

Faculty Supervisor: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_  
Credit Hours: \_\_\_\_\_  
Semester Credit Awarded: \_\_\_\_\_

**INTERNSHIP CONTRACT**  
**Political Science 197**

Name of Student: \_\_\_\_\_  
Local Address: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Year in School : \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Major: \_\_\_\_\_  
PID #: \_\_\_\_\_

Internship credit semester (circle one): FALL SUMMER SPRING 200\_\_  
Dates of internship: From \_\_\_\_\_ to \_\_\_\_\_

Internship Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Agency Supervisor: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Description of Agency: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Office Hours: \_\_\_\_\_  
Address: Political Science Dept.  
Hamilton Hall, CB #3265, UNC  
Chapel Hill, NC 27599-3265

This agreement establishes the description, learning, service objectives, and activities of the internship, and it sets out the responsibilities of the student intern, agency, and faculty supervisor.

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.

The faculty supervisor assigns a letter grade to the student at the end of the semester. No credit will be given for internships that have already begun, and this internship contract must be signed before the first day of the internship.

### **I. NATURE OF THE INTERNSHIP AND RESPONSIBILITIES**

This section should be completed by the intern and the **agency supervisor**:

**A. Statement of Purpose:** The student hopes to gain the following from this internship:

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**B. Learning Objectives or Other Goals:** The specific goals toward which the intern's efforts are directed are as follows:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

**C. Intern's Activities:** The specific activities of the intern at the agency, and the means by which the intern's objectives/goals will be met, are as follows:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

**D. Other Expectations of the Intern by the Agency Supervisor**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**E. Intern's Work Schedule**

1. Weekly work schedule: \_\_\_\_\_
2. Number of training hours (if applicable) \_\_\_\_\_.
3. Total hours per week: \_\_\_\_\_
4. Total number of weeks: \_\_\_\_\_

**F. Supervision by Agency**

1. The agency supervisor will meet with the intern to review work, explain projects, etc., according to the following schedule:  
\_\_\_\_\_  
\_\_\_\_\_

2. The agency supervisor agrees to complete an evaluation sheet for the intern and send it to the faculty supervisor at the end of the internship.

**II. STUDENT INTERN AND FACULTY SUPERVISOR AGREEMENT**

**A. Research Paper (or Other Project Paper):** The student will write a research or other project paper.

1. Readings required (if applicable): \_\_\_\_\_  
\_\_\_\_\_
2. Topic of paper \_\_\_\_\_
3. Length of paper \_\_\_\_\_
4. Due date of paper \_\_\_\_\_ (no later than last day of class for this semester)
5. Other paper-related requirements: \_\_\_\_\_  
\_\_\_\_\_

**B. Journal Requirement**

1. The student is required to keep a journal containing daily entries. These entries should reflect the following:
  - a. the intern's activities at the internship that day;
  - b. the intern's impressions and perceptions of those activities;
  - c. reflections on how that day's activities relate to the student's learning objectives; and
  - d. future actions the student plans to take, based on that day's activities.
2. Other requirements for the journal: \_\_\_\_\_  
\_\_\_\_\_

**C. Meetings with Faculty Supervisor:** The minimum number of required meetings and the approximate dates of those meetings are as follows:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. Other Expectations of Intern by Faculty Supervisor:**  
\_\_\_\_\_

### III. EVALUATION OF INTERNSHIP

The evaluation procedures for the POLI 197 Internship are set out separately in the "Requirements for a Political Science 197 Internship" and "Internship Steps"; these guidelines are available on the UNC Political Science web page, in the Political Science Dept., 3rd. floor, Hamilton Hall, or from Donna LeFebvre, Internship Director, 306 Hamilton Hall, 962-0429. The agency supervisor will complete an evaluation sheet, or write a letter, evaluating the intern. The faculty supervisor determines the student's grade. If problems arise at the internship, the student and agency supervisor agree to contact the faculty supervisor immediately.

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Signature of Student and Date

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Signature of Agency Supervisor and Date

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Signature of Faculty Supervisor and Date

Original: Political Science Internship Director

Copies: Intern, Faculty Supervisor, and Agency Supervisor