

**BOSTON UNIVERSITY
WASHINGTON INTERNSHIP PROGRAM
4 CREDIT INTERNSHIP REQUIREMENTS**

Final Paper

The paper should be an 8-10 page analytical and research paper based in part on the work you are doing at your internship. It is not meant to be a simple description of your role and explanation of how things are done in the office, although some of that kind of description can be included with the work products you submit. Nor is it meant to be a recounting of things you observed in the office or an explanation of how the office handled a particular situation or issue.

It is a chance for you to delve into an issue that interests you and do some research on the topic. What often works best is for you to consider an issue that your office is involved in. Talk to your supervisor and others in the office about the topic and get their advice. Then you can begin to do some research on the background of the issue including its history. Once you have all that information, you can begin to organize it and think about what it is you want to say about the issue. You should have a thesis and an argument that you are making as well as an introduction and a conclusion.

Oral Presentation on your internship

Each student will be making a five minute oral presentation on your internship which will include: details of your placement; describing the member of Congress you are working for or the mission of the organization where you are placed; how the office is organized; what your responsibilities are in the office and some of the most interesting projects you have worked on. You are encouraged to bring visual aids from your office or examples of your work. YOUR PRESENTATION SHOULD BE REHERSED AND SHOULD NOT EXCEED FIVE MINUTES.

Work Products

This component of the course is an record of your work activities, consisting of at least five different kinds of written work you have produced, along with a short description of the context in which they were generated and their significance for the organization. The commentary on the individual pieces of work you present should demonstrate a thorough understanding of the organization, its structure, and how individuals and departments relate to one another. Company reports, department reports, meeting notes, press releases, surveys, letters, memos, and speeches are all examples of work that can be submitted. In the rare instances where written work does not play a part in the internship, narrative descriptions of tasks performed, events organized, or problems solved may be substituted. *[Make sure to get authorization from your internship provider before including any materials that could be considered sensitive or confidential. Assure your supervisor that any documents will be kept confidential and will be reviewed only by your director for grading purposes.]*

Internship Grading

Final Paper – 25%

Final Paper Outline – 5%

Oral presentation – 15%

Work products – 20%

Internship supervisor's evaluation – 25%

Participation in class, activities and attendance – 10%

Important Dates

Tuesday, February 6	Progress Report Meeting with Professor Killian and J. Gareri. Sign-up sheet to be posted on the bulletin board outside the academic offices. Bring goals and job description.
Tuesday, March 20, 10 -2	Individual presentations to the group on the internship experience. Lunch will be provided
Friday March 23	Topic of final paper due
Friday March 30	Outline of final paper due
Friday April 20 by 5:00 p.m.	Last day of the internships Final Paper and Work Products Due