

Sanford Internship Directors request that all students put their name in the subject line and a brief indicator of the topic when sending an email message so that the Directors can respond to the most urgent requests first and track their individual correspondence with every student throughout the schoolyear.

THE PUBLIC POLICY INTERNSHIP

Review the internship section of the [Undergraduate Handbook](#) for detailed information about the internship requirements.

INTERNSHIP APPROVAL

- All internships are subject to approval by the Undergraduate Internship Directors, adhering to faculty criteria and guidelines.
- Even if an organization is already listed as an employer in Handshake, each specific internship is subject to review and approval/rejection based on the workplan that students submit as part of the Internship Experience Form they complete in Handshake.

DETERMINING IF AN INTERNSHIP SATISFIES THE REQUIREMENT

Students must demonstrate that their day-to-day work incorporates an analytical component or is project-oriented, rather than being only administrative or direct community service (such as tutoring or building a clinic).

Internships that satisfy the requirement:

- Internships with any nonprofit, government, education or military organization (.org, .gov, .edu, or .mil).
- Exception: for a .com internship to satisfy the requirement, it must be on a government relations team or with a political strategy or political communications firm. Working on a political campaign does meet the internship requirement. However, Duke University does not fund internships with political campaigns or PACs (503c4s)
- Required military service (domestic and international with proper documentation).

Duke Programs that satisfy the internship requirement:

- Stanback Internships, Hart Leadership, Hart Service Opportunities in Leadership, Hart Political Engagement Projects (PEP), Duke in DC Spring Program, Duke Engage, Bass Connections projects (provided they span two consecutive semesters during the schoolyear with the same project).
- EADS-funded summer research projects through the Sanford School.

Internships that DO NOT satisfy the internship requirement:

- Internships in finance, business, or commercial consulting.

GENERAL REQUIREMENTS

PREREQUISITES: Students must complete at least 3 of the 6 required courses to complete a required internship: STA 199L, PUBPOL 155D, PUBPOL 301, PUBPOL 302, PUBPOL 303, PUBPOL 304. From this list, at least one course needs to be PUBPOL 155, PUBPOL 301, or PUBPOL 302/GLHLTH 210.

REQUIRED NUMBER OF HOURS : Students must complete a minimum of 350 internship hours; they can request to combine 2 internships but each one must last a minimum of 100 hours.

TIMING: Internship hours do not accrue until after declaring the PUBPOL major and completion of the prerequisites.

- Majors must complete their sophomore year prior to starting their internship.
- Majors should complete their internship either the summer after sophomore or junior year.

SANFORD SCHOOL SUMMER INTERNSHIP FUNDING ASSISTANCE:

The application deadline to be considered for funding is June 1st.

- To be considered, students must complete a FAFSA and demonstrate institutional financial need, as determined by the Karsh Office.

RESOURCES & INTERNSHIP SEARCH ASSISTANCE

- Following a declaration of a PubPol major, each student is assigned an Internship Advisor to assist with preparation of their resume and accessing internship listings and employer events on Duke Handshake platform.
- Two **Sanford Undergraduate Internship Directors** are available in person or virtually to assist with: developing a list of internships to apply to, reviewing cover letters, conducting mock interviews, connecting students with alumni, reviewing application materials, and reviewing final resumes.
- **Directory of Internship Search Resources** is available here: <https://careerservices.sanford.duke.edu/undergradcareer/>

COMPLETING DELIVERABLES FOR THE INTERNSHIP REQUIREMENT:

- **Internship Experience form:** student and internship supervisor complete the form via Duke Handshake platform to describe proposed internship tasks and their relation to public policy. *DEADLINE: LDOC*
- **Register for Summer Session 2 PubPol 120:** permission numbers are distributed by Suzanne Pierce, Undergraduate Program Coordinator. *UPDATE: Effective Summer 2024, public policy majors will not be required to register for the PUBPOL 120 internship course.*
- **Supervisor Evaluation:** on-site internship supervisor receives a link directly from Handshake in July. *DEADLINE: August 1*
- **Student Evaluation:** student completes their evaluation in Handshake. See Handbook for details. *Deadline: August 1*
- **Final Internship Assignment:** student completes the assignment and uploads to Handshake in the Documents section. *DEADLINE: August 1*