LEGISLATIVE INTERNSHIP MANUAL
FOR
THE INDIANA STATE LEGISLATIVE INTERNSHIP

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REQUIREMENTS FOR INDIANA STATE LEGISLATIVE INTERNSHIP

I. GRADING FOR THE LEGISLATIVE INTERNSHIP COURSES

POL403A (CRN: 25940) Internship—NOTE: ALL Indiana State legislative interns are REQUIRED to take this state legislative internship course that is being taught at the state legislature one night per week during the semester. The grade in this course is assigned by the professor teaching the course for the assignments done in the course. This course is worth 3 hours of credit.

POL590 (CRN: 54744) Legislative Internship: The grade in this course is assigned for the work that you do for your internship. Your supervisor will assign your pass/fail grade in this course. This course is worth 3 hours of pass/fail credit.

COURSES REQUIRED FOR CAPSTONE CREDIT

POL590 (CRN: 54746) Legislative Research AND
POL590 (CRN: 54747) Indiana Legislative Politics and Process

These two courses are taken to satisfy the Capstone Credit requirement and count for 3 hours credit each/6 hours credit in total. The grade in these two courses is assigned for a research paper AND other requirements. I will assign the grade for these two research courses (6 hours of credit)
II. REQUIREMENTS FOR BOTH POL590 COURSES

A. FOR ALL INTERNS

The first requirement is to attend mandatory meetings (on Saturday mornings) spaced throughout the semester. The required meetings provide guidance and ideas for your research projects. The discussion is designed to share ideas and experiences in the research process. (The dates for these meetings will be listed below.)

B. FOR CAPSTONE LEGISLATIVE INTERNS ONLY

The second requirement is to submit questions on which you will write a research paper. You will first submit 8-10 researchable questions, and then narrow those to 3-4 questions on which you will write your paper. You will be expected to find research articles on legislative politics from scholarly journals on which to base your questions and observations.

The third requirement is to submit written sections of your paper periodically during the semester: The first two sections of the paper are at the end of the 11th week of school; this submission is worth 25% of your final grade. The two sections that are due are the literature review and an explanation of the hypotheses/theories/ideas that you will be observing and testing in your research paper.

The final requirement is a research paper that is approximately 3500 words (double-spaced, Arial font, 10 pt. print). The final paper is due at the end of the 15th week of school and is worth 75% of your final grade. You will submit it by email by the due date.

C. FOR NON-CAPSTONE LEGISLATIVE INTERNSHIPS

The second requirement is to submit questions on which you will write a research paper. You will first submit 8-10 researchable questions, and then narrow it to 4 questions on which you will write your paper.

The third requirement is to submit your completed paper answering your research questions by the 13th week of school—1-2 pages per question. You will use the narrowed, 4 questions to write your final paper. You will answer each of your research questions based on your observations and experiences in your job at the legislature. You will be required to submit your final paper by email during the 13th week of school.
DETAILED DESCRIPTION OF THE REQUIREMENTS FOR CAPSTONE LEGISLATIVE INTERNSHIPS, AND NON-CAPSTONE INTERNSHIPS

REQUIRED MEETINGS ALL INTERNS

WEEK 2: REQUIRED MEETING IN WEST LAFAYETTE ON: Sat. Jan. 24 @ 11am Dept. of Political Science Lounge
WEEK 6: REQUIRED MEETING IN WEST LAFAYETTE ON: Sat. Feb 21 at 11 AM
WEEK 9: REQUIRED MEETING IN WEST LAFAYETTE ON: Sat. March 14 at 11 AM

CAPSTONE CREDIT STUDENTS ONLY

WEEK 13: MEETING IN WEST LAFAYETTE ON: Sat. April 12 at 11 AM.

DUE DATES ALL INTERNS

Submit 8 to 10 research questions that involve the organization you will be working with and the specific tasks you will be performing.

WEEK 8: 8TH WEEK OF SCHOOL Sun. March 1, 2015: Narrow your questions to 3 or 4 that will form the basis of the research proposal.

CAPSTONE STUDENTS ONLY

WEEK 12: 12TH WEEK OF SCHOOL Sun. March 29: Parts A and B of the final paper must be submitted by this date (25% of your grade is based on this submission).
WEEK 15: 15TH WEEK OF SCHOOL Sat. April 25 by midnight: Final paper due (75% of your grade is based on this submission). Submit your paper by email.

NON-CAPSTONE LEGISLATIVE INTERNS

WEEK 13: FINAL PAPER DUE Sat. April 11 by midnight. Submit your paper by email.
DETAILED INSTRUCTIONS FOR FOR CAPSTONE LEGISLATIVE INTERNS

Research required by the Legislative Internship with Capstone Option

WEEK 2: REQUIRED MEETING IN WEST LAFAYETTE ON: Sat. Jan. 24 @ 11am Dept. of Political Science Lounge

TOPIC: Discussion of the questions to be answered by your research. Be prepared to discuss the research questions you have formulated for conducting the research requirement of your internship.


Submit 8 to 10 research questions that involve the organization you will be working with and the specific tasks you will be performing. Submit your questions electronically by midnight.

WEEK 6: REQUIRED MEETING IN WEST LAFAYETTE ON: Sat. Feb. 21 at 11 AM Dept. of Political Science Lounge

TOPIC: Discussion of the requirements due during the 7th week of school. Be prepared to discuss your research questions, the previous research literature on them, and the types of things you will test/observe.

WEEK 8: 8TH WEEK OF SCHOOL Sun. March 1, 2015 by midnight:

Narrow your questions to 3 or 4 that will form the basis of the research proposal. Submit them electronically by midnight.

WEEK 9: 9TH WEEK OF SCHOOL Sat. March 14 Internship meeting in Lafayette, Dept. of Political Science Lounge.

WEEK 12: 12TH WEEK OF SCHOOL Sun. March 29, 2015: Parts A and B of the final paper must be submitted by this date (25% of your grade is based on this submission).

a. An explanation of the topic to be covered by the research and the 3 or 4 questions examined by your research.

b. A literature review of the previous research conducted on these topics, the questions examined in the research that are relevant to your research, their findings, and what you would predict given these findings.

c. A bibliography of the sources you review should be included (in appropriate bibliographic format).

d. The 3 or 4 research hypotheses that you are examining, what information you will be collecting on these hypotheses, how you will evaluate your findings, and how you will determine if your hypotheses are affirmed or rejected.

WEEK 13: MEETING IN WEST LAFAYETTE ON: Sat. April 11 at 11 AM.

TOPIC: Progress in completing the research project. Be prepared to discuss parts C and D of your paper.

WEEK 15: 15TH WEEK OF SCHOOL Sat. April 25: Final paper due (75% of your grade is based on this submission). Paper will be approximately 3500 words (double-spaced, Arial font, 10 pt. print) and will incorporate the Parts A and B submitted in week 9. Submit by email.
DETAILED INSTRUCTIONS FOR A POL 403A 
LEGISLATIVE INTERNSHIP WITH NO CAPSTONE 
CREDIT

WEEK 2: REQUIRED MEETING IN WEST LAFAYETTE ON: **Sat. Jan. 24 @**
11am Dept. of Political Science Lounge

**TOPIC:** Discussion of the questions to be answered by your research. Be prepared to discuss the research questions you have formulated for conducting the research requirement of your internship.

WEEK 4: **4TH WEEK OF SCHOOL Sun. Feb.1, 2015 by midnight**
Submit 8 to 10 research questions that involve the organization you will be working with and the specific tasks you will be performing.

WEEK 6: REQUIRED MEETING IN WEST LAFAYETTE ON: **Sat. Feb. 22, 2015 at 11 AM**

**TOPIC:** Discussion of the requirements due during the 7th week of school. Be prepared to discuss your narrowed research questions.

WEEK 8: **8TH WEEK OF SCHOOL Sun. March 1, 2014**: Narrow your questions to 3 or 4 that will form the basis of the research proposal. Submit your narrowed questions electronically by midnight.

WEEK 9: REQUIRED MEETING IN WEST LAFAYETTE ON: **Sat. March 14, 2015 at 11 AM**

WEEK 12: **FINAL PAPER DUE Sat. April 12 by midnight**. Submit your paper by email.
Layout for the Capstone Research Paper

Part A. Introduction to the topic and the literature review
Part B. Explanation of the research questions to be examined and the hypotheses/ideas that will be tested; description of the data/observations that will be collected; and description of the “tests” that will be used to determine if the hypotheses are supported or rejected. This is the plan of research that will be conducted.
Part C. Presentation and description of the findings from the data/observations that are collected.
Part D. Conclusions that are drawn based on the research findings.
Part E. Bibliography
Notes
Tables