

**Application for Permission to Elect: Field  
Work in Political Science (PSCI 3900)**

Call No. \_\_\_\_\_

**Guidelines for all Interns**

Western Michigan University  
Department of Political Science  
Kalamazoo, MI 49008

This form is to be fully completed and signed by all parties before the application can be processed. A statement of field work guidelines appears below is to be understood by all participants prior to signing the application.

<b>Semester</b>	<b>Year</b>	<b>Credit Hours</b>
<b>Student Name</b>		<b>Student No.</b>
<b>Address</b>		<b>Phone No</b>
		<b>Hrs. in PSCI</b>

**DESCRIPTION OF FIELD WORK EXPERIENCE:**

*Add additional page if necessary*

Specific hours and duties will be determined by field supervisor.

**REQUIREMENTS FOR SUCCESSFUL COMPLETION\***

Verification by field supervisor of internship work.

**GRADING CRITERIA**

Credit will be based exclusively on written work prepared under the supervision of the instructor.  
Grade will be credit / no credit

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Signature of Field Supervisor**

\_\_\_\_\_  
**Signature of Faculty Sponsor**

\_\_\_\_\_  
**Signature of Department Chair**

**Distribution: Department Chair  
Faculty Sponsor  
Field Supervisor  
Student**

**Date** \_\_\_\_\_

## **Field Work in Political Science (PSCI 3900) - Policy Guidelines**

1. The Field Work option is reserved for those situations in which the activity proposed is the dominant feature of the project. In this respect, field work is distinct from the independent study.
2. The Field Work application process requires specific and explicit definition of the proposed project, the objectives of the project, how the student will be evaluated, and the role of the field supervisor in evaluating the student. PSCI 3900 is available only on a Credit/No Credit basis.
3. All students registering for PSCI 3900 will submit a final paper to their faculty sponsor upon completion of the field work. The student will be expected to integrate discussion of the field work experience with appropriate academic literature. The Department of Political Science will retain a copy of the final papers. Further, each student will be expected to submit status reports to his/her faculty sponsor at regular intervals.
4. No more than 6 hours of credit toward the major can be earned through the 3900 listing. Students enrolling for 1-4 semester hours of 3900 may apply those hours toward the major. Students enrolling for 5-12 hours of 3900 in the initial or second registration may earn up to an additional 2 hours toward the major with the approval of an adviser.