To whom it may concern:

The program in Political and Civic Engagement (PACE) at Indiana University, Bloomington, seeks to establish relationships with local organizations and public offices as potential internship sites for undergraduate students completing the PACE certificate.

The PACE students are enthusiastic about developing skills to help them be effective democratic citizens. We think your organization offers a good opportunity for our advanced students to put their education to work while learning real world skills.

We would screen and refer interested students to appropriate sites, and they would provide a resume and letter of interest to you or to another person at your office. You would not be obligated to accept the proposal of a student who wishes to work with you.

In most instances, we would not ‘place’ a particular student in a specific internship, but rather we’d encourage students to make their own arrangements with participating organizations. Being proactive in these tasks would be part of their professional development.

Ideally, students would be placed where they could work on a project that would benefit your organization—either one that you have predetermined is needed, or one that is developed in discussion with the student. Students should also have opportunities to observe and participate in various tasks specific to your office.

Students to be placed would have completed courses for the PACE certificate, particularly the introductory course, Leadership and Public Policy. They also would have been accepted into our program and have taken two other courses that count toward the certificate. You can see more about our program at [http://pace.indiana.edu](http://pace.indiana.edu).

Students would earn credits for hours of work during a semester or summer – one credit represents a minimum of 50 hours. If you are contacted by an interested student, you would work on a letter of understanding about his or her assigned project and work hours during the internship. The students do not expect payment for this internship experience. Most of them would be in their third year of undergraduate study.

If you would like to discuss partnering with the PACE program as a potential internship site, you may contact me at pace@indiana.edu, or by phone at 812-856-7882. I would be available during the time a student was interning for any questions or concerns. You will see on the following page a list of guidelines for participating organizations.

Thank you for considering our request. I hope to hear from you.

Joelene Bergonzi, Internship Director
Indiana University Political and Civic Engagement Program (PACE)
Woodburn Hall 221, 1100 E Seventh St, Bloomington IN 47405-7103
812-856-7882; fax: 812-856-7773; [http://pace.indiana.edu](http://pace.indiana.edu)

See criteria on reverse.
Political and Civic Engagement certificate Internship requirement

Criteria for participating organizations

- Internships are undertaken by students who have taken PACE courses in American public leadership and public decision making and at least two other PACE electives, who have been accepted into the PACE certificate program, and who will typically be in their third year of college.
- PACE internship director will screen students for interest and ability and refer them to appropriate site placements.
- Students will apply to the site supervisor with a resume and letter of interest.
- Sites will not be guaranteed one or more students as interns each semester.
- A site supervisor will approve a letter of understanding based on the internship proposal submitted to the PACE program.
- Organizations must be willing to offer supervision and guidance to an intern.
- Site supervisor will write an evaluation based on the form provided by the PACE program and will communicate with the PACE internship director when concerns or questions arise. 812.856.7882
- Students should be offered a range of activities at the site, according to the general goals or specific project plan outlined in the letter of understanding.
- Student interns will not perform clerical functions as the primary or regular activity during the term of internship.
- Student interns will arrange a certain number of hours of work with the site supervisor and will communicate any conflicts that arise in order to make other arrangements. Typical work hours will be 5-10 hours per week during fall or spring semester. Though summer hours may be more intense or expanded, limits should be agreed upon beforehand.
- The hours should be scheduled during a minimum of three days per week to give the student the broadest exposure to various situations.
- Students will earn one credit hour for at least 50 hours of work and the required reports, along with a debriefing meeting with the PACE internship director.
- Student interns and site supervisors should consult the PACE internship director at any time with concerns or questions. 812.856.7882. pace @ indiana.edu