

Eastern Illinois University
Department of Political Science
Graduate Internship Policy

Credit is available for PLS 5980 only after completion of the Internship Agreement forms with signatures of approval from the student, the graduate coordinator (as internship coordinator) and the department chair. The application must specify the duties of the proposed internship and the internship coordinator/department chairperson will determine credit allowed for each internship.

All internship proposals must be submitted prior to the start of the semester and completion of all requirements by the date specified (usually the end of finals week).

Graduate Internships. Graduate students may earn up to 3-6 credits for an internship. Each semester hour of academic credit requires 40 hours of work at the internship site. Students completing a Thesis are limited to 3 credits, while students completing a Capstone Project may complete up to 6 credits of internship.

Agreement with Supervising Agency. The student will insure the execution of a written agreement between the supervising agency and the department.

Evaluation. Methods of academic evaluation by the faculty supervisor will consist of the following:

- 1) Analytical Journal – Narrative activity summaries (either by e-mail attachment or hard copy) that provide updates/highlights of your internship duties and responsibilities on a weekly basis. Logs of your activities are due weekly. Pick a day of the week to prepare and submit your log, and be consistent. Also list the number of hours completed that week, and the cumulative hours put into your internship. Late logs will be accepted only with prior approval.

- 2) Analytical paper – The paper should cover the following: a) an overview of your major tasks, duties and projects during the internship, b) a discussion of the internship experience in light of your knowledge of politics, government and political science in general, c) an assessment of the internship experience, including the extent to which it has contributed to your knowledge of politics, government and/or policy, and if applicable your professional development. The paper length should be 5 pages (typed, doubled-spaced, one inch margins and with standard 12 point font).

- 3) Letter of evaluation – A letter of evaluation from your site supervisor. The letter is to be mailed directly to the internship coordinator by the site supervisor, and be on a letter head stationary from your internship office. The supervisor should confirm that you have worked at a satisfactory performance level as well as the required number of work hours for academic credit. ***The internship coordinator has final authority over assigning the

students grade. You will receive a grade of CR (credit) or NC (no credit). Please note that internship work is not a letter grade.

Professionalism. Part of the internship experience is to practice professional behavior. The professionals at the internship site, and your instructor, expect you to be reliable in working the days and times agreed to with your supervisor; to be dependable in performing the work assigned; to display a deferential attitude towards your supervisors and cordial demeanor to all; to keep personal information about clients and office staff confidential; to have a neat, clean, professional attire and appearance. A student who lapses in his her professionalism damages the opportunities of using his or her supervisor as a reference. He or she may jeopardize the internship site for future students.

Intern

Site Supervisor

Intern Coordinator