Political Science Internship Application

Credit is available for PLS 4275 (undergraduates) and PLS 5980 (graduate students) after completion of this Internship Agreement form with required signatures.

- Students will be billed tuition and fees for each credit hour of internship.
- The internship coordinator or department chairperson will determine the credit hours allowed for each internship, according to university policies. Undergraduates earn 1 credit, to a maximum of 12 credits, for every 40 hours of work. Pre-legal internships must meet any additional requirements set by Pre-Law Internship Coordinator. Graduate students earn 1 credit for every 40 hours of work, to a maximum of 3-6 credits, depending on their study plans; they should consult with the graduate coordinator and graduate intern coordinator.
- You must submit your internship application prior to the start of the term and complete requirements by the end of the term.

Evaluation
The internship coordinator determines your grade—either CR (credit) or NC (no credit). The coordinator will evaluate your internship based on the following:

- **Analytical Journal:** Narrative activity summaries (either by e-mail or hard copy) providing 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, submit your log, and be consistent. List the number of hours completed that week, and the cumulative hours put into your internship. Late logs are accepted only with prior approval.

- **Analytical paper:** By the last day of your internship, email the coordinator a 5-page paper (doubled-spaced, one-inch margins and with standard 12-point font), including the following:
  - An overview of your major tasks, duties and projects during the internship.
  - A discussion of the internship experience reflecting your knowledge of politics, government and political science.
  - An assessment of the internship experience, including the extent to which it has contributed to your knowledge of politics, government and/or policy, and your professional development

- **Letter of evaluation:** Your site supervisor must mail or email a letter of evaluation on letterhead from your internship office, directly to the internship coordinator. The supervisor should confirm that you have worked at a satisfactory performance level and that you completed the required number of work hours for academic credit.

**Professionalism:** Professional behavior is very important in your internship. Student who lapse in professionalism damages the opportunities to using their supervisor as a reference, and may jeopardize the internship site for future students. The professionals at the internship site and the internship coordinator expect you to:
1) Be reliable in working the days and times agreed to with your supervisor
2) Be dependable in performing the work assigned
3) Display a deferential attitude towards your supervisors and cordial demeanor to all
4) Keep personal information about clients and office staff confidential
5) Have a neat, clean, professional attire and appearance
Internship Agreement Form

This agreement establishes a relationship between Eastern Illinois University (referred to as the University) and the cooperating entity ________________________________ (referred to as the Entity).

Student Name: ____________________________ Student E#: ____________________

Student Email: ____________________________ Student Phone: ____________________

# of Credits: _______ # of clock hours: _______

Department Name: __________________________ Course Number: __________

Entity Supervisor: __________________________ Entity Phone: ____________________

Entity Email: ____________________________

Entity Address:
________________________________________  __________________________
(street) (city) (state) (zip)

Start date: ___________________________   End date: ___________________________

1. Responsibilities of the University
   a. Approve student selection of the Entity and for registration in the internship course.
   b. Provide liability coverage for students enrolled in the internship course.
   c. Provide an internship coordinator to act as liaison between the academic department and the entity who will:
      i. Maintain communication with the Entity and the intern
      ii. Assign the appropriate grade/credit for the internship course
      iii. Instruct students on the importance of confidentiality with respect to any services the Entity may provide its clientele
2. Responsibilities of the Entity
   a. Designate a staff member responsible for coordinating, directing, and supervising the intern’s experience. Such expectations include, but are not limited to, the following:
      i. Communicate with the internship coordinator as needed
      ii. Conduct evaluations of the intern in accordance with University expectations
      iii. Arrange for professional working space and appropriate facilities, as needed
      iv. Provide sufficient amount of work hours to complete internship expectation
      v. Notify the internship coordinator of any situation that may prevent the intern from successfully completing the internship
      vi. Orient the intern to all applicable policies and regulations of the Entity

3. Responsibilities of the Student
   a. Comply with all Entity policies and procedures concerning employee behavior and performance
   b. Submit all documents as required by both the University and the Entity as they relate to the application for, and completion of, the internship
   c. Complete the expected number of clock hours with the Entity as determined by the credits to be earned through the internship
   d. Behave in a manner that reflects the highest degree of ethical and professional conduct while performing the internship
   e. Report to the internship coordinator any conditions or occurrences that do not meet the professional expectations of the internship

________________________________________________________________________
Student signature                      Date                     Entity supervisor signature                      Date

________________________________________________________________________
Dept. Internship Coordinator          Date                     University Dept. Chairperson                      Date

________________________________________________________________________
University Dean                      Date

Upon Dean approval - please return Agreement to the Internship Coordinator.

Internship Coordinator - please submit electronic copy of completed Agreement to Career Services at the following email address careers@eiu.edu.