

BAPG Internship Guidelines for Summer and Fall 2025

Course Description: PG 230 Internship

This 3-credit internship provides undergraduate students with an opportunity to gain practical experience and professional development in the field of Politics and Governance or social science research through a supervised internship. Students will apply knowledge and skills learned in the classroom to real-world work environments, fostering career exploration, networking, and professional growth. The internship has to include no less than 120 hours of work at the host organization. At the end of the internship, students submit a report that summarizes their internship experience and relates it explicitly to BAPG curriculum, reflecting on the knowledge and skills gained. This course does not meet face-to-face on a regular basis.

Pre-requisites: have earned at least 60 credits.

Co-requisites: none

Further Information

PG 230 Internship is a required component of the BAPG curriculum. It can be undertaken by students at any time during their study (including summer), as soon as they have earned 60 credits. The internship has to include no less than 120 hours of work at the host organization and be relevant to the subject matter of Politics and Governance. Two internships that cumulatively add to 120 hours of work experience are also acceptable. Students are expected to proactively find relevant internships. Many internships can be secured by reaching out to the institution, even if it does not advertise a current internship position.

An internship can be completed at a student's workplace, as long as it aligns with BAPG curriculum, corresponds to the relevant Program Goals and Student Learning Outcomes below and constitutes a meaningful addition to the student's regular daily work. An internship experience at work should constitute a specific time-bound project that explicitly utilizes knowledge and skills used in the classroom.

At the end of the internship, students submit a report (1,500- 2,000 words, see the template at the end of this document) that details their activities at the internship site and reflects on their learning. They also submit an official document that confirms the number of hours spent at the host institution and highlights the most important tasks completed by the student.

Internship Program Goals and Student Learning Outcomes

Goal 3: Acquire knowledge of the theories and analytic skills necessary to evaluate conflicting arguments, assemble and present appropriate evidence, and make reasoned conclusions

3.2 Apply appropriate theories, methodologies, and/or evidence to their research topic. (Advanced)
3.3 Develop papers, reports, or presentations that describe their findings and conclusions on their research topics for professional or academic audiences. (Advanced)

Goal 4: Develop articulate, conscientious leaders and problem solvers who are committed to contributing to their fields and society

4.2 Think critically and creatively, conceptualizing real-world problems from different perspectives. (Advanced)

4.3 Work productively in diverse teams and solve problems collaboratively. (Advanced)

Goal 5: Provide students with a broad foundation of knowledge and skills and cultivate a commitment to life-long learning

5.3 Properly document and synthesize existing scholarship and data, keep current with developments, conduct independent research, and discover and learn new material on their own. (Advanced)

Application and Selection Process

Most students proactively find internships relevant to the field of Politics and Governance. Students are encouraged to solicit feedback in advance by sending an email to BAPG Program Coordinator with a short description of the internship and the tasks they are likely to perform as an intern. The Program Coordinator informs the BAPG Internship Committee that consists of at least three faculty members teaching in BAPG program who then advise the student whether the internship meets the program's expectations (within 15 working days).

Students who have not secured their own internships at the start of their senior year will receive guidance from the BAPG program for finding meaningful internships, taking into consideration students' academic track records (GPA, academic integrity record, performance in specific courses if relevant). Students should be aware that BAPG-facilitated placements might not align well with student's personal interests and future career aspirations.

Assessment

Students receive no grade for the internship. It is a pass/fail course. The requirements to pass are:

- The student enrolls in PG203 Internship course, offered in the Fall semester, attends all course sessions, participates in course discussions and completes course-related tasks
- The student maintains periodic and punctual communication with the course instructor, answers questions and provides clarifications related to their internship experience.
- The internship of at least 120 hours (or two internships adding to 120 hours) is completed at an institution that meets BAPG internship expectations (as decided by BAPG Internship

Committee). Internship at a pre-approved institution (see Annex 1) does not need to be confirmed by the BAPG Internship Committee.

- The student submits relevant paperwork that proves the completion of the internship: a letter from the host institution (an email from official institutional email address by the person in a supervisor position counts as proof as well).
- The student submits the internship report (1,500- 2,000 words) that respects the set deadline and meets the PG203 course instructor's expectations. The template for the report with structure and guiding questions is below.

Upon completion of their internship, students fill in the [Internship Acknowledgment Request](#) form, submit the final report to PG203 Internship course instructor and answer any follow-up questions.

Integrity and Student Safety

Please note that we take safety and well-being of our students very seriously. While we have no control over the atmosphere at your internship placement, in case you face discrimination, misconduct, or unethical practices please reach out to the program chair. Confidentiality is guaranteed.

Frequently Asked Questions

1. When should I register for the PG 230 Internship course?

You must register for the PG230 Internship course during the Fall semester in order for your internship to count toward your BAPG degree. Registration is mandatory — no registration means you will not graduate. Seniors (90 credits or more) **must** register for the course even if they have not started an internship yet. Juniors (60 – 89 credits) can register if they have completed or started a relevant internship AND if a seat is available after seniors have registered.

2. Can I complete my internship in summer or earlier?

Internships completed in the 1st or 2nd year (before 60 credits) will not count toward the requirement. You can complete the internship during summer or at any point after earning 60 credits. However, you must register for PG230 in the Fall semester to receive credit for it.

3. Will the course be offered in Spring or Summer?

No. PG 230 is only offered in the Fall semester.

4. Can I split the required 120 hours across two internships?

Yes. You can complete two internships that together amount to at least 120 hours of relevant work experience.

5. *What if I don't find an internship on my own?*

Students are strongly encouraged to be proactive and find the placements on their own. If you haven't secured an internship by the start of your senior year, the BAPG program will support you. However, these placements may not align perfectly with your personal or career interests. Note that the program will consider your GPA, academic integrity record, and other performance indicators during this process.

6. *What kind of support can I expect from the BAPG program?*

The BAPG program can offer consultation on internship ideas, suggestion of potential internship hosts, or a letter endorsing that you are eligible for the internship course.

7. *Does the BAPG program guarantee a placement if I can't find one?*

No, a placement is not guaranteed. Facing challenges and becoming self-sufficient is part of the internship learning experience PG230 is meant to encourage. While the program offers support and guidance, it does not guarantee a placement. Students are responsible for taking initiative and pursuing opportunities. BAPG-assisted placements are contingent on availability of opportunities, student eligibility and academic standing, timely communication and follow-through by the student.

8. *Can I do my internship at my current workplace?*

Yes, but with conditions:

- The internship must involve a specific, time-bound project. It must be clearly distinct from your routine work duties
- It must be relevant to the learning outcomes of the BAPG program. The tasks should allow you to apply and deepen classroom knowledge

You must describe the project and receive confirmation from the BAPG Internship Committee if it is not a pre-approved host.

Annex 1

List of Pre-Approved Institutions

National Assembly of the Republic of Armenia

Government of the Republic of Armenia

All ministries

All embassies and consulates

Local government bodies (մարզպետարան, քաղաքապետարան, համայնքապետարան)

UN institutions

EU institutions (CoE, EUD)

International development organizations (World Bank, USAID, EBRD, IMF, ICRC, etc.)

National Academy of Sciences of the Republic of Armenia

Research institutions and think tanks (CRRC, Socioscope, Breavis, etc.)

List of Other Institutions where BAPG students did internships

American University of Armenia

RA Constitutional Court

Funds and Foundations (FAST Foundation, Women’s Fund, Eurasia Partnership Foundation, Hrant Dink Foundation, Hayastan All Armenian Fund, Jinishian Memorial Foundation)

NGOs (Women’s Support Center, “For Equal Rights” NGO)

Annex 2

BAPG Internship Report Template

Student Name:

Host Institution:

Supervisor at Host Institution (Name, Position in the Institution):

Internship start and end date:

Total hours:

Part 1: Description Narrative

Describe the tasks completed during your internship

Part 2: Reflection

- A. How did your internship experience and learning relate to the Internship Goals and Student Learning Outcomes listed above?
- B. Going beyond specific Internship Student Learning Outcomes and thinking about the BAPG program as a whole, what knowledge and/or skills acquired during your BAPG studies were relevant to your internship experience? Were you able to apply any of the knowledge or skills discussed in any of the classes? Were you able to observe others at your internship institution apply that knowledge and/or skills? Please be specific. How were you able to “connect the dots” between the classes and your internship experience?
- C. Were you able to enhance politics and governance related knowledge and skills during your internship? In what ways did the internship experience add to your classroom experience? Did it contradict your classroom experience?
- D. How would you evaluate your experience working with teams/individuals during the internship?

Part 3: Conclusion

What is (are) the biggest politics and governance related lesson(s) learned from your internship experience? Would you recommend your host institution as a good internship placement for future BAPG students? What would be your advice to future interns at your host institution? Do you have any recommendations for your host institution supervisor?