

## Internship Requirements

1. The Political Science Internship Coordinator must approve internship and an internship contract must be signed prior to beginning the internship.
2. Work at least 60 hours in total to receive 3 credit hours of POLS 395
3. Internship must be confirmed before a registration code can be issued
4. Submit Journal and Final Internship Evaluation forms at the conclusion of the term or internship

## Intern Responsibilities

### 1. During the first week of the Internship:

Complete the Intern/Sponsor agreement and return it to the Political Science advising office. (514 Oldfather Hall)

### 2. Journal:

You must produce a short (8-12 page) journal about your Internship experience. You can use the journal to chronicle a specific project that you worked on or comment more broadly on your experiences. You may refer to the assigned texts from other classes or other forms of research as an academic accounting of politics, but compare it to your experiences for a really dynamic paper. The journal should be typed in sixe 12 Times New Roman font and double-spaced.

The journal is confidential, and will not be shown to your sponsor.

### 3. Mid-Term Evaluations:

You will be asked to complete a mid-term evaluation

### 4. During your last week:

Give the *Final Evaluation Form* to your sponsor with a request to complete and return it to the Political Science Department adviser's office.

Complete the *Final Self-Evaluation Form* and return it to the Political Science office no later than Monday of finals week and turn in your journal.

## Policy on Incompletes

1. Incompletes are only granted if 'sufficient progress' has been made in completing the internship. Some internships run past semester deadlines and in these cases the student can either agree to turn in their materials before the conclusion of the internship to meet the end of semester deadlines or extend the deadline until the end of the internship.
2. Students have one calendar year to complete their internships. If the student fails to complete their internship within that time the incomplete become an "F."

# Internship Agreement

(Due by the end of the first week of the internship.)

## Internship Information

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Email Address \_\_\_\_\_ Class Standing : Fr Soph Jr Sr

Internship Organization \_\_\_\_\_

Internship Supervisor \_\_\_\_\_

Internship Address  
\_\_\_\_\_  
\_\_\_\_\_

Internship Contact Info: Telephone ( ) \_\_\_\_\_

Internship agreement covers: Fall Semester Spring Semester Summer Session

Dates of Internship (projected start and finish) \_\_\_\_\_

I \_\_\_\_\_ agree to fulfill all of the internship requirements.

\_\_\_\_\_  
Signature of Intern

\_\_\_\_\_  
Date

# **Internship Sponsor Agreement**

## **Internship Job Description**

Provide a thorough description of the intern's role and responsibilities (as you understand them to this point). Use the box provided.

As an intern sponsor, I approve of his/her work activities with the understanding that these may be revised by mutual agreement. I agree to provide the intern with learning opportunities and allow the intern to contribute to our organization's efforts.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date

# Intern Mid-Term Self-Evaluation

This form is to be completed no later than half way through the scheduled duration of the internship

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date of Evaluation

\_\_\_\_\_  
Sponsoring Agency

\_\_\_\_\_  
Sponsoring Supervisor

The purpose of this evaluation is to help you reflect on your experiences and performance. It is meant to be constructively critical so please be honest and frank in your assessment.

A. What progress have you made toward meeting your learning objectives?

B. What are your strengths in relation to the organization?

C. What changes will you make (if any) as you start the second half of your internship?

# Final Intern Self-Evaluation

This form is to be completed at the conclusion of the internship, please have the sponsor sign below

\_\_\_\_\_ has successfully completed his/her internship  
Intern

\_\_\_\_\_  
Sponsoring Agency

\_\_\_\_\_  
Sponsoring Supervisor

The purpose of the final evaluation is to help you reflect on your experiences and performance. It is meant to be constructively critical so please be honest and frank in your assessment.

A. What progress did you make toward meeting your learning objectives?

B. What are your strengths in relation to the organization?

C. What changes did you make (if any) in the second half of your internship?

Please return this form with your final internship journal.

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date of Evaluation

