

## Political Science Internship Contract

The undersigned student will receive 3-9 credit hours in POL 495 (Internship) for serving as an intern at \_\_\_\_\_ for the following academic term \_\_\_\_\_.

In order to receive internship credit, the student must complete an internship portfolio that contains the following:

- 1) Résumé
- 2) Description of internship placement
- 3) Expectations essay – statement of goals for internship experience (~5 pages)
- 4) Daily journal
- 5) Post-internship essay – should address whether or not expectations/goals were met (~5 pages)
- 6) Informational Interview – student should interview someone at the internship to get a sense of what is involved in attaining and performing in his/her position
- 7) Supervisor evaluation - any sub-par evaluation may lead to an F and no internship credit

As an intern, you will be representing the University of Dayton and the Department of Political Science. Thus, it is expected that you will conduct yourself in a manner that is appropriate at all times. If at any time, it is discovered that the undersigned is behaving inappropriately while performing internship duties, the undersigned will fail the internship and receive no academic credit.

The undersigned students also understands that:

- 1) He or she will be serving as an intern in a voluntary educational experience, and will not be considered an employee of the organization sponsoring the internship, and thus, is not entitled to any compensation for services rendered, unless the sponsoring organization decides otherwise. The maximum amount of credit awarded for a paid internship is 3 credit hours;
- 2) The work schedule of the intern will require a minimum of 10 hours per week for 3 credit hours and a minimum of 20 hours per week for 6 credit hours;
- 3) The intern is expected to follow all of the instructions of the sponsoring organization and to observe all prevailing rules and regulations;
- 4) The Political Science Department's Internship Coordinator will be your primary contact person and will determine the final grade (Pass or Fail) and amount of credit to be received by the intern based upon an evaluation of the submitted portfolio;
- 5) The intern is responsible for observing all policies and regulations of the University of Dayton and the Department of Political Science governing academic requirements and internship arrangements.

Signature of Intern: \_\_\_\_\_.

Signature of Internship /Contact/Supervisor: \_\_\_\_\_.

Signature of Internship Coordinator: \_\_\_\_\_.

Signature of Department Chair: \_\_\_\_\_.