

INTRODUCTION	2
BASIC INFORMATION	3
THE FIELD EXPERIENCE PROGRAM	4
I. INVESTIGATION	4
A. Thinking About Yourself:	4
B. Thinking About Your Opportunities:	5
II. FOCUS	6
A. Meeting With the Director of Field Experience	6
B. Resume and Cover Letter Preparation	6
C. Applying	7
D. Finalizing Your Field Experience and Notifying the FEO	7
III. INTERNING	8
A. Enrolling for MC 400 and MC 401	8
B. MC 400	8
C. MC 401	9
D. Prepare to learn	9
E. On The Job Expectations	10
F. Evaluation	11
G. Sponsor Assessment	11
H. Final Correspondence With Your Placement	11
IV. REFLECTION	11
A. MC 400	11
B. MC 401	12
APPENDICES	14
APPENDIX A -- SAMPLE JMC FIELD EXPERIENCE PLACEMENTS	14
APPENDIX B -- DEVELOPING YOUR OWN FIELD EXPERIENCE	16
APPENDIX C -- HOUSING	17
APPENDIX D -- EXPENSES	18
APPENDIX E -- SUBSTITUTIONS FOR FIELD EXPERIENCE	19

The Field Experience is a central part of education at James Madison College. This full semester internship develops intellect through experiential learning and related academic assignments. In addition, students apply classroom exercises to circumstances of the work world, gain professional experience, build professional relationships, and clarify career goals.

Field Experience: A Guide thoroughly describes the James Madison College Field Experience Program. It details the place of Field Experience in the Madison curriculum, and outlines the steps necessary to secure and complete successfully a Field Experience placement. Any questions you may have, after carefully reviewing this guide, can be answered in the Field Experience Office.

INTRODUCTION

A Madison education focuses on the application of knowledge and analysis to public issues, concerns and events, as well as on theoretical approaches to social science. As a result, Madison students learn to think critically and analytically about public affairs, to evaluate policy options, and to understand decision-making. Madison believes that a liberal education is incomplete without a chance to test and apply these abilities in professional settings. Through the Field Experience program you will move beyond the formal classroom, to apply your knowledge and skills to the challenges and demands of the world of services and professions. You will not cease to be a Madison student during your placement, nor will your learning be put on hold pending the completion of your Field Experience requirements. The Field Experience program is first and foremost a learning experience, and it is the expectation of the College that Field Experience is integral to your success as a student in the College. Upon completion of your placement, you will prepare a major academic paper that explores a set of issues and/or develops themes that you encounter as a result of your placement – thus bringing your learning in the field back to the academic world of classrooms in Case Hall. Field Experience thus rounds out your Madison education. It also provides a unique opportunity to clarify your career objectives, acquire relevant work experience, and render useful service.

Madison's Field Experience program dates to the origins of the College. At that time, James Madison College was a pioneer of this form of experiential learning. Today, there are many public affairs programs that offer accompanying internship programs. Yet, Madison remains among only a handful that combine an emphasis on field experience with academic requirements and criteria. Placements are selected, in part, on their ability to provide students with an experience that will extend their education in public affairs. The completion of the MC 400 reflective papers, and the MC 401 academic paper, is integral to making the connection between the day-to-day experiences while in the field, and the academic program of which Field Experience is a part.

It is also significant that James Madison College is part of the land-grant institution that is Michigan State University. As part of MSU's commitment to addressing the issues that animate public discourse in Michigan, the United States, and the world, and to making the knowledge of MSU's students and faculty accessible to those beyond the campus, the Madison Field Experience program occupies an important niche. You will undertake your Field Experience as

the embodiment in significant ways of that land grant mission, as you make your education and skills accessible to those with whom you work during your placement.

Field Experience is thus a central part of the Madison academic program. It can also serve as a bridge to your future career choices. Madison wishes to ready every graduate for entry into the professional world, and to instill a disposition to enter careers with a clear understanding of the need to bring intelligent consideration to the important social concerns that wrack communities and states in the contemporary world. The internships made available through the Field Experience program all offer true learning experiences, during which you will make important transitions from classroom learning to professional careers and lives of public service. Madison seeks to ensure that organizations offering internships treat students as much as possible as regular staff members and include students in meetings, planning sessions, project teams, working lunches and other activities. Madison also seeks to ensure that students receive a qualitatively different kind of supervision than a student gets as an ordinary employee. In a Madison Field Experience, the College expects supervisors to make commitments to provide students with a hands-on educational experience worthy of the substantial academic credit Madison awards for the work.

Field Experience placements are structured with these goals in mind. Interns in courts or clerks in law offices typically do everything that second-year law students on clerkship do: interview clients, help prepare cases, conduct legal research, and attend court hearings. In district congressional offices, interns generally solve problems for constituents, help draft correspondence or press releases, work on community outreach projects, and provide background research for legislative initiatives. In Washington, whether students work for legislators, committees, lobbyists, or non-profit agencies, students attend hearings and subcommittee meetings, brief supervisors on events, and analyze policy issues and legislation. In “think-tanks”, students conduct research and analytical writing and take part in ongoing team projects. In many state and local government offices, interns work as junior policy analysts. With social service agencies, students assist case-workers, work in support capacities in offices, handle media contacts, and work as liaisons with legislators and funding agencies. In corporate placements, students work on public affairs staffs, in industry-government relations units, in strategic planning units, and in labor and industrial relations divisions. By actively pursuing the opportunities that inevitably arise, students can gain valuable contacts and networking opportunities. The participating agencies cover a range of public and private organizations, from courts and offices in Lansing to Washington, D.C., and to other large cities around the world.

Field Experience, as an experiential learning exercise, is an integral part of your Madison education. It is also an opportunity for you to move beyond the classroom, to test your learning in the world beyond Case Hall, and to gain invaluable experience, contacts, and skills that will pay dividends many times over through the rest of your life. Take full advantage of the opportunities and challenges outlined throughout this guide, and you will reap the benefits.

BASIC INFORMATION

- All James Madison College students fulfill the Field Experience requirement before graduating.
- Internships are 14 weeks long and can be completed in the fall, spring, or summer.

- Students are eligible for the field experience during their junior or senior year of study.
- Students earn 12 credits by working 35-40 hours weekly; in cases of hardship they may earn 8 credits by working 18-20 hours weekly.
- Students normally prepare for the Field Experience one to two semesters in advance.
- Students are to enroll in MC 400 and MC 401 for the semester they wish to conduct the Field Experience.

THE FIELD EXPERIENCE PROGRAM

As you make your way through the Field Experience you should see it as a four step process. First, investigate yourself and your opportunities. Second, focus on your goals. Third, conduct your internship. Fourth, reflect upon your experience through the academic requirements of MC 400 and MC 401. This guide contains four sections (plus appendices), with each section corresponding to one of the four steps.

I. INVESTIGATION

A crucial aspect of every Field Experience is the strength of each student's relationship with his or her placement. Students who benefit most from their field experience generally intern with organizations, and take on responsibilities, that strongly relate to their personal interests, career goals, and geographic and other preferences. Therefore, to begin preparing for your field experience, you will want to investigate the two parts of this relationship: you and your opportunities.

A. Thinking About Yourself:

The preparation part of the Field Experience Program encourages you to start thinking seriously about what kind(s) of contribution(s) you wish to make, what career(s) best fit you, what interests you might wish to pursue, what skills you have to offer to employers and/or graduate schools, and what kind of work environment best suits you. All of these aspects are clearly relevant when choosing your prospective internship placements and thus, you should think seriously about these issues and ask yourself questions such as:

“Where can I, with my special talents, make a difference for others?”

“What are my career goals, and what kind of internship would help me develop skills relevant to this kind of work or study in graduate or law school?”

"What are my personal interests, and what kind of internship would best allow me to pursue them?"

"In what kind of workplace do I want to intern?"

"Geographically, where do I want to intern?"

B. Thinking About Your Opportunities:

In addition to thinking carefully about yourself and your objectives, you need also carefully investigate your opportunities. In other words, become familiar with the full range of opportunities available to you. Too many students miss out on stronger opportunities because they do not educate themselves about the large number of possibilities available to them.

1) Field Experience Office Listings

The Field Experience Office has developed a resource of information that you can use to find internship opportunities. Each of the organizations found on the Field Experience database (available at <http://jmc.msu.edu/fieldexperience>) is a pre-approved field experience placement. The database can be searched by name of organization, keyword, and location.

Notes: International Internships: JMC sponsors a variety of international internship programs through the MSU Office of Study Abroad. These programs involve on-site placement organizations, who will find internships for students admitted to the program by MSU. Housing is arranged by the on-site host organization, although details vary by location. You can see the list of JMC-sponsored programs at <http://jmc.msu.edu/fieldexperience>, and search the MSU Office of Study Abroad program database for more detailed program descriptions, at <http://www.studyabroad.msu.edu>. To inquire further about any program, and to initiate the application process, please see the Director of Field Experience. Watch for announcements of information meetings about specific programs.

Semester in Washington, D.C. program: JMC co-sponsors the MSU Semester in Washington program, which combines classroom study with full-time internships in the Washington region. The foci of the program are policy-making at the federal level, and career development for aspiring policy-makers and shapers. The program runs each Fall and Spring semester, and more information can be found at <http://www.cis-ss.msu.edu/dcstudy/>. Please note that this is one way to undertake an internship for Field Experience credit in Washington, but it is NOT the only way.

2) Developing Your Own Field Experience

It is possible to arrange a field experience with an organization not already approved by the Field Experience Office. Such prospective internships will need to be reviewed and approved by the Director of Field Experience before they can be considered for Field Experience credit. Therefore, if you decide to develop your own internship, you should meet with the Director, submit the required documents, and receive approval from the Director before confirming with a special placement. The Field Experience approval requirements are described in *Appendix B* on pages 16 and 17.

3) Timing

Another aspect to consider is when you will conduct your Field Experience internship. You must have attained Junior standing with the University before you can enroll for Field Experience credit. You may enroll during any subsequent semester, including the summer semester. In summer, many internships become more competitive than during the academic year. Additionally, projects or tasks assigned to you during the academic year may very well be more substantive or extensive, as there tend to be fewer interns. Lastly, supervision might be less consistent during the summer as it is, generally, a time for vacation for many people. Early and careful preparation is one of the keys to a successful Field Experience during any term. However, it is particularly urgent if you wish to intern in the summer that you start investigating early, and send your applications out in a timely manner.

4) Finances

A final consideration, regarding your field experience, might be your finances. Keep in mind that paid internships are limited and often quite competitive. If you feel that you need to be paid during your internship, you should begin your search early and investigate your opportunities with greater effort.

II. FOCUS

After your investigation of yourself and your opportunities, you should begin to arrive at some answers and begin to focus on a general direction for you to follow. You can begin to match your interests with a few prospective internship placements and apply for an intern position with these organizations.

A. Meeting With the Director of Field Experience

At this point, you should make an appointment and meet with the Director of Field Experience (his on-line appointment calendar is at <http://jmc.msu.edu/fieldexperience>). The Director can help you focus on your goals, offer suggestions for possible internships, and provide detailed information about the Field Experience process. If you find yourself still having many questions about your career direction, interests, and what kind of internship is best for you, a meeting with the Director can help you narrow your thoughts and focus on a direction.

You should come to your meeting with the Director having given serious thought to your internship interests, and having started preliminary research on organizations to which you are considering applying (those listed on the Field Experience database, and any leads you may have found yourself). Please also bring a draft of your resume. You and the Director will discuss your interests and leads, review your resume, discuss the drafting of cover letters, and the compiling of any other application materials as necessary. More than one meeting is normally required for these purposes.

B. Resume and Cover Letter Preparation

To apply for internships, you will need to send a resume and cover letter, and sometimes other application materials. Part of the focusing process involves the creation of your resume, and a cover letter which 1) outlines your characteristics and qualifications, and 2) describes the person you are.

One of the recommended steps in preparing for a Field Experience is to attend a Resume Workshop offered by the the JMC Field Career Consultant. Those workshops are offered on several occasions each term, and you should plan early to attend one before you need to have prepared your own resume. Quite often, this is a student's first attempt at creating a resume and cover letter. Those workshops are invaluable in helping you to prepare yours in such a way that it markets you and your skills effectively. The drafts of your resume and cover letters will also be reviewed during your meeting with the Director.

C. Applying

When you have decided on a list of internships that you are interested in, finalized your resume and cover letter, and prepared any other requested application materials, submit them to the Field Experience Office. An endorsement letter will be included with your materials which will then be sent in the mail to each of the placements to which you are applying.

- There can be NO mistakes on your resume or cover letter.
- Remember to SIGN your cover letter.
- You might be asked to complete an application, normally found on that organization's web-site.
- You might be asked to include a writing sample, reference letters, or transcripts.

D. Finalizing Your Field Experience and Notifying the FEO

The endorsement letter sent with your application materials requests placements to contact you directly if they are interested in having you interview or intern. If you do not hear from the placements after 2 - 3 weeks, notify the Field Experience Office. Either a follow up letter will be sent to the placements, or in some cases, it might be appropriate to call the supervisor yourself to inquire about the status of your application. Be sure to consult with the Director of Field Experience on how best to proceed.

When you receive offers for internships, you will need to decide which one to accept. You should try to have established priorities about which internships you prefer. The Director of Field Experience can help you with this process by discussing the pros and cons of each.

Do not accept a placement and then subsequently turn it down when you receive a "better" offer. This is very bad form and reflects poorly on you and the College. If you find yourself with an offer in hand, but are still waiting to hear on others, be (politely) very candid with those making the offer. Explain that you cannot give them an immediate answer, and inquire as to how much time they are willing to give you before you give them a final response.

Do not be rushed into a decision with which you are not comfortable, but do not mislead potential placements either. Once you have accepted an offer, consider yourself committed.

Once you accept an offer, notify the Field Experience Office, and contact other placements from which you received offers. The FEO will have you fill out paperwork which asks you for the following information: name of placement, name of supervisor, work and mailing addresses, work and home phone numbers, e-mail address (if applicable), hours per week, and start and end dates.

III. INTERNING

After you have found your internship, its time to get to work. Your Field Experience is your opportunity to learn and grow which can only be fulfilled by your attention and effort.

A. Enrolling for MC 400 and MC 401

MC 400 and MC 401 are the classes through which you will earn your academic credits for the Field Experience. You must enroll in both of these classes during the semester that you are conducting your Field Experience. These classes are graded on a Pass/No Pass basis. A detailed syllabus describing the requirements for both courses will be given to you at the beginning of your internship.

B. MC 400

You will enroll in MC 400 for nine credits. In case of hardship, petition may be made to the Director of Field Experience to undertake a part-time (18 - 20 hours weekly) placement. Part-time Field Experience placements earn five credits.

1) Learning Contract

After you begin your Field Experience, you and your supervisor should complete the Field Experience Learning Contract. Your supervisor needs be made aware that the Learning Contract is due in the Field Experience Office one month after you begin the internship, and that it must be submitted in a timely way for you to receive full credit for MC 400. The FEO will keep the original and distribute copies back to you and your supervisor.

The Learning Contract is a tool for you and your supervisor to use to develop a clear understanding about your internship duties and responsibilities, what you intend to learn during your internship, and the methods by which you will be supervised and evaluated. Further, its purpose is to give you, your supervisor, and James Madison College a mutual understanding of your role as an intern with your placement organization.

2) Communication with the Field Experience Office

In addition to the regular assignments which you submit to the Director of Field Experience, we appreciate hearing about how your internship is developing and the types of activities you are involved in. If, by the third week you have not been involved in substantive projects or your responsibilities differ from those detailed in your Learning Contract, notify the Director of Field Experience. We can discuss how to talk to your supervisor about your situation and determine the most appropriate course of action.

C. MC 401

You will earn three (3) credits for MC 401, which combines with MC 400 to make a total of twelve (12) credits. When you enroll in a section of MC 401, as with any other course, you will sign up with a particular faculty member who will supervise your research paper.

1) Communication With Reader

It is essential that you contact your reader *before* you begin your placement. At that time, you should discuss with your reader his/her expectations of the paper you will complete in satisfaction of the MC 401 requirement. Topics need not be refined in detail at this stage, but you and your reader should develop a general sense of the kind of topic on which you will be working. Talk with your reader about the public affairs dimensions of your placement, and how you anticipate your responsibilities to build off of, and/or relate to the kind of work you have done in your other Madison courses. This will give you and your reader important clues as to the kind of topic you might be working on.

You should then plan to maintain regular contact with your reader throughout the Field Experience. Find out how your reader wants to hear from you - with regular progress reports, potential thesis statements, prospective outlines of your paper, sample research materials, or anything else your reader might request of you. This will often include early submission of a rough draft. Whatever the guidelines, it is your responsibility to fulfill your plan with your reader. If your assignment changes substantially during the course of your internship and it looks as if your paper topic will have to change accordingly, notify your reader. Please be aware that most faculty members are not on campus during the Summer semester. If your internship is during the summer, you will need to meet with your reader before the end of the Spring semester. If you are unable to contact your faculty reader, notify the FEO immediately.

Note: You and your reader must complete the *Student-Reader Planning Sheet* at the time of your first meeting. You will then return the signed, completed sheet to the Field Experience Office. Only upon receipt of a completed sheet will the Field Experience Office make available to you your Syllabus and Learning Contract. You will need both of those as you embark on your placement. This provision is to reinforce the importance of meeting with your reader prior to beginning the placement.

D. Prepare to learn

The field experience provides you the opportunity to apply the knowledge you have learned in the classroom to a practical experience. While in the field you continue to learn, only in a less academically structured setting. Three points about your field experience are important:

1) You must be active in the learning process. Experiential learning is active learning and you will need to push yourself through the learning stages with which you are less comfortable. You may enjoy the activity of your internship, but you may have to discipline yourself to sit back and reflect on what you are doing in order to insure that you really learn from it, that you know what you are learning, and that what you learn includes what you want to learn;

2) You, the learner, are the one who determines what you want to learn. Internships enable you to create your own curriculum. You have to give your experience focus in order not to be overwhelmed by the amount and variety of data and phenomena to absorb. Your experience, your supervisor, your faculty reader, co-workers, other interns, etc. are learning resources to be tapped thoughtfully and carefully;

3) You become more conscious of what you learn and how to learn it. Active learning means taking responsibility for what you learn and how you learn it. In turn, that means continual monitoring and evaluation of your progress towards your learning goals as laid out in your learning contract. You might also encounter unanticipated learning opportunities and challenges, and your learning goals may change. Such variation is allowed, and encouraged. In any event, you will recognize such opportunities best when you are actively thinking about what it is that you are learning, and what you expect to learn.

E. On The Job Expectations

Your grade for MC 400 is determined in part by your performance during your Field Experience. Therefore, know and follow these expectations:

1) Be punctual and dependable. You are expected to be at your internship every day, for the hours you have agreed upon. If you have legitimate and appropriate reason to need time off, ASK your internship supervisor well in advance.

2) Dress appropriately and professionally.

3) Be polite and considerate, you are there to learn from your supervisor and co-workers.

4) Ask questions when you do not understand something.

5) If you have difficulties with your Field Experience, talk with your supervisor right away and contact the Director of Field Experience. Problems can be resolved if we work on them together.

6) You will want to represent yourself, James Madison College, and Michigan State University in an appropriate manner at all times. Be diligent, responsible and enthusiastic, and your Field Experience should be a great education.

F. Evaluation

During your Field Experience you will receive links to on-line evaluation forms which are helpful to the FEO in assessing the organization and for other students seeking the same Field Experience.

G. Sponsor Assessment

On completion of your placement, your supervisor will be asked to submit an evaluation of your performance. We will contact your supervisor directly with links to an electronic form. That evaluation will reflect not only on the particulars of your performance, but also on the adequacy of your preparation through prior academic work. This assessment constitutes part of the College's continuing effort to assess the adequacy of its preparations of its students.

H. Final Correspondence With Your Placement

After you have left the organization, we suggest you write to your supervisor thanking him or her for the opportunity to intern there. You may also make any other positive, appropriate comments.

IV. REFLECTION

As part of making the Field Experience a rich learning exercise, you will be given academic assignments that provide you with an opportunity to reflect on your experience, think about how you are growing, and develop specialized knowledge related to your Field Experience. These assignments are a crucial part of the educational value of your placement. You need give due effort to completing these assignments in a timely fashion. They are key to maximizing the value of your Field Experience.

A. MC 400

For MC 400, you will need to submit the following to the Director of Field Experience before the end of your Field Experience semester:

1. The Learning Contract
2. Field Experience Evaluations
3. **One** of these three assignments:
 - a) Critical Incident Journal
 - b) Four Short Essays
 - c) Reflection Paper

a) Critical Incident Journal: For this assignment, you complete fourteen journal entries (ie. an average of one per week) that describe critical incidents from your Field Experience. The best journals often describe situations through which students learn lessons during their internships and further expand on the significance of these situations. Refer to the *Critical Incident Journal Technique* sheet (included with the *Syllabus*) for helpful suggestions

b) Four Short Essays: The essays are normally 3-5 pages in length and due every two to three weeks during the semester. For this assignment you write about your placement organization's structure, its funding mechanisms, its mission, and a final synthesis essay that covers your entire Field Experience.

c) Reflection Paper: This 10 - 15 page paper is due at the end of your Field Experience semester. This paper is a general opportunity for you to describe your placement organization, your internship, and the critical incidents of your Field Experience.

B. MC 401

For MC 401 you will complete research paper of at least 25 pages in length, on a topic related to your Field Experience. This paper will draw on your enhanced understandings and knowledge derived from your Field Experience, but will ask you to go beyond the particulars of that experience in developing a relevant academic thesis. The preparation for your MC 401 paper begins prior to your placement, as you meet with your reader to discuss prospective topics. Necessary research should continue throughout the placement as you actively think about, and search for materials related to, the thesis you are developing. You and your reader should work out mutually acceptable arrangements for consultations, meetings, submission of outlines and drafts, and the like.

The first draft of your completed research paper is due three weeks into the semester following your Field Experience for students interning in the Summer and Fall terms. Students interning in the Spring term have a deadline of August 15 for the submission of the first draft. You will submit it electronically both to the Field Experience Office and to your faculty reader. This faculty member will evaluate the paper and will usually ask for revisions. Please note that faculty readers will hold the Field Experience paper to the same general scholarly standards to which they hold any other paper completed for a Madison course. The particular standards and expectations of *your* faculty reader will need to be determined in consultation with him/her. When the paper is passed, provided that you have passed MC 400, you will have completed the James Madison College Field Experience.

You will enroll for MC 400 and MC 401 during the semester that you are conducting the Field Experience. However, you will be given an automatic one-semester extension to finish your MC 401 research paper.

Note: You will not be eligible for graduation until you have completed both MC 400 and MC 401. Many students who are conducting their Field Experiences during the last semester at Michigan State University must wait to graduate until their MC 401 research paper is completed and approved by the faculty reader. You should take this into consideration, especially if you are planning on attending graduate school directly after Madison. To avoid

complications with admissions or job seeking, one might conduct the Field Experience sooner or make special arrangements with the faculty reader to have the paper completed earlier. For students able to do so, there is no necessary barrier to completing the MC 401 paper simultaneously with the Field Experience itself. There may be difficulties associated with the unavailability of faculty during the Summer semester, however. You should consult with your faculty reader about this.

APPENDICES

APPENDIX A -- SAMPLE JMC FIELD EXPERIENCE PLACEMENTS

The following organizations, firms and offices have been recent hosts of James Madison Field Experience students. This list is representative and not exhaustive, and is intended only to give you a sense of the range and variety of placements for which James Madison students have been selected.

Sandler and Travis Trade Advisory Services (Detroit) – technical research and writing on issues related to global cross-border transactions and compliance with customs regulations of the U.S. and other governments, response to information requests, preparation of spreadsheets.

Michigan AFL-CIO (Lansing) – working with Chief Lobbyist on legislative programs at the state level; working on liaison activities with state agencies; prepare briefing notes, written testimony, and fact sheets for committee hearings, researching voting records on labor-related issues.

Dykema, Gossett (Lansing) – legislative analysis and lobbying on behalf of clients of a private law office.

J.D. Power and Associates (Detroit) – market research and strategic consulting for the truck and tire industries.

U.S. Department of State (various locations) – working with Foreign Service Officers in embassies, missions and consulates around the world, or at State Department Headquarters in Washington. Work ranges from policy analysis and research, to preparation of diplomatic correspondence, to consular work with American citizens abroad, to the processing to U.S. visa and passport applications.

Buckeye Institute (Dayton, OH) – policy analysis and research in a private sector think-tank that focuses on de-regulation, privatization of public sector agencies and activities, and legislative initiatives to strengthen the private sector.

BRAC (Dhaka, Bangladesh) – program evaluation and field research with one of the world's largest NGOs. Projects range from poverty alleviation, to primary education, to public health, to entrepreneurial training, to gender equality programs, to human rights education.

Center for Strategic and International Studies (Washington) – academic and policy-oriented research on issues of arms control, Track-Two diplomacy, conflict management, multilateral diplomacy, peacekeeping, etc.

Senator Carl Levin (Washington, Lansing) – legislative research, constituent correspondence, monitoring House and Senate Committee hearings, policy analysis.

End Violent Encounters (EVE) (Lansing) – crisis intervention, intake services and counseling, and client advocacy in a shelter serving battered women and children.

Michigan Governor's Office (Lansing) – legislative background research, preparation of communications strategies, monitoring of press coverage, participation in press briefings.

Institute for Independent Education (Washington) – research and analysis of issues related to charter and community-based schooling, privatization of education, and the development of Afrocentric curricula.

WILX-TV News Room (Lansing) – background interviewing, script-writing, video editing, assisting on-air journalists.

U.S. Commercial Service (various locations) – research and analysis of trade opportunities for U.S. companies internationally, assistance with the organization of trade fairs in other countries, travel with visiting U.S. trade delegations. Placements are possible with Commercial Service offices (usually housed in U.S. embassies or consulates) around the world, as well as in Export Assistance Center offices across the U.S.

Center for Immigration Studies (Washington) – academic and policy-oriented research of trends and patterns of human migration, analysis of U.S. immigration policy, and comparative research on immigration policies of other states.

Rep. Mike Rogers (Lansing and Washington) – respond to constituent questions and concerns, legislative research, monitoring of Congressional committees.

Michigan State Medical Society (East Lansing) – policy research, public education and legislative lobbying on behalf of medical doctors in Michigan.

Flint Community Schools (Flint) – school system administration, monitoring of state education policy, implementation of school reform initiatives, building of coalitions with community partners.

Amnesty International (Washington, London) – assist with the development and implementation of human rights campaigns, especially in the area of prisoners of conscience.

APPENDIX B -- DEVELOPING YOUR OWN FIELD EXPERIENCE

Students sometimes pursue Field Experience opportunities that have no established connection with the Field Experience Office and are not listed in our information binders. By so doing, students often tailor Field Experiences to fit their needs and/or interests, while also creating opportunities for other Madison students.

You should meet with the Director of Field Experience to discuss your ideas regarding new internship placements before making specific arrangements or agreements with a potential placement. The Director must approve all new internships before students can use them to meet the Field Experience requirement. A number of self-made placements have been denied because they did not meet the criteria and requirements for the Madison Field Experience.

CRITERIA FOR JAMES MADISON FIELD EXPERIENCES

Any new internship must be approved by the Director of Field Experience to ensure that it meets the College's criteria for Field Experience placements. These criteria are as follows:

1. The internship must be a minimum 35 hours per week commitment for a minimum 14 weeks for the full-time, twelve credit Field Experience; or, for the part-time, eight credit Field Experience, it must be a minimum 18 hour per week commitment for a minimum 14 weeks.
2. The internship supervisor must be a full-time, non-clerical, professional. This person should be able to provide a professional perspective for the intern, instruct the intern properly and reveal important aspects about working in real world situations, and assign substantive, meaningful projects.
3. The intern must be exposed to the kind of public affairs issues, policy-making processes and decision-making concepts on which a Madison education has focused. If, for example, a student interns with a private sector organization, his or her work should include involvement in such issues as government regulations, legislative concerns, public affairs, public service, and labor or industrial relations.
4. An intern's clerical duties can only constitute a maximum of 15% of his or her internship responsibilities.

FINDING A NEW INTERNSHIP

If you do not find a placement in the Field Experience Office information resources that interests you, consult internship directories such as [Guide to Public Service Internships](#) or [Guide to Undergraduate Internships](#). Our bookshelf in the FEO contains such publications, and you might also look in the MSU Library or the Career Information Center in the MSU Career Services and Placement office. There are a number of web-sites with similar information.

Follow the same procedure for any of these internships as you would for internships found in the FEO: write a cover letter, complete your resume and meet with the Director of Field

Experience. Your application materials can be sent out through the FEO just as is done with our established placements.

You may be interested in companies, agencies or organizations, but don't know if they accept interns. If this is the case, you can write a letter of inquiry and send it with your resume as a request for information. You might also make phone calls to these organizations to inquire about internship possibilities and obtain the name of an intern coordinator to whom you can send your resume. When you find such opportunities, meet with the Director of Field Experience to discuss the specifics and determine how best to proceed.

You may have a good personal "connection" through family, faculty, alumni, or friends, to a prospective Field Experience opportunity. Make an appointment with the Director of Field Experience to discuss the type of organization, the responsibilities involved, and suggested ways to proceed with the application process.

FIELD EXPERIENCE APPROVAL REQUIREMENTS

To have a new internship approved as a James Madison College Field Experience you must submit the following information:

1. A typewritten letter, from your prospective Field Experience supervisor, on the organization's letterhead. This letter must be signed by your prospective supervisor and it must include the following:
 - A. The specific start and end dates of the prospective internship.
 - B. The specific number of hours the intern will be working each week.
 - C. A list and reasonable description of the intern's prospective duties and responsibilities (for example, projects with which the intern will be involved, meetings or hearings the intern will attend, programs the intern will create or operate, assistance the intern will provide, and so on.

2. A type-written statement, from you, which addresses the legitimacy of your Field Experience. You must cover these three areas:
 - A. Describe the relationship between the particular prospective internship and Madison's academic program and preparation.
 - B. Describe the relationship between your prospective internship and your learning goals.
 - C. Describe what skills you will be developing through your prospective internship, and how this skill enhancement will occur.

THESE MATERIALS MUST BE SUBMITTED PRIOR TO THE LAST WEEK OF CLASSES OF THE SEMESTER BEFORE YOU WISH TO CONDUCT THE FIELD EXPERIENCE.

APPENDIX C -- HOUSING

If you are considering interning outside of the Greater Lansing area, you should carefully consider your housing options well before you arrive to begin your internship. Housing in major cities can be expensive, and sometimes difficult to locate for short terms. The Field Experience Office maintains limited information resources on various areas where you might intern and can assist you with locating other students and alumni who might offer assistance with housing issues.

TYPES OF HOUSING

Many different types of housing are potentially available to students seeking housing for a semester. Some of these are as follows:

1. Apartments or Houses: Generally the most expensive alternative, but one that offers the most independence and privacy. Fourteen week rentals are difficult to find in some cities, although there are apartments available by the week or month. Usually a security deposit is required. You may be able to sublet from someone who is temporarily away, or who is trying to move before his or her lease has ended.

2. Rooms for rent: Many people take boarders into their homes for a very reasonable rate. Some provide meals and/or kitchen privileges. Degrees of privacy and independence vary, but are usually sufficient. Such rooms tend to be available on a weekly or monthly basis. Usually no security deposit is required.

3. Residential Hotels or YM/YWCA: Rooms rent by the day, week or month. These are often in downtown locations and in older buildings. There will likely be a variety of types of fellow residents. Rent is less than an apartment, but can still be substantial. These facilities are most popular as temporary arrangements when you first get to town. There are usually no cooking facilities available, and cooking on a hot plate is generally prohibited.

4. University or College housing: Dorm rooms may be available to students from other schools, especially during the summer. This can be very cost-effective accommodation, although access to cafeterias or cooking facilities can be problematic. Write or call the housing office at schools near your placement.

5. Fraternity/Sorority housing: Houses with empty rooms may rent them to other students, particularly in the spring and summer.

APPENDIX D -- EXPENSES

Most Field Experience placements are unpaid, which is why we are able to place students in such a wide range of placements. Organizations, agencies and companies look to interns to become involved in important short-term projects, and in turn provide experience, opportunities to meet professionals, and a potential job search network. We encourage paid Field Experiences when possible, but we cannot negotiate salaries or stipends.

If you receive financial aid, you can generally receive the same aid package during your Field Experience that you receive at other times (although the salary of a paid internship will generally affect the amount for which you are eligible). If you have increased living expenses as a result of undertaking an internship, the Office of Financial Aid will take that into account in calculating the amount for which you are eligible. Regardless of the city in which you do your Field Experience, MC 400 and MC 401 are “on campus” course numbers, and the 12 credits earned for a full-time Field Experience internship will qualify you as a full-time student for that semester. If necessary, we can provide letters for the Office of Financial Aid explaining that you will be enrolled in the Field Experience and will be working toward a graduation requirement of James Madison College.

If expenses are a priority concern of yours during your Field Experience, you should pay special attention to applying for paid internships and apply early, as paid internships tend to be much more competitive. In addition, the College from time to time is able to sponsor special programs meant to broaden Field Experience opportunities for students by providing stipends to cover living and travel expenses, thus reducing financial barriers. Students should discuss these opportunities with the Director of Field Experience.

APPENDIX E -- SUBSTITUTIONS FOR FIELD EXPERIENCE

Madison students may petition to substitute one of the following options for Field Experience with requisite documentation and approval: a senior honors thesis, prior professional work experience, student teaching or an additional major practicum, or an overseas study in an approved program. The options and substitution requirements are as follows:

A. Senior Honors Thesis (MC 495H) for 8 credits

1. Must be substantiated by a letter of commitment from the academic sponsor and a student statement.

B. Prior Professional Work Experience or Public Affairs Related Work Experience Relevant to the Madison Program

1. This option is intended for JMC students who have returned to the College to complete their degree or for students who are earning their degree after sustained employment in a professional capacity.
2. The petition for substitution must be substantiated by a supporting letter of evaluation from the employer and a student statement.
3. The student must still enroll for MC 401, and complete a Field Experience paper in consultation with a faculty reader .

C. Student Teaching Seminar and Field Experience (TE 401-402, 12 credits) or Additional Major Practicum

1. Students in the teacher education program must take TE 401-402 (combined seminar and field/clinical experience, 12 credits) in the senior year, and can substitute these for MC 400 and 401.
2. Some additional major *practica* will substitute for MC 400 but not MC 401, including social work and criminal justice. Such students must still enroll in MC 401, and complete a Field Experience paper with a Madison faculty reader, based on their *practicum* experience.

D. Study Abroad in an Approved Program with a minimum of 8 credits

1. The program may be a Madison program or an MSU Study Abroad program, or in special cases, another institution's program. Study Abroad substitutions must meet the following criteria:
 - a. A minimum of 8 credits must be earned through the program.
 - b. The student must complete all courses taken through the program.
 - c. The program should involve study in the social sciences, humanities, or advanced study in a foreign language.
 - d. The program should include substantial written work (or other format) that reflects study of and interaction with the host society or culture, close faculty guidance, and structured out-of-class experiences (eg. travel, excursions, interactions with populace).
 - e. The program should be related to the student's broad course of study.

THE SUBSTITUTION PROCESS

To substitute one of the above options for the Field Experience, a student must obtain the "Petition for Substitution" from the Field Experience Office, complete it and requisite supporting materials, and submit them to the Director of Field Experience. Final approval for substitutions will be made by the Director of Field Experience and the Dean of the College. The substitution petition should be submitted during the semester prior to completing the waiver option. Please note that those substituting non-MC course work for the Field Experience requirement must still earn the minimum number of MC credits for graduation (51 for those who entered JMC as freshmen, 41 for transfer students).