



GOVERNMENTAL INTERNSHIPS SPONSORED BY THE DEPARTMENT OF POLITICAL SCIENCE

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(Revised – 01/26/07)*

PURPOSES AND BENEFITS

Some aspects of public life are better understood through direct participation rather than lectures and assigned readings. For this reason, the Department of Political Science grants academic credit for internships served in specific governmental agencies and other public institutions.

Student interns assume a variety of tasks and responsibilities in the office they serve. For example, interns in the County Attorney's and Public Defender's office may locate and even interview witnesses, complainants, and prisoners at the county jail; sometimes they sit in on trials and often serve subpoenas. Interns in Congressional and other elective offices do a lot of "constituent work;" they research and try to solve problems that citizens have brought to the attention of their elected official. For example, a woman needs help persuading the Social Security Administration that she hasn't died and still needs her monthly check; a man complains that he is being billed for someone else's student loan. Interns handle a variety of such chores.

Few interns feel that they have not been challenged or that it has not been a worthwhile experience. they gain a comprehensive understanding of the agency's activities and resources and of the problems with which it contends. Not incidentally, they make a major contribution to the agency's ability to meet its responsibilities.

APPLYING FOR AN INTERNSHIP

If you want to become an intern, the FIRST step is to contact the agency or agencies that interest you. There is a list of agencies that use interns on the next page. Call or write to them and arrange an interview. Each agency has its own procedures. Some interview all applicants on the same day; some interview as the applicants come in. Some have an elaborate application form and want a writing sample, others do not. Find out what they want. The Department of Political Science does not assign interns. Becoming an intern is always a matter between a student who volunteers and an agency that decides to "hire" him or her. The process can be competitive and there are no guarantees. The Department of Political Science provides

academic advice and monitors the student's progress.

RULES AND POLICIES CONCERNING ACADEMIC CREDIT FOR INTERNSHIPS

1. A student intern is expected to perform 45 hours of acceptable work for each unit of academic credit.
2. Interns are also expected to submit a paper, about 10 pages in length, relating their academic learning to their experiences on the job. Intern papers should include the following:

Your 10-page, Double-spaced Paper. Your paper must be edited (correct grammar and spelling) and must include:

- 1) A brief description of the tasks you perform for the organization
- 2) A brief discussion of your professional development. What professional skills did you develop? What were your professional strengths and weaknesses?
- 3) A detailed discussion of what you have learned regarding employment in the field of politics (you can offer some anecdotal stories to illustrate your learning points if you'd like). Provide concrete examples to illustrate your point.
- 4) A detailed discussion of the similarities and differences between employment in the field of politics and your study of the academic discipline of politics. Provide specific examples and link these examples to particular theories and concepts studied in your political science and social science courses.

This is not a research paper. It is to be reflective, to relate the academic and the practical. It is recommended that you keep a daily journal of your experiences. When it comes time to complete the paper, your thoughts will flow naturally from your earlier observations.

You should always be aware of your ethical obligations to protect the privacy of others as well as the professional integrity of the office where you are working. You should be prepared to show your paper to your employer. The paper will be returned to you after final grades are recorded. Papers are due on the first day of finals during the semester in which you registered. At any time during your internship, you should feel free to consult with Professor Coonan in Room 301 Social Sciences Bldg., 621-3988.

Please do not email you intern paper. They may be faxed to us at 520-621-5051, or mailed.

Interns must also submit the UA Student's Internship Evaluation Form, that will be mailed to them before the end of the semester.

Interns are required to submit a post internship job resume. The purpose of this resume is to encourage interns to think about their job market preparation and ways in which they can sell themselves to potential employers.

3. With the sole exception of the State Legislative Internship program, the grades for internship courses are S,P,C,D, and E. Grades are assigned by the Internship Coordinator on the basis of performance evaluations submitted by the intern=s supervisor as well as the quality of your

paper.

4. All of the 393 series internships count as upper-division units toward the University's 120 total graduate requirement. For students enrolled before Fall 2001 (catalog 2000-2001 or earlier), no more than three (3) internship units may be credited toward the Political Science major. For students enrolled for the first time in Fall 2001 or later (catalog 2001-2002 or later), a combined total of no more than nine (9) units from internships (293s, 393s, 493s) independent study (299s, 399s, 499s) or directed research (392, 492) may be credited toward the Political Science major. Internships do not count toward the Department's 24 unit upper-division course requirement nor the field of study requirement.
5. Interns who are not taking any courses on campus or using any campus services or facilities (out-of-town internships and summer interns who take no summer courses) may apply for a fee reduction and pay tuition for only one unit no matter how many units of internship for which they enroll.
6. The UA has new internship guidelines which our department follows. For information regarding these guidelines, please download the following PDF form:

<http://www.registrar.arizona.edu/forms/InternshipGuidelines3-05.pdf>

Interns are required to submit the UA Internship Application and Internship Assumption of Risk Release Forms, which are available in PDF and word format from the following website:

<http://www.registrar.arizona.edu/forms.htm>

7. Registration for an internship is done via a drop/add form signed by the Internship Coordinator and submitted to Registrar/Data Processing. At the same time, fill out the attached Departmental information sheet and leave it with the Undergraduate Secretary, Assistant to the Coordinator.
8. ***PLEASE NOTE: STUDENTS ARE NOT TO REGISTER FOR INTERNSHIPS AT PRIVATE LAW FIRMS!! THESE INTERNSHIPS WILL NOT BE APPROVED AND NO CREDIT WILL BE AWARDED!!***

NOTE: Do Not Forget To Enroll!! The Registrar's Office may not always agree to allow a student to enroll retroactively. If you have an out-of-town internship, do not leave until you enroll for it. Faculty and staff cannot do it for you. Also, late fees and penalties for late registration also apply to internships.

DIRECTORY OF AGENCIES AND CONTACT PERSONS

Note: This list is not exhaustive. You may be able to arrange an internship in a governmental agency that has not used interns before. Also, out-of-state internships are set up regularly. For details, see Professor Coonan.

ADMINISTRATIVE INTERNSHIPS

TUCSON

Jeff Sales
Mayor's Office
255 W. Alameda, P.O. 27210,
Tucson, AZ 85710
Phone: 791-4201

Ramon Valadez
Board of Supervisors
130 W. Congress, 11th Floor
Tucson, AZ 85701
Phone: 740-8126

Eric Nielsen
Office of Economic Development
166 W. Alameda
Tucson, AZ 85701
Phone: 670-5540

Fran Johnson
City Council Ward 2
7575 E. Speedway,
Tucson, AZ 85710
Phone: 791-4687

Mary Dorgan
Pima County Constable's Office
32 N. Stone,
Tucson, AZ 85701
Phone: 740-5442

Irma Carmona
Social Security Administration
3500 N. Campbell
Tucson, AZ 85719
Phone: 321-1167

Leslie Williams
Ward III Council Office
Councilmember Jerry Anderson
1510 E. Grant Road
Tucson, AZ 85719
Phone: 791-4711
***Please call to see if they are accepting**

ADMINISTRATIVE INTERNSHIPS OUTSIDE OF TUCSON

Pamela Glekas
U.S. Dept. Of Housing & Urban Dev
Washington, D.C. 20410-7000.
Phone: (202) 708-0614 ext. 4449

CONGRESSIONAL INTERNSHIPS TUCSON

Natalie Luna
Raul Grijalva=s Congressional Office
810 E. 22nd St., Suite 102
Tucson, Az 85713
Phone: 622-6788

Rosemary Alexander
Office of Sen. John McCain
407 W. Congress St, Suite 103
Tucson, AZ 85701
Phone: 670-6334
Fax: 670-6637

Julie Katsel
Office of Congressman Jon Kyl
7315 N. Oracle, Suite 320
Tucson, AZ 85704
Phone: 575-8633

Joni Jones
Office of Congresswoman Gabrielle Giffords
1661N. Swan, Suite 112
Tucson, Az 85712
Phone: 881-3588
Fax: 322-9490

CONGRESSIONAL INTERNSHIPS OUTSIDE OF TUCSON

Babbette Donaldson
Office of Senator John McCain
5353 N. 16th. Street Suite 105
Phoenix, AZ 85016
Phone: (602) 952-2410
***Mail cover letter with resume.**

Nancy Gilliam
Office of Congressman Jon Kyl
2200 E. Camelback Rd., Suite 120
Phoenix, AZ 85018

Phone: (602) 840-1891

Bruce Raden
Congressman John Shadegg
301 East Bethany Home Road, C-178
Phoenix, AZ 85012
Phone: (602) 263-5300
Fax: (602) 248-7733

Office of Congresswoman Gabrielle Giffords
77 Calle Portal, Suite B-160
Sierra Vista, Az 85635
Phone: (520) 459-3115
Fax: (520) 459-5419

Ms. Amy Emerick
Office of Congressman Raul Grijalva
1440 Longworth House Office Building
Washington, DC 20515
Phone: (202) 225-2435
Fax: (202) 225-1541

Sherry Reichel
Office of Congressman Jon Kyl
724 Hart Office Bldg.
Washington, D.C. 20510
Phone: (202) 224-4521

Susan Marshall
Office of Congressman John Shadegg
430 Cannon House Office Building
Washington, D.C. 20515
Phone: (202) 225-3361

Daniel Graver
Office of Congresswoman Gabrielle Giffords
502 Cannon House Office Building
Washington, D.C. 20515
Phone: (202) 225-2542
Fax: (202) 225-0378

EXECUTIVE INTERNSHIPS
TUCSON

Soledad Zuzuarregui
Yvette Ortiz-Lopez, Office Manager
Office of the Governor,
402 W. Congress
Tucson, AZ 85701
Phone: 628-6580

EXECUTIVE INTERNSHIPS
OUTSIDE OF TUCSON

Diane Saunders
Office of the Governor
1700 West Washington, Suite 131
Phoenix, AZ 85007
Phone: (602) 542-1318
Fax: (602) 542-1381
*Email Diane at dsaunders@az.gov – attach resume

JUDICAL INTERNSHIPS
TUCSON

Dan Knauss
Victim Witness Program,
Dept. of Justice,
Acapulco Bldg., Suite 8310
110 S. Church Ave.,
Tucson, AZ 85701
Phone: 620-7300

Sheree Reiker
Pima County Juvenile Court
2225 E. Ajo Way,
Tucson, AZ 85713-6295
Phone: 740-5019
Fax: 628-5822

Jesse Marquez
Pre-Trial Services, Superior Court
110 W. Congress - 8th. Floor
Tucson, AZ 85701
Phone: 740-3310

David Barlett
Arizona Attorney General's Office
400 W. Congress, So. Bldg, Suite 315
Tucson, Az 85701
Phone: 628-6504

Vanessa Hansen/Allison Breikreitz
Victim Witness Program
32 N. Stone Av. 14th. Floor
Tucson, AZ 85701
Phone: 740-5525

Mary Smith
Office of the County Attorney
32 North Stone, Suite 1900
Tucson, AZ 85701
Phone: 740-5600

Vickie Broom
Pima County Public Defender's Office
32 N. Stone, 4th Floor
Tucson, AZ 85701
Phone: 740-5340
Fax: 882-7293
***Must have a valid Driver's License**

Gene Reedy, Unit Supervisor
Mike Fitzmorris, Primary Coordinator
Pima County Legal Defender
32 N. Stone
Tucson, AZ 85701
Phone: 740-5793 - (Gene R.)
Phone: 740-5291 - (Mike F.)
Fax: 882-7338

Bill Reyes
Office of the Federal Public Defender
407 W. Congress, Suite 501
Tucson, AZ 85701
Phone: 879-7500
Fax: 879-7600
***Call and make an appt. with Bill Reyes**

for interview.

Amy Bocks
Attorney General Victim Witness Program
400 W. Congress Suite 315
Tucson, AZ 85701
Phone: 628-6455

Defenders of Wildlife
110 S. Church, Suite 4292
Tucson, Az 85701
Phone: 623-9653 –X103
Fax: 623-0447

JUDICIAL INTERNSHIPS
OUTSIDE OF TUCSON

Manuel J. Johnson, Applicant Coordinator
Velma Hoskins
Federal Bureau of Investigation
201 E. Indianola, Suite 400
Phoenix, AZ 85012
Phone: (602) 650-3147
Phone: (602) 650-3235 (M. Johnson)
(Must be at least a Junior, have GPA 3.00 or better.
Undergrads are paid at GS6

NON-PROFIT INTERNSHIPS
OUT-SIDE OF TUCSON

Karen Kennedy
Results Educational Fund
440 1st. St. N.W., Suite 450
Washington, D.C. 2000
Phone: (202) – 783-7100
Fax: (202) – 783-2818

NON-PROFIT INTERNSHIPS
TUCSON

Deborah Knox
Tucson Council for Economic Conversion
110 E. Pennington
P.O. Box 42108
Tucson, AZ 85733
Phone: 620-1241 – Ext. 107

Kevin O'Shea
National Law Center for Inter-American Free Trade
111 South Church Ave., Suite 200
Tucson, AZ 85701-1602
Phone: 622-1200
Fax: 622-0957
***Email Kevin @ kjoshea@natlaw.com to apply,**
include attached resume.

Mr. John Dougherty
Tucson Metropolitan Chamber of Commerce
465 St. Mary=s Road
Tucson, AZ 85702
Phone: 792-1212
***Send Resume, and they will set up an interview**

Mr. Ethan Orr
Linkages, Inc.
1920 E. Silverlake Rd., Suite 201
Tucson, Az 85713
Phone: 571-8600
Fax: 571-8700
Email: www.linkagesarizona.org

Lisa Hopper
World Care
3538 E. Ellington
Tucson, Az 85719
Phone: 514-1588
Fax: 514-1589

Scotty Johnson

STUDENTS WHO HAVE BEEN OFFERED AND HAVE ACCEPTED AN INTERNSHIP: PLEASE COMPLETE THIS FORM AND LEAVE IT WITH STAFF AT FRONT DESK IN POLITICAL SCIENCE DEPARTMENT.

Today=s Date: _____

Name: _____ S.I.D.# _____ - _____ - _____ Local tel. _____

Local address: _____

Street City State Zip

Email address: _____

Term: Fall___ Spring___ Summer 1 ___ Summer 2___ Number of Units ___ [1 unit/45 hours work]

Start Date: _____ Ending Date: _____

Will you be applying for the Fee Waiver (see next page)?: Yes ___ No ___

POLITICAL SCIENCE SECTION (Check One)

393A PUBLIC INTEREST INTERN _____

Internship with non-governmental, non-profit agency engaged in public policy; Chamber of Commerce, Sierra Club, Right-to-Life, etc.

393B ADMINISTRATIVE STAFF INTERN _____

Internship in government office; social security, county supervisor, city council, etc.

393C EXECUTIVE STAFF INTERN _____

Internship in government executive office, governor, mayor, etc.

393D JUSTICE SYSTEM INTERN _____

Internship with Public Defender, U.S. Attorney, county prosecutor, Victim-Witness, etc.

393E CONGRESSIONAL STAFF INTERN _____

Internship in office of U.S. Senator or Representative; local or Washington, D.C.

393F POLITICAL INTERNSHIP _____

Political campaign or political party intern. **This internship is only available outside the state of Arizona**

IMPORTANT! Please list the name of the institution you will be working for, the name, address and telephone number of the person who will be supervising your work. Professor Coonan needs this information in order to be able to contact your supervisor, and request an evaluation of your work and verification of your hours. This evaluation must be received before you can receive academic credit for your internship.

Institution you=ll be working for: _____

Supervisor=s Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

NOTE! Do not forget to enroll! You will not be able to enroll retroactively. If you have an out-of-town internship, do not leave town until you enroll for it. Faculty and staff cannot do it for you. Also, late fees and penalties for late registration apply to internships.

FEE-WAIVER REQUEST AND JUSTIFICATION

If you will ***not*** be taking classes on campus or using any campus facilities or services, for example (summer interns who are not taking summer school classes, or students interning in Phoenix or Washington, DC) then you are eligible to apply for the waiver of most of your tuition. Fill out this form and have Professor Coonan sign it. Then take it to the Bursar's office to have your tuition fee adjusted (you will only have to pay for one unit).

Name: _____ Date: _____ Student I.D. # ____ - ____ - _____

Political Science section _____ Units _____ Semester _____

This is to certify that this student will not be on campus or use any campus facility in connection with this course, and will not require the supervision or attention of any University of Arizona faculty or official. Please allow this student to register by paying the cost of one academic unit.

Yours truly,

Dr. Pam Coonan
Intern Coordinator

