
***Department of Political
Science***

Internship Packet

March 2025



**BALL STATE
UNIVERSITY**

W E F L Y

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Department of Political Science Undergraduate Requirements for Student Internships

Dr. Sean Hildebrand – Internship Coordinator
269 North Quad or shildebrand@bsu.edu

You have the opportunity to gain real-world experience as the “capstone” credit towards your degree in Political Science! This can occur during the Spring, Summer, or Fall semester.

Prerequisites:

To gain entry to the Political Science internship course (POLS 478) with Dr. Hildebrand you must meet the following prerequisite requirements:

- Successful completion of **60** total credit hours across the university prior to the start of the internship.
- Obtain an internship that meets the requirements of the department.

Finding/Securing an Internship:

Students are required to find their own internship. You will need to start making connections with organizations as soon as possible to get an internship established.

Internships need to be related to the public sector in some way and must be approved by Dr. Hildebrand. Opportunities should be in the realm of government, non-profit, policy, political, or lobbying organizations (no law firms). Any internships the department hears about will be posted on the Political Science webpage, POLS Canvas Community page, department LinkedIn page, and department Facebook page:

- <https://www.facebook.com/ballstatepolisci>
- <https://www.linkedin.com/groups/13178439/>
- <https://www.bsu.edu/academics/collegesanddepartments/political-science/activities-opportunities/internships>

Other helpful webpages within the state of Indiana include:

- Work + Learn Indiana: <https://www.workandlearnindiana.com/>
- Indiana State Government Jobs:
<https://www.in.gov/spd/workforindiana/internships/prospective-interns/>
- Indiana State Assembly: <https://iga.in.gov/session/2024/senate/internships/> or
<https://iga.in.gov/session/2024/house/internships/>

Once you complete 60 university credit hours you should do the following as you move through the internship job application process:

- Establish if you want to complete an internship or thesis as a capstone and verify with your advisor.
- Reach out to Dr. Hildebrand to inform him that you are interested in completing an internship. Attend any information sessions as they become available.
- Begin to search for an internship. As you apply for positions, verify with Dr. Hildebrand whether they are appropriate for the capstone or not, and discuss your progress towards the POLS degree with him.
- Once you have an interview for an internship set up, inform Dr. Hildebrand of the opportunity.
- Verify acceptance of the internship position with Dr. Hildebrand. Acceptance of the position, all prerequisites, and registration for the course must be completed prior to the first day of the semester in which you are completing the internship. No late adds will be processed for internship credit.

The Internship Course (POLS 478):

Dr. Hildebrand will ask for contact information of your supervisor and will be in touch with them to make sure things are going as they should. The course itself consists of a weekly journal of your daily activities at the internship, and a few short papers about your experience as it relates to what you've learned in previous POLS classes. All assignments are submitted and scored via Canvas.

Internship Course Credit (POLS 478):

You can earn up to 12 credits for your internship based on the number of hours worked in the position during the semester. You must declare *in advance* of the start of the semester at the time of registration how many hours you intend to work and how many credit hours you wish to pursue for the internship class. This will be cleared with Dr. Hildebrand and your advisor, as well as the internship location prior to registration, and once put in place it cannot be changed for any reason. The following table notes the amount of work hours required to pursue additional credit hours:

Minimum Work Hours	Course Credit Hours
150	3
300	6
450	9
600	12

Questions?

If you have any questions, please contact Dr. Hildebrand via e-mail at shildebrand@bsu.edu or stop by his office – 269 North Quad – during his open office hours.

Please note this flyer is for Political Science majors only – Legal Studies majors have their own requirements and should speak to representatives from that program regarding the Legal Studies internship program.

Department of Political Science MPA Graduate Program Requirements for Student Internships

Dr. Sean Hildebrand – Internship Coordinator
269 North Quad or shildebrand@bsu.edu

As part of the MPA curriculum you are required to complete an internship. This can occur during the spring, summer, or fall semester, but the legwork needs to occur far in advance to make it happen.

First, you must meet the requirements for the course (POLS 669 or 679). This includes the successful completion of 6 graduate credit hours in the MPA program.

Students are required to find their own internship. Internships need to be related to the public sector in some way. This includes government, non-profit, policy, political, or lobbying organizations. You will need to start making phone calls and connecting with these organizations as soon as possible to get the internship established. In many cases this will include an interview process, so have a good resume and cover letter developed before applying. Any internships the department hears about will be posted on our department's BSU webpage, department LinkedIn page, and department Facebook page.

<https://www.facebook.com/ballstatepolisci>

<https://www.linkedin.com/groups/13178439/>

<https://www.bsu.edu/academics/collegesanddepartments/political-science/activities-opportunities/internships>

Once you get things set up for an interview, you should meet with Dr. Sean Hildebrand (if you have not already) to express your interest in doing an internship. He will help you get ready for any interview you may have, and help you establish what will be necessary for you to register for course credit once the internship is offered and accepted. Note: you must secure the internship, clear it with Dr. Hildebrand, and register for the course prior to the University's Drop/Add deadline for the semester in which you complete the internship work to earn course credit. No late adds will be processed for internship credit.

During the internship, you will be required to work for a minimum of 350 hours during the semester (21-23 hours per week in the fall/spring, 35 hours per week in the summer) at the organization. Dr. Hildebrand will ask for contact information of your supervisor and will be in touch with them to make sure things are going as they should. Furthermore, you will keep a journal of your daily activities at the internship and write a few short papers about your experience as it relates to what you've learned in class. All assignments are submitted and scored via Blackboard.

If you have any questions, please contact Dr. Hildebrand via the e-mail address above or stop by his office: 269 North Quad.

List of Frequently Available Opportunities

East Central Regional Planning District

Location: Muncie, IN

Semesters Available: Spring, Summer, Fall

The East Central Indiana Regional Planning District in Muncie has been awarded an EDA investment for the Recovery and Resiliency Project and is seeking multiple *paid* interns to be part of a three-year project to address the impact of COVID-19 and collaborate with community stakeholders and elected officials in the east central Indiana region.

Interns have an opportunity to work in multiple areas related to the grant, such as working with communities in the ECI area that were highly impacted by the COVID-19 pandemic to provide technical assistance and help them uncover what resources they can be leveraging to recover more quickly, serving as liaisons between ECI and local governments to identify and support projects that will speed up disaster-recovery, and interacting with existing business leaders to make them aware of opportunities from federal, state, and local governments that can help them recover from the pandemic.

Applications will be accepted on an ongoing basis. To apply please contact:

William Walters

ECIRPD Executive Director

bwalters@ecirpd.org

765-713-7000

City of Muncie Mayor's Office

Location: Muncie, IN

Semesters Available: Spring, Summer, Fall

Internship with Muncie Mayor's Office

Mayor Dan Ridenour of Muncie is seeking internship applications from Political Science, Public Policy, or Public Administration students. Those applying must be in good academic standing and possess the qualities of being prompt, tenacious, hardworking, and ready to learn, as well as meet the prerequisites of the Political Science department's internship program. There is some scheduling flexibility in terms of hours. The selected student will be given many different projects varying based on the Mayoral and city needs. They will learn about local government, different city departments, and will attend several meetings outside the office. Students are expected to be on time with a professional attitude every day.

The purpose of this internship is to give the selected student an immersive experience, where they encounter a variety of tasks and encounters with key community stakeholders. Different experiences will happen each day, so the student must be able to move quickly from task to

task. The city will make appropriate accommodations to ensure a positive, educational experience for the selected student.

Applications will be accepted on a continual basis, as the position will be available for Spring, Summer, and Fall semesters. This is an unpaid position.

If Interested Please Contact: Dustin Clark duclark@muncie.in.gov

Hancock County Prosecutor's Office

Location: Greenfield, IN

Semesters Available: Summer, Fall, Spring

The Hancock County Prosecutor's Office is seeking law student internship applicants with a demonstrated interest in criminal law. The positions are unpaid, although applicants are encouraged to participate in the school sponsored, for-credit Prosecutor Externship Program.

An intern for the Hancock County Prosecutor's Office will mainly provide support to the deputy prosecutors as they prepare their cases for trial. Responsibilities may include, but are not limited to, legal research, victim contact, witness preparation, summarizing statements, and trial preparation. In the event an intern is able to become a Certified Legal Intern under Admission and Discipline Rule 2.1 of the Supreme Court of Indiana, responsibilities may include representing the State of Indiana in court by handling the prosecution of criminal cases in one of the Hancock County courts.

If you are interested in this opportunity, you may submit your resume to:

Shannon Crull
Victim Assistant Coordinator
Hancock County Prosecutor's Office
27 American Legion Place
Greenfield, IN 46140
scrull@hancockcoingov.org
Fax (317) 477-1180

Ball State Center for Peace and Conflict Studies

Location: Muncie, IN

Semesters Available: Fall, Spring

Are you looking for an internship that is conveniently located on campus? Are you looking to work in fields related to social justice, diversity, multiculturalism, human rights, public service/administration, communications, marketing, law, and/or peace?

Look no further!

The Center for Peace and Conflict Studies is looking for interns!

Who are we?

- We study, teach, and advocate for nonviolent philosophies, the prevention of conflict, and peacebuilding strategies shown to be successful.
- We seek to be a resource to BSU and the Central Indiana community regarding the peaceful resolution, reduction, and prevention of conflict.
- We offer an undergraduate minor compatible with undergraduate majors.

What would you do as a part of your internship?

- Contribute to our newsletters
- Help organize, promote, and participate in our monthly events
- Contribute, organize, promote, and participate in our major April Nonviolence Event
- Help with our social media accounts and the official website
- Enhance the presence of the Center on campus
- Strengthen, for instance, your writing, design, marketing, speaking, public relations, and leadership skills and knowledge
- Work towards making the world more peaceful and just!

Just so you know, this is an unpaid position. But...you can get credits for this internship if you are a Peace Studies minor. If you are not a Peace Studies minor, you also can earn internship credit in this minor or as part of many majors and other minors at Ball State!

Completing this internship has helped Ball State graduates to secure employment and entrance into graduate or professional schools. Several students from the Political Science department have interned with the Peace Center in the past and all have been thrilled with their experience!

If you are interested in applying for this internship, please email your cover letter and resume to the Peace Center graduate assistant, DeFord Cope at dcjcope@bsu.edu.

Indiana General Assembly

Location: Indianapolis, IN

Semesters Available: Spring

The Indiana General Assembly offers paid, spring-semester internships to recent and current college undergraduates as well as graduate students. Interns work directly with Indiana legislators at the Statehouse, located in downtown Indianapolis. This internship is a unique opportunity to gain practical knowledge of state government through active participation in the legislative process.

Appointments for interviews are made on a competitive basis, with attention given to the intern's online application, academic record, work-related experience, and other skills that

individuals may bring to the Indiana General Assembly. Students are encouraged to apply to both the House and the Senate of the party of their choice to increase chances of selection.

Students also have an opportunity via this internship to earn up to 6 additional credits by taking 2 additional classes beyond the internship course – contact Dr. Hildebrand for more details. The application deadline is October 31. Students can/should apply for both the House and Senate internship positions but must pick one political party (Democrats or Republicans – not both) when applying. See the following webpages for more information:

Indiana Senate Democrats

Contact: Adam Jones

Senate Democratic Intern Director

Toll-free: 800.382.9497

Local: 317.232.9432

Fax: 317.234.9202

Email: Adam.Jones@iga.in.gov

Link to Apply: <https://www.indianasenatedemocrats.org/opportunities/internships/>

Indiana House Democrats

Contact: Lauren Coon

House Democratic Intern Director

Phone: 317.232.9837

Email: housedem.internship@iga.in.gov

Link to Apply: <https://indianahousedemocrats.org/student-opportunities/internships>

Indiana Senate Republicans

Contact: Kaitlyn Gomez

Senate Republican Lead Intern Recruiter

Phone: 317.234.9426

Email: Kaitlyn.Gomez@iga.in.gov

Link to Apply: <https://www.indianasenaterepublicans.com/intern-program>

Indiana House Republicans

Contact: Skyler Wood

House Republican Legislative Intern Director

Phone: 317.234.9380

Email: skyler.wood@iga.in.gov

Link to Apply: <https://www.indianahouserepublicans.com/2022-house-republican-internship-program>

Office of Senator Todd Young (R)

Location: Indianapolis, IN and Washington, DC

Semesters Available: Spring, Summer, Fall

The Office of United States Senator Todd Young is seeking applicants to serve as an intern in either the Washington, DC or Indianapolis, IN offices. The application for the internship can be found on their webpage here: <https://www.young.senate.gov/Help/Internships>

Interns will have the opportunity to work directly with staff in a United States Senator's office doing important work for the Senator's constituents. Whether they serve in Washington or Indianapolis, they will gain valuable experience.

If you have any further questions or would like more information, you can contact the office's internship coordinators directly. In Washington, DC, you can speak to Tom Fritts, Staff Assistant at Internship_Applications@young.senate.gov or 317-226-6700.

The International Center

Location: Indianapolis, IN

Semesters Available: Spring, Summer, Fall

The International Center in Indianapolis has several internships that are available every semester. More details about specific internships can be found on their webpage: <https://www.internationalcenter.org/employment/>.

Besides the COO and executive assistant overseeing the program, each intern has their own direct supervisor for a custom orientation, organizational and community activity inclusion, schedule management, mid-point and final evaluation, and to welcome and ensure their success while interning. Weekly programming is calendared into each intern's schedule to ensure their professional development and that staff, leadership, Board, and community leaders are actively and consistently engaged with our interns. Topics encompass interviewing, networking, community advocacy, public service, social media, protocol, inter-cultural communication, and governance to name a few.

Interns readily participate in our staff and department meetings and company/client projects, attend community events and join us at organizational sponsored meal events or networking activities. Some projects and events include global protocol books for Governor led trips, State Department International Visitor Leadership Program itineraries, Finance Committee material preparation, relocation services for expats, Economic Club luncheon, Naturalization Ceremony presentation, Gleaners Community Service Day, Indy Chamber Roundtable, Paralympics host support, YPCI networking and IEDC receptions, cultural festivals, and celebrations to name a few.

Delaware County CASA Program

Location: Muncie, IN

Semesters Available: Summer

CASA (Court Appointed Special Advocates) has the mission to advocate in the best interest of abused and neglected children in Delaware County. They offer internship opportunities that provide a wide range of experiences in this area. More information can be found at this webpage: <https://delawarecountycasa.org/make-a-difference/internships/>

Interested students must be 21 years of age, pass a background check, complete a pre-screening and interview process with CASA staff, and successfully complete 30 hours of pre-service training before the semester of the internship.

For more information contact Kimberlie Hall at khall@co.delaware.in.us or 765-747-7875

Anderson Municipal Airport

Location: Anderson, IN

Semesters Available: Spring, Summer, Fall

Overview

The Anderson Municipal Airport is seeking a qualified and motivated individual to serve as an Airport Operations Intern. The individual will be exposed to all aspects of general aviation to include administration, maintenance, and Fixed Base Operator (FBO) processes. The internship is **not** a paid position.

Internship Requirements

Qualified candidates will be pursuing or possess a degree in Aviation Management, Business Management, Political Science, Public Administration, or closely related field, with an interest in aviation.

The Opportunity

- The selected intern will gain experience in all aspects of airport management. Areas covered are airport operations, airport property management, airport marketing, FBO operations, customer service, and airport administration.
- The individual will be exposed to Board of Aviation Commissioners (BOAC) meetings, and assist with airport management projects to include business plan development and marketing.
- Work hours are flexible and can be tailored to both the needs of the airport as well as the intern.
- Must have a valid driver's license and be able to operate vehicles.
- Must possess good situational awareness and have the ability to multi-task.
- Upon completion, the individual will have developed a deeper understanding of general aviation airports and the air transportation system.
- The internship will begin and end at agreed upon dates between the selected individual and the airport administration.

To Apply

- To be considered for the position, applicants should send a cover letter and resume to bmcmlen@cityofanderson.com.
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Indiana Republican Party

Location: Indiana (Multiple Locations)

Semesters Available: Summer, Fall, Spring

The Indiana Republican Party is looking for interns to fulfill multiple roles within the party. This includes campaigning, working with the finance team, and with the communications team. If you're interested, please contact Madison Sanderson (msanderson@indiana.gop) or visit the following web link for more information: <http://indiana.gop/internships>.

Indiana Department of Corrections, Division of Staff Development

Location: New Castle, IN

Semesters Available: Spring, Summer, Fall

The Department of Correction is seeking a sharp, technology minded individual for an internship. The primary duties of the Education / Training Intern include working closely with our training division to review and develop training programs for implementation within the Indiana Department of Correction. The selected candidate will conduct a capstone project for the Indiana Department of Correction's Division of Staff Development and Training. The scope of the project will be to research, develop, and propose a plan for implementation; a training program designed to reduce assaults and instances of unplanned use of force. The selected candidate will utilize various research and writing techniques to develop Training for IDOC Employees.

Applicant will be accepted on a continual basis, as the position will be available for Summer, Fall, and Winter semesters. This is a paid position.

If you are interested in this opportunity, you may submit your resume to

Mr. Matthew Andrick, Operations Manager
Indiana Department of Correction
Staff Development and Training
MAndrick@idoc.in.gov

Children's Policy and Law Initiative of Indiana

Location: Indianapolis, IN

Semesters Available: Summer & Fall

The Children's Policy and Law Initiative (CPLI) is a non-profit organization dedicated to advancing a statewide-interdisciplinary alliance to advocate for fundamental changes in public policy for children in Indiana. CPLI seeks to eliminate the excessive criminalization of children and achieve a more just, equitable and age/developmentally-appropriate public policy approach for children. CPLI engages in public policy advocacy that includes: Preventing children's entry into the juvenile and criminal justice systems, and the inequitable treatment of children of color, including the over-use of exclusionary practices in school and school-based arrests and referrals to juvenile court; Reforming laws, policies and practices that embody punitive approaches or criminalization of children; Increasing the use of research-based alternatives and community-based options for children; and Ensuring the fair, equitable, just and age-appropriate treatment of court-involved children. CPLI is a network of concerned individuals and organizations that directly engages the legal community, individual attorneys, child advocates and the public to work on reform that will lead to improved outcomes and equitable treatment for all children and the elimination of racial/ethnic disparities and disproportionality.

The Children's Policy and Law Initiative (CPLI) seeks graduate students who are interested in public policy advocacy and non-profit management experience. Responsibilities may include: conducting research, writing position papers, assisting with the drafting of legislation, working with organizational bodies and workgroups, helping to build alliances on specific policy issues, assisting with legislative advocacy, and assisting with general non-profit management work, including grant writing, fundraising and coordinating volunteers. This internship is an excellent opportunity to experience various aspects of public policy work and the legislative process, while working as an intern for a local non-profit organization. CPLI is convener of several community coalitions—the Indiana Coalition for Youth Justice and the Comprehensive Student Support Coalition--and leads several public policy workgroups with major stakeholders involved, including the Decriminalization of Youth Workgroup. Through this internship, students will assist these committees and other organizational committees with current reform initiatives. This is an unpaid internship. Prospective candidates are asked to commit to 15-20 hours per week per school semester and maintain a regular internship schedule. Interested individuals should submit their resume and letter of interest to:

JauNae Hanger: jhanger@wapleshanger.com, President, Children's Policy and Law Initiative of Indiana (CPLI)

CPLI is a member organization of the National Juvenile Justice Network (NJJN)
Website: www.cpliofindiana.org See Also: www.njjn.org.

Nonprofit Support Network

Location: Muncie, IN

Semesters Available: Spring, Summer, Fall

Nonprofit Support Network was established in 2022 to foster a healthy, well-supported sustainable nonprofit sector in Muncie and Delaware County. The organization serves as a connector for nonprofits serving the community by providing dedicated resources, quality training, mentorship and coaching, and relationship building platforms.

Interns play an important role in assisting Nonprofit Support Network in telling our story in a meaningful way, researching and creating resources for nonprofits, and supporting nonprofit organizations in ways they need it most. An ideal intern would be available to work for at least two semesters, but it is not required.

Thanks to support from The Community Foundation of Muncie & Delaware County and Lilly Endowment Inc., Nonprofit Support Network offers paid internship opportunities to current college students.

The outreach intern will be primarily responsible for managing outreach events on behalf of the Relationship & Resource Director by coordinating external communication, managing meeting registrations, and crafting meeting agendas and materials. In addition, the outreach intern will also be responsible for researching nonprofit trends and best practices locally, regionally, and nationally.

Students interested in applying for an internship at Nonprofit Support Network should email a cover letter and resume to Carly Acree King, Relationship and Resource Director, at carly@muncienonprofits.org. Applications are accepted year-round, but internships are typically limited to academic semesters.

Learn more about Nonprofit Support Network by visiting <http://muncienonprofits.org>

Town of Whitestown, IN

Location: Whitestown, IN

Semesters Available: Summer

The Town of Whitestown is seeking a highly motivated and self-driven Economic Development Intern to join our team. In this role, you will work alongside the Deputy Town Manager of Operations to support and promote economic growth in the Town of Whitestown. You will be responsible for conducting research, gathering data, and analyzing economic trends to identify potential opportunities for business attraction, retention, and expansion. Additionally, you will assist in the development of economic development policies and programs, including providing support for marketing and outreach efforts.

The ideal candidate will be a current student or recent graduate pursuing a degree in economics, business, public policy, or a related field. Strong analytical skills and attention to

detail are a must, as well as the ability to work independently and as part of a team. Excellent written and verbal communication skills are also essential, as you will be expected to contribute to the development of reports, presentations, and other communication materials. This internship is an excellent opportunity to gain hands-on experience in economic development while making a positive impact on the community.

In addition to the responsibilities outlined above, you will have the opportunity to participate in meetings with stakeholders and community members, attend industry events, and participate in other economic development initiatives. You should have a strong interest in economic development, a willingness to learn, and a passion for making a difference in the community. This internship is a paid position, and the Town of Whitestown is committed to providing a supportive and engaging work environment that encourages personal and professional growth. To apply or for further information please reach out to Nathan Messer, Deputy Town Manager of Operations at nmesser@whitestown.in.gov

Town of Danville, IN

Location: Danville, IN

Semesters Available: Summer

This internship program offers a 12-14 week educational work experience beneficial to students interested in employment in a parks and recreation setting. The primary responsibility of the intern is to assist the park staff in providing quality experiences for park visitors and program participants.

For more information visit this link:

https://danvillein.gov/egov/documents/1674571983_50239.pdf

To apply, fill out the application form here:

<https://danvillein.gov/departments/division.php?structureid=141>

City of South Bend, IN

Location: South Bend, IN

Semesters Available: Summer

The Office of the Mayor is seeking interns to assist the mayor and staff with administrative tasks, staffing, and special projects as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

Respond to constituent concerns via telephone, email and traditional correspondence in timely, efficient manner and redirecting to other city departments or outside agencies when necessary.

Create and maintain records relating to the assistance provided.

Create informational briefings for the mayor and staff for internal meetings and public events.

Assist and staff city outreach efforts and other public events.

Conduct in-depth policy research on areas as assigned.

Coordinate and assist public events and community outreach efforts, including door-to-door community outreach.

Always maintain professionalism.

To apply visit this link: <https://bit.ly/3Ky9i45>

City of Scottsburg, IN

Location: Scottsburg, IN

Semesters Available: Summer

Incumbent serves as Intern for the City of Scottsburg, responsible for answering telephone, greeting office visitors, and performing a variety of clerical duties including preparing written materials and maintaining member list of organizations.

Incumbent performs a variety of duties with work schedules and priorities determined by a supervisor and the service needs of the public. Assignments are performed according to specific detailed instructions for easily learned, non-specialized or repetitive duties. Incumbent has no flexibility in the job. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors are primarily detected or prevented through prior instructions from a supervisor or supervisory review. Undetected errors could result in loss of time to correct error or work delays in other departments or agencies.

DUTIES:

Answers telephone and greets office visitors, including determining nature of calls, providing information and assistance, responding to inquiries, and/or directing callers to appropriate individual or department. Receives public complaints and forwards to appropriate person.

Performs clerical duties, including preparing and compiling reports, opening/sorting mail, and ordering office supplies as needed.

Prepares a variety of written materials, such as letters, memos, and reports as created by Mayor, Department Head, or Administrative Assistant.

Maintains and updates member lists for businesses, boards, civil groups, and other such organizations.

Maintains scheduled events and communicates events as needed.

Prepares press releases and provides media outlets with needed information as directed by Departments or boards.

Performs related duties as assigned.

To apply: fill out the application at this link: https://www.cityofscottsburg.com/?page_id=1410
And reply to the job posting on that page when posted. Interviews planned for late April.

Town of Etna Green, IN

Location: Etna Green, IN

Semesters Available: Summer

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties and projects may be assigned as reasonably expected.

- Serve as a representative of the Town of Etna Green, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Provides comprehensive secretarial and clerical support to center staff and management.
- Assist with bookkeeping procedures.'
- Assist with Credit Card Machine taking payments over the phone.
- Compile and list files to be destroyed.

To apply send a resume/cover letter to Patti Cook, Clerk-Treasurer of Etna Green at etnaclerk@gmail.com

Town of Frankfort, IN

Location: Frankfort, IN

Semesters Available: Summer

Frankfort Main Street offers an incredible work environment in the Iron Block Co-working space at 62 N Main Street in downtown Frankfort, IN. Frankfort Main Street commits to providing a meaningful internship in which you will have the opportunity to grow, learn, support our team, and engage with our community.

Intern Job Responsibilities:

- Complete an extensive business and building inventory in the Downtown Frankfort Historic District
- Identify all business types located in the Downtown Frankfort Historic District
- Identify all building types located in the Downtown Frankfort Historic District
- Identify the occupancy of each building by floors
- Number of vacant buildings
- Number owned or rented
- Residential or residential-ready units
- Updated property and business owner contact information & database
- Who lives in downtown

Intern Qualifications/Skills:

- Good verbal and written communication
- Organization
- Professionalism
- Open-mindedness
- Community Focused
- Proficient with internal software systems such as Google Sheets and database management

Important Information

- May 6th - July 14th or until the project is complete
- Monday – Friday / minimum of 10 hours per week (flexible work week)
- Upon successful completion of the summer program, the intern will receive a stipend depending on hours worked during the summer and completed project

To apply contact:

Kim Stevens
Executive Director
Frankfort Main Street, Inc.
62 N Main Street
Frankfort, IN 46041
765-654-4081
frankfortmainstreet@gmail.com

Waggoner, Irwin, Scheele & Associates Inc.

Location: Muncie, IN

Semesters Available: Spring, Summer, Fall

POSITION: Consulting Associate Intern

WORK SCHEDULE: As Assigned (Office hours 8:00 a.m. - 4:00 p.m., M-F)

DUTIES:

Coordinates new client job classification projects, including preparing/distributing job questionnaires, writing and editing job descriptions, conducting audits of position job functions, and tracking project status. Assists in maintaining client job classification systems, including updating job descriptions, and assisting consultants with classification/re-classification of positions.

Assists in preparing, writing, editing, and distributing client personnel policy handbooks, including but not limited to salary administration, employee benefit plans, working conditions, personal conduct, and problem resolution. Prepares personnel policy forms to send with corresponding handbook.

Assists in preparing and maintaining client compensation plans, including performing department head interviews, gathering external compensation data, entering data into computer, performing regression analysis on data, and conducting comparative salary surveys.

Assists consultants in administering client FMLA cases, including preparing FMLA correspondence, tracking FMLA leave, maintaining files, and assisting clients with FMLA questions.

Performing various clerical duties such as scanning documents, proofreading, assembling documents and reports, filing, and scheduling appointments.

Answers telephone and greets office visitors, providing information and assistance, taking messages, and screening and transferring/directing callers to appropriate individual, as needed.

May attend client meetings and/or training sessions as required.

Performs related duties as assigned.

To apply: contact Lori Seelen at 765-286-5195 or lseelen@wisconsultants.com

Town of Jasper, IN

Location: Jasper, IN

Semesters Available: Summer

ARTS INTERNSHIP

Intern will assist with duties in several areas within the Arts Department to acquire a sound knowledge of the daily operations of the Jasper Arts Center and Cultural Center. Perform tasks to assist with show equipment, help with projects and supporting the JCAC website. The Intern will also work with summer ARTventures programs and classes. Will also support the annual Chalk Walk Arts Festival.

COMMUNITY DEVELOPMENT/PLANNING INTERN

Intern will assist with duties in several areas within the Community Development and Planning Department to gain experience in operations of the City of Jasper

as they relate to economic development, community development, planning and communications. Must be able to write news releases and assist in the creation of print, video and other mediums for distribution of information to the public. Assist with special projects including program design, implementation and evaluation. Intern must be enrolled in a related degree field.

LEGAL INTERNSHIP

Intern will assist the City Attorney in numerous areas by researching statutes, recorded judicial decisions and other legal resources and materials to prepare responses to issues regarding legal matters. The intern will draft correspondence, memoranda, rules and/or regulations, case summaries for review, approval, signature and/or use by the City Attorney. Provide assistance via document handlings, discovery matters, and filing documents. Intern must be enrolled in a related degree field.

Submit an application or resume with cover letter of interest via email to hra@jasperindiana.gov or mail to:

**PERSONNEL DIRECTOR
EOE #INTERN
c/o City of Jasper
PO Box 29
Jasper, IN 47547-0029**

Town of Rushville, IN

Location: Rushville, IN

Semesters Available: Spring, Summer, Fall

Internship with Rushville Mayor's Office

Rushville is "leading the way in rural Indiana" in a variety ways. The city's internship program stands out for its commitment to authentic youth engagement. This summer, instead of fetching coffee, join us in spearheading significant changes within our community.

Mayor Mike Pavey of Rushville invites applications for internships from students pursuing degrees in Political Science, Public Policy, Public Administration, Event Planning, and Art. Ideal candidates will demonstrate academic excellence and embody qualities such as promptness, tenacity, hard work, eagerness to learn, and adaptability to a dynamic work environment. We seek self-starters capable of independently managing projects from inception to completion. Some of our past interns have become FFA state officers, leaders in economic development, and a variety of other successful professionals.

Flexibility in scheduling is available, with interns tasked with a diverse array of projects aligned with both municipal needs and individual strengths. Interns will have the opportunity to manage social media platforms with community engaging posts and unlimited educational posts about

Rushville (history, how-to, etc.). This opportunity affords invaluable insights into local governance, exposure to various city departments, and participation in external meetings. Punctuality and professionalism are expected daily.

The internship aims to immerse selected candidates in a multifaceted experience, facilitating encounters with key community stakeholders and exposure to a wide range of tasks. As each day brings new challenges, adaptability is paramount. The city will accommodate as needed to ensure a rewarding and educational experience.

Applications are open until March 31 for the summer program but open throughout the year for additional opportunities. Compensation for summer interns ranges from \$10 to \$12 per hour based on experience and program budget. Internships during the school year may or may not have compensation attached. To express interest, please email your resume and a cover letter detailing your motivation and the specific skills and experiences you would contribute to the role to Kyle Gardner, Director of the Intern Program, at specialprojects@cityofrushville.in.gov

Muncie Resists

Location: Muncie, IN

Semesters Available: Summer

Muncie Resists (local [Indivisible](#) group) is seeking a college intern majoring in Political Science, Communications, Public Relations, Journalism, Marketing, or a related field who shares our values. The mission of Muncie Resists is to work at the state and local level to encourage a more progressive and inclusive future for Indiana through civic engagement and by pressuring elected officials to listen to their constituents. This is a part-time, 10-hours per week, unpaid telecommuting internship for Summer 2024 and/or Fall 2024 academic semester.

The primary responsibility of the intern position is to execute communication strategies for the organization, including but not limited to the following:

- Drafting and scheduling posts for the Muncie Resists social media accounts;
- Researching, interviewing, and authoring content for emails and social media;
- Drafting communications and marketing materials using Canva, Visme, and other programs;
- Proactively seeking digital marketing assets to include in communications and assist with creating assets, including graphics, photography, and video;
- Researching social media video trends;
- Actively contributing ideas to reach new audiences and strengthen community engagement;
- Supporting media relations functions, including drafting press releases, newsletters and media; and
- Helping to coordinate and execute community engagement initiatives and special events (may require onsite attendance)

Qualifications:

- Experience with using social media platforms in a professional setting, including Facebook, Twitter and Instagram (i.e. managing school club or brand accounts);
- Computer proficiency: Microsoft Office (Word, Excel, and PowerPoint);
- Creative, flexible, self-directed, problem solving skills
- attention to detail and strong communication skills;
- Ability to take and apply project feedback quickly.

Interested applicants should submit a cover letter and resume to muncieresists@gmail.com

Here is the updated list of additional links to internships that Dr. Hildebrand been able to compile via his sources as of **March 16, 2025**. He will update the list every so often as he receives additional information.

As always you would need to do the legwork to make this, or any internship happen. Start your by checking out the Political Science department's internship webpage here: <https://www.bsu.edu/academics/collegesanddepartments/political-science/activities-opportunities/internships>.

Also, follow/like the department's Facebook page for up-to-date listings as they become available: <https://www.facebook.com/ballstatepolisci/>. New opportunities will also be posted on the Political Science Community page on Canvas and on our department LinkedIn group: <https://www.linkedin.com/groups/13178439/>

From there, a great resource to start your search here in the state of Indiana is Work & Learn Indiana: <https://www.workandlearnindiana.com> as well as the state of Indiana webpage: <https://workforindiana.in.gov/s/teVgx4> or <https://bit.ly/42FSFwI>. Other states have similar web portals with this type of information as well (Ohio: <https://bit.ly/4grihR9>).

If you're thinking Washington, DC or elsewhere for an internship outside the state search on Google, Monster, or Indeed for national, state, and local government agencies, politicians, or non-profit organizations as they should have listings on their webpages as they become available.

Remember to contact Dr. Hildebrand at shildebrand@bsu.edu if you have any questions, or at least before interviewing just to make sure the internship falls under the parameters needed in the department for your degree (topic, job description, time requirements, etc.).

Government/Politics:

Indianapolis Mayor's Office – Indianapolis, IN
<https://www.indy.gov/activity/moip>

Frankfort, IN Police Department – Frankfort, IN
<https://frankfort-in.gov/topic/index.php?topicid=53&structureid=23>

Richmond, IN Parks Department – Richmond, IN
<https://www.richmondindiana.gov/resources/parks-internship-opportunities>

Youth Services Bureau of Monroe County – Bloomington, IN
<https://www.co.monroe.in.us/topic/subtopic.php?topicid=93&structureid=78>

Hamilton County Prosecutor's Office – Noblesville, IN
<https://www.hamiltoncounty.in.gov/1032/Employment-and-Internships>

Noble County Government – Albion, IN
<https://www.workandlearnindiana.com/internships/detail/27164>

Purdue Extension Elkhart County – Goshen, IN
<https://www.workandlearnindiana.com/internships/detail/27119>

Owen County Community Foundation – Spencer, IN
<https://www.workandlearnindiana.com/internships/detail/27112>

Madison Town Government – Madison, IN
<https://www.madison-in.gov/departments/division.php?structureid=96>

Plainfield Town Government – Plainfield, IN
<https://www.governmentjobs.com/jobs/4770246-0/town-of-plainfield-internship-program>

Newton County Government – Morocco, IN
<https://www.workandlearnindiana.com/internships/detail/27280>

Non-Profits:

CICOA – Indianapolis, IN
<https://cicoa.org/about/careers/>

Children’s Museum of Indianapolis – Indianapolis, IN
<https://www.childrensmuseum.org/about/join-our-team/internships>

Citizens Climate Lobby – Remote
<https://citizensclimatehighered.org/internships>

Damar Services – Indianapolis, IN
<https://www.workandlearnindiana.com/internships/detail/27216>

The STEM Connection – Indianapolis, IN
<https://www.workandlearnindiana.com/internships/detail/27208>

Centers of Wellness for Urban Women – Indianapolis, IN
<https://www.workandlearnindiana.com/internships/detail/27203>

Sagamore Institute – Indianapolis, IN
<https://www.workandlearnindiana.com/internships/detail/27242>

Damar Services – Indianapolis, IN
<https://www.workandlearnindiana.com/internships/detail/27216>

Public Policy:

Indiana Humanities – Indianapolis, IN
<https://indianahumanities.org/about-us/careers-and-internships/>

ROI Search Group – Fishers, IN
<https://www.workandlearnindiana.com/internships/detail/27270>

Congressional Internships:

Senator Todd Young's Office

<https://www.young.senate.gov/help/internships>

Senator Jim Banks' Office

<https://www.banks.senate.gov>

Congressman Frank Mrvan's Office

<https://mrvan.house.gov/services/internships>

Congressman Rudy Yakym's Office

<https://yakym.house.gov/internships>

Congressman Marlin Stutzman's Office

<https://stutzman.house.gov/services/internships>

Congressman Jim Baird's Office

<https://baird.house.gov/forms/internships/>

Congresswoman Victoria Spartz's Office

<https://spartz.house.gov/services/internships>

Congressman Jefferson Shreve's Office

<https://shreve.house.gov/services/internships>

Congressman Andre Carson's Office

<https://carson.house.gov/help-from-andre/internships>

Congressman Mark Messmer's Office

<https://messmer.house.gov/forms/internships/>

Congresswoman Erin Houchin's Office

<https://houchin.house.gov/services/internships>

List of NGO's and Similar International Organizations

Organization Name	Website
Action Against Hunger	https://www.actionagainsthunger.org
Amnesty International	https://www.amnestyusa.org/
BRAC	https://bracusa.org
CARE International	https://www.care-international.org
Carnegie Endowment for International Peace	https://carnegieendowment.org/?lang=en
Center for Strategic and International Studies	https://www.csis.org
Central Intelligence Agency	https://www.cia.gov/
Charles B. Rangel International Affairs Graduate Fellowships	https://rangelprogram.org/graduate-fellowship-program/
Citizens' Climate Lobby	https://citizensclimatelobby.org
Collin Powell Leadership Program	https://careers.state.gov/interns-fellows/civil-service-fellowships/colin-powell-leadership-program/
Conservation International	https://www.conservation.org
David L. Boren Graduate Fellowships (National Security Education Program (NSEP))	https://www.borenawards.org
Direct Relief	https://www.directrelief.org
Fulbright U.S. Student Awards	https://us.fulbrightonline.org/fulbright-us-student-program
Global Fund for Women	https://www.globalfundforwomen.org
Global Health Corps Fellowships	https://ghcorps.org
Governor's Office Jams H. Dunn, Jr. Memorial Fellowship	https://gov.illinois.gov/about/opportunities.html
Human Rights Fellowships	https://www.humanrightscareers.com/fellowships/
Human Rights Watch	https://www.hrw.org
Indiana Governor's Fellowship Program	https://www.in.gov/gov/governors-office/governors-fellowship-program/
Inter-American Commission on Human Rights (IACHR)	https://www.oas.org/en/iachr/Default.asp
International Crisis Group	https://www.crisisgroup.org

**International Federation for
Human Rights**

<https://www.fidh.org/en/>

**International Labor
Organization**

<https://www.ilo.org>

**International Rescue
Committee**

<https://www.rescue.org/>

**Natural Resources Defense
Council**

<https://www.nrdc.org>

Ocean Conservancy

<https://oceanconservancy.org>

Oxfam International

<https://www.oxfamamerica.org>

Partners in Health

<https://www.pih.org>

**Payne International
Development Fellowships**

<https://www.paynefellows.org>

Peace Corps

<https://www.peacecorps.gov>

Plan International

<https://plan-international.org>

Property Rights Alliance

<https://propertyrightsalliance.org>

**Public Policy & International
Affairs (PPIA) Fellowships**

<https://www.ppiaprogram.org>

**Samuel Huntington Public
Service Award**

<https://www.samuelhuntingtonaward.org>

Save the Children

<https://www.savethechildren.org>

Scoville Peace Fellowships

<https://scoville.org>

Sierra Club

<https://www.sierraclub.org>

The Nature Conservancy

<https://www.nature.org/en-us/>

**Thomas Pickering Foreign
Affairs Fellowships**

<https://apply.pickeringfellowship.org>

**United Nations Children's Fund
(UNICEF)**

<https://www.unicef.org>

**United Nations Development
Program**

<https://www.undp.org>

**United Nations Environment
Program (UNEP)**

<https://www.unep.org>

**United Nations Office for
Project Services (UNOPS)**

<https://www.unops.org>

**United Nations Populations
Fund (UNFPA)**

<https://www.unfpa.org>

**United Nations Refugee Agency
(UNHCR)**

<https://www.unhcr.org/us/>

**US Agency for Int'l
Development (USAID)**

<https://www.usaid.gov/>

US Armed Forces

[https://www.dodciviliancareers.com/civiliancareers/in
ternships](https://www.dodciviliancareers.com/civiliancareers/internships)

US Foreign Service

[https://careers.state.gov/interns-fellows/student-
internship-program/](https://careers.state.gov/interns-fellows/student-internship-program/)

**US Mission to the United
Nations (USUN)**

<https://usun.usmission.gov>

**VIA Global Community
Fellowship**

[https://viaprograms.org/programs/global-community-
fellowship/](https://viaprograms.org/programs/global-community-fellowship/)

**William D. Clarke, Sr.
Diplomatic Security Fellowship**

<https://clarkedsfellowship.org>

World Resources Institute

<https://www.wri.org>

World Vision

<https://www.worldvision.org>

World Wildlife Fund

<https://www.worldwildlife.org>