Elkhart County – Virtual

<https://www.indianaintern.net/internships/detail/22464/funding-research-intern>

CICOA – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/22429/business-intern-at-cicoa-aging-in-home-solutions>

Children’s Museum of Indianapolis – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/22386/grants-and-development-intern-su-21>

<https://www.indianaintern.net/internships/detail/22601/community-initiatives-intern-su-21>

Dunes Learning Center – Chesterton, IN

<https://www.indianaintern.net/internships/detail/22334/outreach-educator>

Indiana Parks and Recreation Association – Noblesville, IN

<https://www.indianaintern.net/internships/detail/22125/business-and-marketing-intern-summer-2021>

Project Azul – Indianapolis, IN

<https://www.indianaintern.net/internships/detail/22606/project-azul-program-support-intern>

Public Policy:

VOX Global – Virtual

<https://www.indianaintern.net/internships/detail/22423/public-affairs-intern-summer>

Congressional Internships:

Senator Todd Young’s Office

<https://www.young.senate.gov/help/internships>

Senator Mike Braun’s Office

<https://www.braun.senate.gov/services/internships>

Congressman Frank Mrvan’s Office

<https://mrvan.house.gov/services/internships>

Congresswoman Jackie Walorski's Office
<https://walorski.house.gov/services/internships/>

Congressman Jim Banks' Office
<https://banks.house.gov/constituent-services/internships.htm>

Congressman Jim Baird's Office
<https://baird.house.gov/forms/internships/>

Congresswoman Victoria Spartz's Office
<https://spartz.house.gov/services/internships>

Congressman Greg Pence's Office
<https://pence.house.gov/services/internships>

Congressman Andre Carson's Office
<https://carson.house.gov/help-from-andre/internships>

Congressman Larry Bucshon's Office
<https://bucshon.house.gov/constituent-services/internships.htm>

Congressman Trey Hollingsworth's Office
<https://hollingsworth.house.gov/forms/internships/>