
***Department of Political
Science***

Internship Packet

2023



**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.

Prerequisites:

To gain entry to the Political Science internship course (POLS 478) with Dr. Hildebrand you must meet the following prerequisite requirements:

- Successful completion of **18** Political Science credit hours.
- Verified completion of 5 “Career Ready” competencies via the Career Center – including the topics of Career and Self-Development, Professionalism, Communication and two other topics of your choice.

Career Ready:

The Ball State Career Center offers information about internships as well as resume and cover letter development assistance, and they host the “Career Ready” competencies listed above that must be completed prior to receiving permission to take the internship class. You can find out more here: <https://www.bsu.edu/about/administrativeoffices/careercenter/programs-services/career-ready>

Finding/Securing an Internship:

Students are required to find their own internship. You will need to start making connections with organizations as soon as possible to get an internship established.

Internships need to be related to the public sector in some way and must be approved by Dr. Hildebrand. Opportunities should be in the realm of government, non-profit, policy, political, or lobbying organizations (no law firms). Any internships the department hears about will be posted on the Political Science webpage and Facebook page:

- <https://www.facebook.com/ballstatepolisci>
- <https://www.bsu.edu/academics/collegesanddepartments/political-science/activities-opportunities/internships>

Other helpful webpages within the state of Indiana include:

- Work + Learn Indiana: <https://www.workandlearnindiana.com/>
- Indiana State Government Jobs: <https://www.in.gov/spd/workforindiana/internships/>

- Indiana State Assembly: <https://iga.in.gov/legislative/house/internships/> or <https://iga.in.gov/legislative/senate/internships/>

Once you complete 60-75 university credit hours you should do the following as you move through the internship job application process:

- Establish if you want to complete an internship or thesis as a capstone and verify with your advisor.
- Reach out to Dr. Hildebrand to inform him that you are interested in completing an internship. Attend any information sessions as they become available.
- Complete all Career Ready prerequisite requirements and at least 18 POLS credit hours.
- Begin to search for an internship. As you apply for positions, verify with Dr. Hildebrand whether they are appropriate for the capstone or not, and discuss your progress towards the POLS degree with him.
- Once you get an interview for an internship set up, inform Dr. Hildebrand of the opportunity.
- Verify acceptance of the internship position with Dr. Hildebrand and provide him with the certificates of completion from the Career Ready program modules. Acceptance of the position, all prerequisites, and registration for the course must be completed prior to the first day of the semester in which you are completing the internship. No late adds will be processed for internship credit.

The Internship Class (POLS 478):

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. The course itself consists of a weekly journal of your daily activities at the internship, and a few short papers about your experience as it relates to what you've learned in previous POLS classes. All assignments are submitted and scored via Canvas.

Questions?

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 representatives from that program regarding the Legal Studies internship program.

Department of Political Science MPA Graduate Program

Requirements for Student Internships

Dr. Sean Hildebrand – Internship Coordinator

269 North Quad or shildebrand@bsu.edu

As part of the MPA curriculum you are required to complete an internship. This can occur during the spring, summer, or fall semester, but the legwork needs to occur far in advance to make it happen.

First, you must meet the requirements for the course (POLS 669 or 679). This includes the successful completion of 6 graduate credit hours in the MPA program.

Students are required to find their own internship. 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. Any internships the department hears about will be posted on our department's BSU webpage and Facebook page and on the department webpage:

<https://www.facebook.com/ballstatepolisci>

<https://www.bsu.edu/academics/collegesanddepartments/political-science/activities-opportunities/internships>

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 350 hours during the semester (21-23 hours per week in the fall/spring, 35 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 Blackboard.

If you have any questions, please contact Dr. Hildebrand via the e-mail address above or stop by his office: 269 North Quad.

Please note this flyer is for MPA students only. MA students should talk to Dr. Hildebrand prior to seeking any internship opportunities for credit.

East Central Regional Planning District

Location: Muncie, IN

Semesters Available: Spring, Summer, Fall

The East Central Indiana Regional Planning District in Muncie has been awarded an EDA investment for the Recovery and Resiliency Project and is seeking multiple *paid* interns to be part of a three-year project to address the impact of COVID-19 and collaborate with community stakeholders and elected officials in the east central Indiana region.

Interns have an opportunity to work in multiple areas related to the grant, such as working with communities in the ECI area that were highly impacted by the COVID-19 pandemic to provide technical assistance and help them uncover what resources they can be leveraging to recover more quickly, serving as liaisons between ECI and local governments to identify and support projects that will speed up disaster-recovery, and interacting with existing business leaders to make them aware of opportunities from federal, state, and local governments that can help them recover from the pandemic.

Applications will be accepted on an ongoing basis. To apply please contact:

William Walters

ECIRPD Executive Director

bwalters@ecirpd.org

765-713-7000

For more information, please contact Dr. Hildebrand at shildebrand@bsu.edu.

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

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, Madison Pavone at madison.pavone@bsu.edu.

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/should 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: Lauren Coon

House Democratic Intern Director

Phone: 317.232.9837

Email: housedem.internship@iga.in.gov

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

Indiana Senate Republicans

Contact: Kaitlyn Gomez

Senate Republican Lead Intern Recruiter

Phone: 317.234.9426

Email: Kaitlyn.Gomez@iga.in.gov

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

Indiana House Republicans

Contact: Andrew Alvarez

House Republican Legislative Intern Director

Phone: 317.234.9380

Email: Andrew.Alvarez@iga.in.gov

Link to Apply: <https://www.indianahouserеспублиans.com/2022-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 their [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.

Office of Senator Todd Young (R)

Location: Indianapolis, IN and Washington, DC

Semesters Available: Spring, Summer, Fall

The Office of United States Senator Todd Young 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 their webpage here: <https://www.young.senate.gov/Help/Internships>. 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 Tom Fritts, Staff Assistant at Internship_Applications@young.senate.gov or 317-226-6700.

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.

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 2023. 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 bmcmlen@cityofanderson.com.

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 Madison Sanderson (msanderson@indiana.gop) or visit the following web link for more information: <http://indiana.gop/internships>.

Indiana Department of Corrections, Division of Staff Development

Location: New Castle, IN

Semesters Available: Spring, Summer, Fall

The Department of Correction is seeking a sharp, technology minded individual for a 2020 internship. The primary duties of the Education / Training Intern include working closely with our training division to review and develop training programs for implementation within the Indiana Department of Correction. The selected candidate will conduct a capstone project for the Indiana Department of Correction's Division of Staff Development and Training. The scope of the project will be to research, develop, and propose a plan for implementation; a training program designed to reduce assaults and instances of un planned use of force. The selected candidate will utilize various research and writing techniques to develop Training for IDOC Employees.

Applicant will be accepted on a continual basis, as the position will be available for Summer, Fall, and Winter semesters. This is a paid position.

If you are interested in this opportunity, you may submit your resume to

Mr. Matthew Andrick, Operations Manager
Indiana Department of Correction
Staff Development and Training
MAndrick@idoc.in.gov

Muenster Parks Department

Location: Muenster, IN
Semesters Available: Summer

Recreation Intern
\$600/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, Festivals, 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.

City of Rushville Mayor's Office

Location: Rushville, IN

Semesters Available: Summer

Internship with Rushville Mayor's Office

Rushville is "Leading the way in rural Indiana" in a variety of ways. One of those being true youth engagement. Instead of making coffee this summer, help Rushville make big changes happen in our community.

Mayor Mike Pavey of Rushville is seeking internship applications from Political Science, Public Policy, Public Administration, Event Planning and Art Degree students. Those applying must be in good academic standing and possess the qualities of being prompt, tenacious, hardworking, eager to learn and fit into a fun and flexible work environment. Applicants should be a self-starter willing and able to manage projects from start to finish on their own.

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, as well as the individual strengths of the student. The intern would get to learn about local government, different city departments and will attend several meetings outside of the office. One of the key roles of our summer interns is to help support the Director of Special Projects and Community Development. This summer we are hoping for individuals that can assist in planning, marketing and implementing a variety of projects and events to celebrate our City and County's bicentennial. It would be great if this individual possessed strong communication, project management, graphic design and social media skills. A marketing background or previous experience working with or volunteering for a governmental agency would be a plus. Individual must be trustworthy as they are immediately included as a part of our internal team. The position is in a fast-paced and hectic environment and will need a person that can multitask and be extremely flexible in dealing with the work assigned. Candidates should be hardworking, passionate, and curious. 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.

This position will pay between \$9 to \$12 per hour depending on experience and available budget for the program.

Interested parties may send a cover letter stating why you would be interested in joining Rushville's team for the summer and a resume to bsheehan@cityofrushville.in.gov.

Summit Lake State Park

Location: New Castle, IN

Semesters Available: Summer

NATURALIST AID

The position is responsible for providing nature education for the general public at Summit Lake State Park. The successful candidate will assist property staff with the duties listed under the responsibilities section below. The Naturalist Aide must be able to communicate effectively, both orally and in writing. Job responsibilities are performed according to the policies, rules, and regulations of the Department of Natural Resources. The incumbent for this position may be required to work afternoons, evenings, weekends and holidays. The successful candidate must be willing to work outside in potentially inclement weather. The Naturalist Aide may be required to wear a DNR provided uniform.

Responsibilities:

- Assist with nature center operation and present nature and history programming;
 - Develop brochures, publish monthly activities and write media releases;
 - Research and record information on the property's flora and fauna;
 - Assist in planning and hosting special events;
 - Other duties as assigned.
-

Children's Policy and Law Initiative of Indiana

Location: Indianapolis, IN

Semesters Available: Summer & Fall

The Children's Policy and Law Initiative (CPLI) is a non-profit organization dedicated to advancing a statewide-interdisciplinary alliance to advocate for fundamental changes in public policy for children in Indiana. CPLI seeks to eliminate the excessive criminalization of children and achieve a more just, equitable and age/developmentally-appropriate public policy approach for children. CPLI engages in public policy advocacy that

includes: Preventing children's entry into the juvenile and criminal justice systems, and the inequitable treatment of children of color, including the over-use of exclusionary practices in school and school-based arrests and referrals to juvenile court; Reforming laws, policies and practices that embody punitive approaches or criminalization of children; Increasing the use of research-based alternatives and community-based options for children; and Ensuring the fair, equitable, just and age-appropriate treatment of court-involved children. CPLI is a network of concerned individuals and organizations that directly engages the legal community, individual attorneys, child advocates and the public to work on reform that will lead to improved outcomes and equitable treatment for all children and the elimination of racial/ethnic disparities and disproportionality.

The Children's Policy and Law Initiative (CPLI) seeks graduate students who are interested in public policy advocacy and non-profit management experience. Responsibilities may include: conducting research, writing position papers, assisting with the drafting of legislation, working with organizational bodies and workgroups, helping to build alliances on specific policy issues, assisting with legislative advocacy, and assisting with general non-profit management work, including grant writing, fundraising and coordinating volunteers. This internship is an excellent opportunity to experience various aspects of public policy work and the legislative process, while working as an intern for a local non-profit organization. In 2022, CPLI is convenor of several community coalitions—the Indiana Coalition for Youth Justice and the Comprehensive Student Support Coalition--and leads several public policy workgroups with major stakeholders involved, including the Decriminalization of Youth Workgroup. Through this internship, students will assist these committees and other organizational committees with current reform initiatives. This is an unpaid internship. Prospective candidates are asked to commit to 15-20 hours per week per school semester and maintain a regular internship schedule. Interested individuals should submit their resume and letter of interest to:

JauNae Hanger: jhanger@wapleshanger.com, President, Children's Policy and Law Initiative of Indiana (CPLI)

CPLI is a member organization of the National Juvenile Justice Network (NJJN)
Website: www.cpliofindiana.org See Also: www.njjn.org.

City of Westfield

Location: Westfield, IN

Semesters Available: Summer

General Definition of Internship

The Westfield Welcome Intern will assist the Westfield Welcome team in event planning and coordination, volunteer management, event production assistance, hospitality initiatives, and future event research as well as any other related tasks as apparent or assigned. This internship is a learning

opportunity for the student. The student will learn multiple aspects of Event Management and Hospitality & Tourism including: volunteer management, pre-planning, budgeting, logistic management, onsite setup and teardown, recruitment, event promotion and event wrap-up. Internship is performed under the supervision of the Westfield Welcome staff. This internship is seasonal with a desired start date of May through August. Dates and hours are flexible. This internship is paid.

Qualification Requirements

To perform this internship successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Assists with organizing, planning and implementing various events including Grand Run, Simon Summer Sledding, Westfield Rocks the 4th, Colts Training Camp, and Movies in the Plaza
- Assists with implementing programming at Grand Junction Plaza
- Assists in conducting research and promotion of Fall & Winter events
- Assists with organizing and implementing Grand Park volunteer initiatives
- Assists in social media planning
- Assists with database management

Knowledge, Skills and Abilities

Students applying for this internship must have strong communication skills and should be majoring in Event Management, Tourism and Hospitality Management, Communications, Business, or a related field. Applicants should have excellent verbal and written communication skills. Canva, PowerPoint, Word and Excel experience is a bonus, and will be considered when choosing the best applicant for this internship position. This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of event management.

Education and Experience

Students applying for this learning position should be working towards a bachelor's degree in Event Management, Tourism and Hospitality Management, Communications, Sports Management, Business, or a related field.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; heavy lifting requirement up to 75 pounds; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at

normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; operating machines and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Indiana

More Information and Applying

For more information about the City of Westfield, please visit westfield.in.gov. To apply, please submit a resume to karnold@westfield.in.gov

Nonprofit Support Network

Location: Muncie, IN

Semesters Available: Spring, Summer, Fall

Nonprofit Support Network was established in 2022 to foster a healthy, well-supported sustainable nonprofit sector in Muncie and Delaware County. The organization serves a connector for nonprofits serving the community by providing dedicated resources, quality training, mentorship and coaching, and relationship building platforms.

Interns play an important role in assisting Nonprofit Support Network in telling our story in a meaningful way, researching and creating resources for nonprofits, and supporting nonprofit organizations in ways they need it most. An ideal intern would be available to work for at least two semesters, but it is not required.

Thanks to support from The Community Foundation of Muncie & Delaware County and Lilly Endowment Inc., Nonprofit Support Network offers paid internship opportunities to current college students. Nonprofit Support Network is pleased to offer the following internship opportunities for 2023:

The outreach intern will be primarily responsible for managing outreach events on behalf of the Relationship & Resource Director by coordinating external communication, managing meeting registrations, and crafting meeting agendas and materials. In addition, the outreach intern will also be responsible for researching nonprofit trends and best practices locally, regionally, and nationally.

Students interested in applying for an internship at Nonprofit Support Network should email a cover letter and resume to Carly Acree King, Relationship and Resource Director, at carly@muncienonprofits.org. Applications are accepted year-round, but internships are typically limited to academic semesters.

Learn more about Nonprofit Support Network by visiting muncienonprofits.org.

Town of Whitestown, IN

Location: Whitestown, IN

Semesters Available: Summer

The Town of Whitestown is seeking a highly motivated and self-driven Economic Development Intern to join our team. In this role, you will work alongside the Deputy Town Manager of Operations to support and promote economic growth in the Town of Whitestown. You will be responsible for conducting research, gathering data, and analyzing economic trends to identify potential opportunities for business attraction, retention, and expansion. Additionally, you will assist in the development of economic development policies and programs, including providing support for marketing and outreach efforts.

The ideal candidate will be a current student or recent graduate pursuing a degree in economics, business, public policy, or a related field. Strong analytical skills and attention to detail are a must, as well as the ability to work independently and as part of a team. Excellent written and verbal communication skills are also essential, as you will be expected to contribute to the development of reports, presentations, and other communication materials. This internship is an excellent opportunity to gain hands-on experience in economic development while making a positive impact on the community.

In addition to the responsibilities outlined above, you will have the opportunity to participate in meetings with stakeholders and community members, attend industry events, and participate in other economic development initiatives. You should have a strong interest in economic development, a willingness to learn, and a passion for making a difference in the community. This internship is a paid position, and the Town of Whitestown is committed to providing a supportive and engaging work environment that encourages personal and professional growth.

To apply or for further information please reach out to Nathan Messer, Deputy Town Manager of Operations at nmesser@whitestown.in.gov

Town of Danville, IN

Location: Danville, IN

Semesters Available: Summer

This internship program offers a 12-14 week educational work experience beneficial to students interested in employment in a parks and recreation setting. The primary responsibility of the intern is to assist the park staff in providing quality experiences for park visitors and program participants.

For more information visit this link: https://danvillein.gov/egov/documents/1674571983_50239.pdf

To apply, fill out the application form here:

<https://danvillein.gov/departments/division.php?structureid=141>

City of South Bend, IN

Location: South Bend, IN

Semesters Available: Summer

The Office of the Mayor is seeking interns to assist the mayor and staff with administrative tasks, staffing, and special projects as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

Respond to constituent concerns via telephone, email and traditional correspondence in timely, efficient manner and redirecting to other city departments or outside agencies when necessary.

Create and maintain records relating to the assistance provided.

Create informational briefings for the mayor and staff for internal meetings and public events.

Assist and staff city outreach efforts and other public events.

Conduct in-depth policy research on areas as assigned.

Coordinate and assist public events and community outreach efforts, including door-to-door community outreach.

Always maintain professionalism.

To apply visit this link: <https://bit.ly/3Ky9i45>

City of Scottsburg, IN

Location: Scottsburg, IN

Semesters Available: Summer

Incumbent serves as Intern for the City of Scottsburg, responsible for answering telephone, greeting office visitors, and performing a variety of clerical duties including preparing written materials and maintaining member list of organizations.

Incumbent performs a variety of duties with work schedules and priorities determined by a supervisor and the service needs of the public. Assignments are performed according to specific detailed instructions for easily learned, non-specialized or repetitive duties. Incumbent has no flexibility in the job. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors are primarily detected or prevented through prior instructions from a supervisor or supervisory review. Undetected errors could result in loss of time to correct error or work delays in other departments or agencies.

DUTIES:

Answers telephone and greets office visitors, including determining nature of calls, providing information and assistance, responding to inquiries, and/or directing callers to appropriate individual or department. Receives public complaints and forwards to appropriate person.

Performs clerical duties, including preparing and compiling reports, opening/sorting mail, and ordering office supplies as needed.

Prepares a variety of written materials, such as letters, memos, and reports as created by Mayor, Department Head, or Administrative Assistant.

Maintains and updates member lists for businesses, boards, civil groups, and other such organizations.

Maintains scheduled events and communicates events as needed.

Prepares press releases and provides media outlets with needed information as directed by Departments or boards.

Performs related duties as assigned.

To apply: fill out the application at this link: https://www.cityofscottsburg.com/?page_id=1410
And reply to the job posting on that page when posted (should be in early April). Interviews planned for late April.

Town of Etna Green, IN

Location: Etna Green, IN

Semesters Available: Summer

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties and projects may be assigned as reasonably expected.

- Serve as a representative of the Town of Etna Green, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Provides comprehensive secretarial and clerical support to center staff and management.
- Assist with bookkeeping procedures.'
- Assist with Credit Card Machine taking payments over the phone.
- Compile and list files to be destroyed.

To apply send a resume/cover letter to Patti Cook, Clerk-Treasurer of Etna Green at etnaclerk@gmail.com

Town of Frankfort, IN

Location: Frankfort, IN

Semesters Available: Summer

Frankfort Main Street offers an incredible work environment in the Iron Block Co-working space at 62 N Main Street in downtown Frankfort, IN. Frankfort Main Street commits to providing a meaningful internship in which you will have the opportunity to grow, learn, support our team, and engage with our community.

Intern Job Responsibilities:

- Complete an extensive business and building inventory in the Downtown Frankfort Historic District
- Identify all business types located in the Downtown Frankfort Historic District
- Identify all building types located in the Downtown Frankfort Historic District
- Identify the occupancy of each building by floors
- Number of vacant buildings
- Number owned or rented
- Residential or residential-ready units
- Updated property and business owner contact information & database
- Who lives in downtown

Intern Qualifications/Skills:

- Good verbal and written communication
- Organization
- Professionalism
- Open-mindedness

- Community Focused
- Proficient with internal software systems such as Google Sheets and database management

Important Information

- May 15th – July 22nd or until project is complete
- Monday – Friday / minimum of 10 hours per week (flexible work week)
- Upon successful completion of the summer program, the intern will receive a stipend depending on hours worked during the summer and completed project

To apply contact:

Kim Stevens
Executive Director
Frankfort Main Street, Inc.
62 N Main Street
Frankfort, IN 46041
765-654-4081
frankfortmainstreet@gmail.com

Here is the updated list of additional 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>.

Also, follow/like the department's Facebook page for up-to-date listings as they become available: <https://www.facebook.com/ballstatepolisci/>.

From there, a great resource to start your search here in the state of Indiana is Work & Learn Indiana: <https://www.workandlearnindiana.com> as well as the state of Indiana webpage: <https://workforindiana.in.gov/s/teVgx4>

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.). Please remember to complete the Career Ready requirements via the BSU Career Center prior to obtaining an internship. More information is available here: <https://www.bsu.edu/about/administrativeoffices/careercenter/programs-services/career-ready>

Government/Politics:

Indiana State Government Internships – Various Locations

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

Indianapolis Mayor's Office – Indianapolis, IN

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

Fishers – Fishers, IN

<https://www.governmentjobs.com/careers/fishersin/jobs/3445672/intern-public-works-water-quality>

Frankfort, IN Police Department – Frankfort, IN

<https://frankfort-in.gov/topic/index.php?topicid=53&structureid=23>

Richmond, IN Parks Department – Richmond, IN

<https://www.richmondindiana.gov/resources/parks-internship-opportunities>

Youth Services Bureau of Monroe County – Bloomington, IN

<https://www.co.monroe.in.us/topic/subtopic.php?topicid=93&structureid=78>

Hamilton County Prosecutor’s Office – Noblesville, IN

<https://www.hamiltoncounty.in.gov/1032/Employment-and-Internships>

Johnson County Museum of History – Franklin, IN

<https://co.johnson.in.us/topic/index.php?topicid=125&structureid=35>

Non-Profits:

CICOA – Indianapolis, IN

<https://cicoa.org/about/careers/>

United Way of Central Indiana – Indianapolis, IN

<https://careers.unitedway.org/job/special-events-intern>

Children’s Museum of Indianapolis – Indianapolis, IN

<https://www.childrensmuseum.org/about/join-our-team/internships>

The Language Conservancy – Bloomington, IN

<https://languageconservancy.org/careers-internships/>

American Red Cross – Fort Wayne, IN

<https://www.workandlearnindiana.com/internships/detail/25197>

Ascend Indiana – Indianapolis, IN

<https://www.workandlearnindiana.com/internships/detail/25201>

Public Policy:

Indiana Humanities – Indianapolis, IN

<https://indianahumanities.org/about-us/careers-and-internships/>

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>

Congressman Rudy Yakym's Office

<https://yakym.house.gov/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>

Congresswoman Erin Houchin's Office

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