

# **Field Experience Guide: MC 400 and MC 401**

## **James Madison College**

To view the JMC Field Experience guide online, visit [www.jmc.msu.edu/feguide](http://www.jmc.msu.edu/feguide).

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### **Prologue**

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, outlines the steps necessary to secure an internship, and provides information on how to successfully complete the Field Experience program. Any questions you may have, after carefully reviewing this guide, can be answered by 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. Upon completion of your internship, you will prepare a reflective assignment and a major academic project that explores a set of issues and/or develops themes that you encounter because of your internship. The completion of the MC 400 reflective papers, and the MC 401 academic project, 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. 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.

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 important social concerns of 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 part of the office and include students in meetings, planning sessions, project teams 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 internships are structured with these goals in mind. Interns in courts or clerks in law offices typically do everything that second-year law students do: interview clients, help prepare cases, conduct legal research, and attend court hearings. In legislative offices, interns generally solve problems for constituents, help draft correspondence or press releases, work on community outreach projects, analyze policy issues and research 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 and non-profit agencies, students assist caseworkers, work in support capacities in offices, handle media contacts, and work as liaisons with legislators and funding agencies. In corporate internships, 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 internship possibilities cover a range of public and private organizations, from courts and offices in Lansing to Washington, D.C., and to other locations 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.

# THE FIELD EXPERIENCE PROGRAM

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

## I. FIELD EXPERIENCE CRITERIA

### CRITERIA FOR JAMES MADISON FIELD EXPERIENCES

**Students are eligible to complete Field Experience during their junior or senior year of study.**

Students normally prepare for the Field Experience one to two semesters in advance and should plan on enrolling in MC 400 and 401 for the semester in which they wish to conduct the internship. Internships must be approved by the Field Experience Coordinator to ensure that they meet the College's criteria for Field Experience internships. These criteria are as follows:

1. The internship must be a 32-40 hour per week commitment for 12-14 weeks for the full-time, 12 credit Field Experience; or a 15-20 hour per week commitment for 12-14 weeks for the part-time, 8 credit Field Experience. Internships can be completed in Fall, Spring, or Summer.
  - ❖ Full-time option — MC 400: 9 credits; MC 401: 3 credits (12 credits total)
  - ❖ Part-time option — MC 400: 5 credits; MC 401: 3 credits (8 credits total)
  - ❖ **Graduation Requirement:** Students must have 120 total MSU credits and 47 MC credits (41 MC credits for transfer students) to be eligible for graduation.
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.

### FIELD EXPERIENCE APPROVAL REQUIREMENTS (Complete if requested by the Field Experience Office)

Internships found outside of Madison must be approved. To have an internship approved as a James Madison College Field Experience, you must submit the following information upon request:

1. A letter from your prospective Field Experience supervisor. This letter must be emailed and/or 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 you will be working each week.
  - C. A list and reasonable description of your prospective duties and responsibilities (for example, projects with which you will be involved, meetings or hearings you will attend, programs you will create or operate, assistance you will provide, and so on.

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

## **II. INVESTIGATION**

A crucial aspect of every Field Experience is the strength of each student's relationship with his or her internship. 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 these aspects are relevant when choosing your prospective internship opportunities and thus, you should think seriously about these issues and ask yourself questions such as:

- "Of the ideas, concepts, and issues I'm studying in my Madison classes, which ones do I find most engaging, and challenging?"
- "Where can I, with my knowledge and skills, 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?"
- "In what kind of workplace do I want to intern?"
- "Geographically, where do I want to intern?"

### **B. Thinking About Your Opportunities & Identifying Resources:**

In addition to thinking carefully about yourself and your objectives, you should also carefully investigate your opportunities and become familiar with the full range of resources available to you. **You should begin planning one to two semesters in advance**, as many students miss out on stronger opportunities because they do not educate themselves about the large number of possibilities available to them. Get started by consulting the resources below:

#### **1) JMC Field Experience Database (FEDB)**

The Field Experience Database (FEDB) provides a useful reference for many internships approved by the James Madison College Field Experience Office. Here you will find contact information and a description for each internship. You can also search by organization, location, and professional field (Government, Business, Law, Education, International, Intelligence, Public Relations/Communications, Health, and Non-Profit). Access the Field Experience Database at [www.jmc.msu.edu/fedb](http://www.jmc.msu.edu/fedb).

**2) MSU International Internships**

JMC sponsors a variety of international internship programs through the MSU Office for Education Abroad. These programs involve onsite placement organizations, who will find internships and secure housing for students admitted to the program. You can see the list of JMC sponsored programs at [www.jmc.msu.edu/fieldexperience](http://www.jmc.msu.edu/fieldexperience) or search the MSU Office for Education Abroad program database at [www.educationabroad.msu.edu](http://www.educationabroad.msu.edu). To inquire further about any program, and to initiate the application process, please see the Field Experience Coordinator. Program locations include Australia, China, Canada, Thailand, Ireland, South Africa, Singapore, Argentina, France, Germany, Japan, Spain, and the United Kingdom.

**3) MSU Study Away Internships**

JMC co-sponsors semester-long study away internship programs in **Washington, D.C., San Francisco, New York City, and Detroit**. With an emphasis on networking and professional development, these domestic internship programs allow students to build career-related work experience in a field of their choice while earning Field Experience credit for living, learning, and working in a new environment. More information can be found on the FE Page: [jmc.msu.edu/current-students/engagement/study-away-internships.html](http://jmc.msu.edu/current-students/engagement/study-away-internships.html)

**4) Periodic “New Internship Opportunities” Emails**

The JMC Field Experience Office sends out periodic emails to JMC students that contains valuable information on recent internship postings, volunteer opportunities, and resources for professional development.

**5) Handshake – MSU Career Services Network**

Handshake is an online system designed to help MSU students apply for on and off-campus jobs and internships, post your resume, sign up for on-campus interviews, and get information about events and workshops. Use Handshake to search for internship opportunities and explore your career fields of interest. Access Handshake at [www.careernetwork.msu.edu/resources/handshake/](http://www.careernetwork.msu.edu/resources/handshake/)

**6) MSU Center for Community Engaged Learning**

The MSU Center for Service-Learning and Civic Engagement provides experiential education opportunities that are service-focused, community-based and integrated with students’ academic programs. View service-learning and volunteer opportunities at [communityengagedlearning.msu.edu/](http://communityengagedlearning.msu.edu/).

**7) Undergraduate Research**

For a growing number of Michigan State University students, undergraduate research is a defining experience in their college careers. Hands-on research makes them better learners and critical thinkers. It allows them to apply new knowledge to their studies and helps them map paths to graduation and beyond. MSU offers hundreds of individual and group-based research and creative activity opportunities.

- MSU Undergraduate Research Office - [www.urca.msu.edu](http://www.urca.msu.edu)

**8) Networking**

During your academic career you will meet professionals in your field of interest who can serve as valuable contacts. Ask if their organization accepts interns, or if they have any advice on other opportunities to get experience in the field. The college sponsors a variety of events throughout the year designed to provide career exposure and networking opportunities. Contact your JMC Career Consultant for information on upcoming events

and workshops. Joining the James Madison College group on LinkedIn can also be a valuable networking tool.

In addition, MSU Career Services links you to all campus-wide career fairs, speed networking, etiquette dinners and more. Check under “Upcoming Events” or search the site for other opportunities at [www.careernetwork.msu.edu](http://www.careernetwork.msu.edu).

#### **9) Other (Third-party, Independent) Online Resources**

There are several independent internship search engines you can access by conducting a simple search. These can be useful to find internships in a non-traditional field or specific geographic location. If you decide to use these resources, make sure the internships you consider fit the Field Experience Criteria (found on page 3) and are approved by the Field Experience Office. Other Resources include but are not limited to:

- Michigan House of Representatives – [www.house.michigan.gov/InternPositions](http://www.house.michigan.gov/InternPositions)
- Michigan Senate – [www.senate.michigan.gov/employment.html](http://www.senate.michigan.gov/employment.html)
- Pure Michigan Talent Connect – [www.mitalent.org/internships](http://www.mitalent.org/internships)
- USAJOBS – [www.usajobs.gov](http://www.usajobs.gov) (Federal Government internship/career database)
- LinkedIn – [www.careers.linkedin.com/students/Internships](http://www.careers.linkedin.com/students/Internships)
- Volunteer Match – [www.volunteermatch.org](http://www.volunteermatch.org)
- Intern Match – [www.looksharp.com](http://www.looksharp.com)
- Internships.com – [www.internships.com](http://www.internships.com)
- Indeed (select “Internship” type on advanced search) – [www.indeed.com](http://www.indeed.com)
- Search engines: Search “Internships in…” for specific geographic locations and fields.

#### **10) Developing Your Own Field Experience**

Students are able to pursue Field Experience opportunities that have no established connection with the Field Experience Office, which often allows students to tailor their Field Experience to fit their needs and/or interests. For example, you may have a personal connection through family, faculty, alumni, or friends to a prospective Field Experience opportunity, or you may find something online. Make an appointment with the Field Experience Coordinator to discuss the type of organization, the responsibilities involved, and suggested ways to proceed with the application process.

### **III. FOCUS & SECURE**

After an investigation of yourself and your opportunities, you should begin to focus on a general direction for your Field Experience to follow. You can begin to match your interests with a few prospective internship opportunities, figure out the application requirements, and apply.

#### **A. Timing & Eligibility**

Another aspect to consider is when you will conduct your Field Experience internship. **You must have attained Junior or Senior academic standing with the University before you are eligible to enroll in Field Experience credit.** You may enroll during any subsequent semester (Fall, Spring or Summer). In summer, many internships become more competitive than during the academic year. Additionally, projects or tasks assigned to you during Fall or Spring may be more substantive or extensive, as there tend to be fewer interns. Lastly, supervision could

be less consistent during the Summer as it is 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, if you wish to intern in the Summer, it is particularly urgent that you start investigating early, and send your applications out in a timely manner. **Students should begin planning their Field Experience one to two semesters in advance.**

## B. Meeting with the Field Experience Office

At this point, you should make an appointment and meet with the Field Coordinator (make an appointment on SIS). The Coordinator 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 Coordinator can help you narrow your thoughts and focus on a direction. The Coordinator can also help you with application strategies, resume and cover letter preparation, and interview practice. You should also discuss your plans to enroll in MC 400 and MC 401, which are the Field Experience courses, and make sure you understand these course requirements (see section V. Academic Requirements & Reflection).

You should come to your Field Experience meeting after giving serious thought to your internship interests and having started preliminary research on organizations to which you are considering applying. If you're interested in an international internship program, come prepared to discuss the kinds of issues on which you wish to work and the locations that interest you.

## C. Applying: Resume and Cover Letter Preparation

To apply for internships, you will need to send a resume and cover letter, and other application materials if requested (writing sample, college transcript, references, etc.). Part of the focusing process involves the creation of your resume, and a cover letter which 1) outlines your academic background and qualifications, 2) describes your personal characteristics and interests, and 3) connects those to the specific work of the organization to which you're applying. Other resume/cover letter preparation resources include:

- [MSU Career Handbook](#)
- Visit JMC/MSU Career Services Resume Drop-In Hours
- Schedule an appointment with the Field Experience Coordinator (via SIS) or Career Consultant (via Handshake)

## D. Finalizing Your Field Experience and Notifying the FEO

When you begin receiving offers for internships you will need to decide which one to accept. The Field Experience Coordinator can help you with application strategies and the decision-making process by discussing the pros and cons of each opportunity. Do not accept an internship and then subsequently turn it down when you receive a "better" offer. This is unprofessional behavior 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 polite and 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.

When you accept an offer, notify the Field Experience Office.

#### **IV. INTERNSHIP**

##### **A. Enrolling in MC 400 and MC 401**

After you have found your internship, it's time to enroll in MC 400 and MC 401. Meet with the Field Experience Office to secure your internship logistics, and to ensure you are aware of the course requirements and are prepared to learn. Your Field Experience is your opportunity to learn and grow which can only be fulfilled by your attention and effort. The Field Experience provides you the opportunity to apply the knowledge you have learned in the classroom in a professional, applied setting. While in the field you will continue to learn, albeit in a less academically structured setting, so you must stay 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 might also encounter unanticipated learning opportunities and challenges, and your learning goals may change. Such variation is to be expected 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. Keep in mind your experience, your supervisor, your faculty reader, co-workers, other interns, etc. are learning resources to be tapped thoughtfully and carefully.

##### **B. On the Job Expectations**

Your grade for MC 400 is determined, in part, by your performance during your Field Experience. Therefore, you should 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 reasons to need time off, make sure you 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) Contact the Field Experience Coordinator for assistance if you have difficulties with your internship. 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 Field Experience Coordinator. We can discuss how to talk to your supervisor about your situation and determine the most appropriate course of action.
- 6) Represent yourself, James Madison College, and Michigan State University in an appropriate manner always. Be diligent, responsible, and enthusiastic, and your Field Experience should be a great education.

##### **C. Evaluation & Supervisor's Assessment**

Toward the end of your Field Experience, you will receive links to online evaluation forms which are helpful to the FEO in assessing your learning outcomes, the services we provide, and the quality of the experience offered by your internship.

Upon completion of your internship, 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 the logistics of your internship, adequacy of your preparation, and particulars of your performance. This assessment constitutes part of the College's continuing effort to assess the adequacy of its preparation of students and is considered in the final grading process.

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.

## **V. ACADEMIC REQUIREMENTS & REFLECTION**

Students will enroll in MC 400 and MC 401 and will complete corresponding academic assignments. As part of making the Field Experience a rich learning exercise, your academic assignments provide you with an opportunity to reflect on your experience, think about how you are growing, and develop specialized knowledge which is key to maximizing the educational value of your Field Experience.

MC 400 (5-9 credits) and MC 401 (3 credits) are the classes through which you will earn your academic credits for the Field Experience. You must enroll in both classes during the semester that you are conducting your Field Experience, unless otherwise arranged. 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 and can be found online.

- **MC 400/401 Syllabi:** [jmc.msu.edu/current-students/field-experience/field-experience-syllabi.html](http://jmc.msu.edu/current-students/field-experience/field-experience-syllabi.html)

### **A. MC 400 – Field Experience**

MC 400 is assessed based on the following three components, which must be completed by the deadlines listed in the course syllabus:

#### **1. The Learning Contract**

After you begin your Field Experience, you and your supervisor will complete the Field Experience [Learning Contract](#). The Learning Contract will be due about 1-2 weeks after your internship start date and must be completed to receive credit for MC 400.

The Learning Contract is a tool for you and your workplace supervisor 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 internship organization.

#### **2. Field Experience Evaluations & Supervisor Assessment**

Links to online evaluation forms will be sent to you and your workplace supervisor near the end of the internship. You will be asked to evaluate your internship experience and your supervisor will be asked to evaluate your performance.

**3. Reflection Assignment – Choose ONE of three options:**

- a) **Critical Incident Journal:** For this assignment, you will complete fourteen journal entries (roughly one per week) that describe critical learning incidents from your Field Experience. The best journals often describe situations through which you learn lessons during your internship and further expand on the significance of those situations. Refer to the [Critical Incident Journal Technique Sheet](#) for helpful suggestions.
- b) **Four Short Essays:** These essays should be 3-5 pages in length and are due every two to three weeks during the semester. For this assignment you write about your internship organization's structure, its funding mechanisms, its mission, and a final synthesis essay that covers your entire Field Experience.
- c) **Reflection Paper:** This 10 – 12 page paper is due at the end of your Field Experience semester. This paper is a general opportunity for you to describe your internship organization, your internship duties, and the critical incidents of your Field Experience.

## B. MC 401 – Field Experience Analysis & Interpretation

You will earn 3 credits for MC 401, which combines with MC 400 to make a total of 12 credits for a full-time internship, or 8 credits for a part-time internship. Most JMC faculty members have a section of MC 401 assigned in their name. You can choose which JMC faculty member you wish as the reader of your MC 401 project and enroll in their section of MC 401. *Students are encouraged to enroll with faculty from their major, or who they have had class with before.*

**MC 401 has you complete an in-depth research paper 18-20 pages in length, or an equivalent research project pre-approved by your faculty reader, on a topic related to your Field Experience.** This research project 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 project begins prior to your internship, as you meet with your faculty reader to discuss prospective topics and project logistics. Necessary research should continue throughout the internship 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, and submission of outlines and drafts.

You will submit all project drafts electronically both to the Field Experience Office and to your faculty reader. This faculty member will evaluate the project and will usually ask for revisions. Please note that faculty readers will hold the MC 401 project to the same scholarly standards to which they hold any paper or project completed for a Madison course. The standards and expectations of **your** faculty reader will need to be determined in consultation with him/her.

You will enroll for MC 400 and MC 401 during the semester that you are conducting the Field Experience (unless otherwise arranged). However, you will be given an automatic one-semester ET (Extension) grade to finish your MC 401 research project. Please see the syllabus for the semester in which you enroll for exact deadlines (syllabi posted on Field Experience Page).

**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 project is completed and approved by the faculty reader. You should take this into consideration, especially if you are planning on attending graduate or law 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 project completed simultaneously with the Field Experience itself.

➤ **Communication With Faculty Reader:**

It is essential that you meet with your reader **before** you begin your internship. At that time, you should complete the [Student-Reader Planning Sheet](#) and discuss your reader's expectations for the project. Topics do not need to 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 internship, and how you anticipate your responsibilities to build off, 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, which may include regular progress reports, potential thesis statements, prospective outlines of your project, 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. Please be aware that most faculty members are not on campus during the summer semester and may be out of contact. 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 Field Experience Office.

**Field Experience Guide References:**

- Michigan State University- Career Services Network, 2016. [www.careernetwork.msu.edu](http://www.careernetwork.msu.edu)
- *Undergraduate Research*. Michigan State University-Undergraduate Research Office, 2016. <http://urca.msu.edu/>
- *Center for Service-Learning and Civic Engagement*. Michigan State University, 2016. [www.servicelearning.msu.edu/students](http://www.servicelearning.msu.edu/students)
- *Internships@State Student Toolkit*. Michigan State University-Career Services Network. [www.careernetwork.msu.edu/files/PDF/InternState-StudentToolkit.pdf](http://www.careernetwork.msu.edu/files/PDF/InternState-StudentToolkit.pdf)
- *Career Passport*. Michigan State University-Career Services Network. [www.careernetwork.msu.edu/files/PDF/Passport%202014%20A.pdf](http://www.careernetwork.msu.edu/files/PDF/Passport%202014%20A.pdf)
- *Affording Your Unpaid Internship*. Michigan State University-Career Services Network. [www.careernetwork.msu.edu/jobs-internships/internships-folder/affording-your-unpaid-internship.html](http://www.careernetwork.msu.edu/jobs-internships/internships-folder/affording-your-unpaid-internship.html)

## ❖ APPENDICES

### ***APPENDIX A -- SAMPLE JMC FIELD EXPERIENCE INTERNSHIPS***

**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.

**Dykema Law Firm** (Lansing) – legislative analysis and lobbying on behalf of clients of a private law office.

**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, DC.

**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 Debbie Stabenow** (Washington, Lansing) – legislative research, constituent correspondence, monitoring House and Senate Committee hearings, policy analysis.

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

**Refugee Development Center** (Lansing) -Internships include experiences in specific programming areas, directly working with people from all around the world, and teaching ESOL.

**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. Internships 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.

**Detroit Economic Growth Corporation** (Detroit) – liaison between business sector and city/state government, facilitate projects to promote business and economic development, report on community building and cultural events, conduct research for city officials and community leaders.

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

**JMC/MSU-sponsored international internship programs** in Dublin, Cape Town, Barcelona, Sydney, Buenos Aires, Chiang Mai (Thailand), Tokyo, Kansai Region (Osaka & Kyoto, Japan), Seoul– see [jmc.msu.edu/fieldexperience](http://jmc.msu.edu/fieldexperience).

## **APPENDIX B -- 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 can assist you with locating other students and alumni who might offer assistance with housing. If participating in an MSU-sponsored study away or international internship program, housing is arranged by the program.

### **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. Short-term 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 a very cost-effective accommodation, although access to cafeterias or cooking facilities can be problematic. Contact the housing office at schools near your internship.
5. **Fraternity/Sorority housing:** Houses with empty rooms may rent them to other students, particularly in the spring and summer
6. **Other Resources:** Some students have found short-term housing through internet resources such as Craigslist, Airbnb, and other similar sources. Be VERY CAUTIOUS when looking into these sources, as some have been known to be scams. Do not make any payments until you confirm the owner and ensure the authenticity of the accommodation.

## **APPENDIX C – FINANCES & SCHOLARSHIPS**

A final consideration will be your finances. Pay careful attention to living costs in the location(s) you're considering, and to the tuition for MC 400 and MC 401. If you're planning to participate in an MSU international internship program, review closely the "Cost" tab on the relevant Education Abroad webpage. Keep in mind that paid internships with US-based organizations are limited and often competitive, and paid internships abroad are rare due to visa regulations of the host country. Be sure to do careful research on scholarships for you which you might qualify ([www.jmc.msu.edu/scholarships](http://www.jmc.msu.edu/scholarships) will be a key resource) and speak with the Office of Financial Aid about your eligibility for their assistance. The Career Services Network also offers tips and advice on affording unpaid internships.

Most Field Experience internships are unpaid, which is why we can 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. 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, the 12-credit option 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.

Please note on-campus scholarship resources. James Madison College, in conjunction with the JMC Alumni Association, administers a pool of competitive Field Experience scholarships. Links to application materials can be found at [www.jmc.msu.edu/scholarships](http://www.jmc.msu.edu/scholarships). The competition for these scholarships normally occurs early each Spring semester, for internships in the following Summer, Fall and Spring semesters. You are eligible to apply even if you have not secured a specific internship at the time of application. Please watch for announcements each semester for the Gordon and Norma Guyer Scholarships for Internships in Public Policy. These awards are administered by the College of Agriculture and Natural Resources, but you are eligible to apply if your internship will give you significant exposure to public policy, and Madison students have a strong record of success with those applications. The MSUFCU Internship Opportunity Award supports students in unpaid internships in the US, with preference for those interning with non-profit organizations or start-up companies.

If you are undertaking an international internship, you are also eligible to apply for scholarships through the [MSU Office for Education Abroad](#). If you're arranging your own internship abroad, please be sure to consult with the Field Experience Coordinator *early* in the application process to be sure that the internship is properly registered with the Office for Education Abroad, making you eligible to apply for those scholarships.

## **APPENDIX D -- 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, and two semesters of MC 495H (8 credits).
2. The student is waived from the requirement to complete both MC 400 and MC 401, and all assignments that would normally pertain to them.

### **B. Prior Professional Work Experience or Public Affairs Related Work Experience:**

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 project in consultation with a faculty reader.

### **C. Student Teaching Seminar and Field Experience (TE 407-408, 10 credits) or Dual Major Practicum:**

1. Students in the teacher education program must take TE 407-408 (combined seminar and field/clinical experience, 10 credits) in the senior year, and can substitute these for MC 400 and 401. Some dual major practica will be held for MC 401, including social work and criminal justice.

### **D. Education Abroad in an approved program with a minimum of 8 semester credits. This may be a JMC or MSU overseas study program or, in special cases, another institution's program. Education Abroad programs must meet the following criteria:**

1. Programs that can be considered: JMC, and selected MSU and non-MSU programs.
2. A minimum of eight semester credits and 4 - 5 weeks in duration.
3. Satisfactory completion of all courses taken in the program.
4. Ordinarily completed during the junior or senior year.
5. The program should be in the social sciences, humanities, or involved advanced study in a language.
6. The program should be related to each petitioning student's broad course of study.
7. 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 (e.g., travel, excursions, interaction with populace).

## **THE SUBSTITUTION PROCESS**

To substitute one of the above options for 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 Field Experience Office. Final approval for substitutions will be made by the Field Experience Coordinator and the Assistant 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 (47 for those who entered JMC as freshmen, 41 for transfer students).

