

Law, Society, and Policy Internship Guidelines

Requirements

To complete the requirements for a B.A. in Law, Society, and Policy, all students must complete a relevant 3-credit internship to gain practical experience that relates to the coursework in the major. The internship can be completed by completing an internship proposal form and registering for LPS 470 or by taking an internship course, such as LPS 370 or an internship course offered by your base major. Once completed, submit a final reflection via Qualtrics survey, which will prompt our administrator to update your Degree Works audit to reflect the completion of the internship requirement.

Planning for Your Internship

- Decide which semester to complete your internship - Fall, Spring, or Summer
- If you are planning to complete your internship during the summer, you WILL NEED to enroll in LPS 470 during regular registration
- Ensure your schedule is manageable - plan to take no more than 15 credits total if you are completing the internship during the Fall or Spring semesters
- In order to receive the full 3 academic credits required for the major, you must complete a minimum of 135 hours during your internship if you are registered for an experience credit course (i.e. LPS 470, CAS 270, etc)
- You may use an internship course from your other academic programs (majors or minors) to count toward your LSP requirement (i.e. CCE 310, PSC 317, etc) but the internship MUST be relevant to your work in the LSP major, and you must abide by the established academic rules on double-counting outlined in the SU Course Catalog
- You cannot retroactively count an internship that was completed outside of an academic course, including an internship over the summer
- Discuss possible financial implications for your desired internship - financial aid for the academic year does not necessarily cover summer coursework, though it is possible to apply for funding through various sources including Career Services, the College of Arts & Sciences, and Maxwell
- Attend a GROUP ADVISING MEETING (offered at least once every semester, both in person and via Zoom) to learn about internship opportunities, get a clear understanding of the requirements, and hear from other students about their experiences

Finding a Placement

- Make sure the organization/ office/ site you are interested in interning for is relevant to the LSP major; if you are unsure about whether an organization is a good fit, or whether your internship

will qualify, please attend a group advising meeting or reach out to the LSP Director before making a commitment

- Reach out to resources on campus, including the Maxwell Civic & Community Engagement Office, The Shaw Center, and/ or SU Career Services
- Look into opportunities for internships while studying abroad or studying away - the Maxwell in Washington program and SU Abroad have well established relationships with relevant organizations
- Make a one-on-one appointment with an advisor (Arts & Sciences, CCE, or faculty) to discuss your interests and possible opportunities
- Pay attention to emails from faculty and relevant listservs - be sure to read all the way through to ensure you don't miss anything
- Talk to faculty who have taught or are teaching the in Law, Society, and Policy major
- Check Handshake for opportunities: <https://careerservices.syr.edu/resources/handshake-2/>

During Your Internship

- Maintain an hourly log sheet to track your time and activities completed at the internship
- Check in regularly with your advisor to debrief, proactively address any questions or concerns, and think about how the internship fits in to your overall academic career

After Your Internship

- Send your completed and signed log sheet to your site supervisor for their signature
- Write your final reflection, detailing in no less than 1,000 words how the internship experience relates to your LSP coursework, how you plan to build on the experience moving forward, and whether the internship has impacted your future plans
- Submit the LSP Internship Approval (including your final reflection and signed log sheet) via this Qualtrics form: https://syracuseuniversity.qualtrics.com/jfe/form/SV_cBbeDqoOcfirjAq