

## POLITICAL SCIENCE 197 INTERNSHIP STEPS

1. **Requirements:** Before or during pre-registration, obtain and carefully read a copy of the "Political Science 197 Internship Requirements;" copies are available in the rack next to the elevators on 3rd floor, Hamilton Hall. If you have questions or need assistance, see Donna LeFebvre, Internship Director, 306 Hamilton Hall, 962-0429.

2. **Find an Internship:** Before or during pre-registration, find an internship and make tentative arrangements with that agency for you to work there the following semester or summer. If you need assistance with finding an internship in the Triangle area, talk with Donna LeFebvre. If you are interested in summer internships, the internship director at University Career Services, 211 Hanes Hall, is an excellent source of information and assistance. Information on more than 2,000 internships, in this country and abroad, is available at Hanes. You should check these files, or the computer program at Hanes, as early as possible.

3. **Find a Faculty Supervisor:** You need a political science faculty supervisor for your internship. Set up an appointment with the faculty supervisor to discuss the internship and the requirements. If you need assistance in locating a faculty supervisor, talk with Donna LeFebvre.

4. **Get the Right Forms:** You need copies of the following: 1) a POLI 197 Internship Contract; 2) the Agency Evaluation sheet; and 3) a Release form. You can get these forms from the rack next to the elevators on 3rd floor, Hamilton Hall.

### 5. **The Internship Contract:**

(1) Take the Internship Contract to the internship agency. Meet with the agency supervisor and fill out the top section of the contract, including the "Description of Agency" and "Nature of the Internship and Responsibilities" (Section I, A-F). \*Both participants must sign the contract. At the same meeting, give the Agency Evaluation sheet to the agency supervisor.

(2) Take the Internship Contract, signed by you and the agency supervisor, to your faculty supervisor. Secure the faculty supervisor's final approval of the internship as set out in the contract and obtain his/her signature.

(3) Make three copies of the completed contract, to be distributed by you as follows: original contract to Donna LeFebvre, Internship Director; a copy for you; a copy to the agency supervisor; and a copy to the faculty supervisor.

(4) Take the completed original contract, and the signed Release form, to Donna LeFebvre. The original stays in the Internship Director's office.

6. **Permission to Add Form:** Obtain a "Permission to Add" form from Donna LeFebvre in order to register for POLI 197. You may not register for POLI 197 on line; you can

register only through the department. Take the permission form to your faculty supervisor for his or her signature. Take the signed form to the Undergraduate Coordinator in room 360 Hamilton, who will then register you for POLI 197.

7. **Agency Evaluation**: For internships completed during the fall or spring semesters, a month before the internship is to end, remind the agency supervisor of the Agency Evaluation form. Tell the supervisor to send the completed sheet to the faculty supervisor before the last week of class to make sure you get a grade and credit for the internship. **A late Agency Evaluation Form can result in your receiving an “incomplete” for the course.** For summer internships, the agency evaluation form should be completed and sent to the faculty supervisor during the last week of the internship.

### <REMINDERS>

1. **No credit** is given for internships in progress or completed before a contract is signed. The contract must be signed by all parties before the first day of your internship.
2. You can get only 3 hours of credit for POLI 197, and you may only do one such internship.
3. Find an internship and faculty supervisor **before or during pre registration**. If you wait longer than this, your chances of getting either are greatly diminished. You are not guaranteed a faculty supervisor just because you have located an acceptable internship.
4. Internships do not automatically qualify for academic credit: the internship **must** have a hands-on work component and be meaningfully related to the study of political science, as determined by your faculty sponsor.
5. It is your responsibility to meet all of the deadlines and the other internship contract provisions in order to receive credit.
6. If you have any problems at the internship, it is your responsibility to talk with your faculty supervisor **immediately**. By way of example, if you begin an internship and you find that the activities, duties, or supervision are not what you expected, call your faculty supervisor at once!
7. The student intern is required to work at least 8 hours per week, for a minimum total of 100 hours, at the internship agency, doing substantive work that is related to the mission of the agency. The student intern will receive three hours of academic credit for the internship. In addition to the hours worked, the student must write, under the supervision of the faculty supervisor, a research paper, or complete a comparable project, and keep a journal of internship activities.
8. At the beginning of the internship, you should discuss with your faculty supervisor what your grade will be based on: the faculty supervisor determines your grade.

