

Undergraduate Internship Guidelines

Department of Political Science

Mission

The purpose of the ECU Political Science Department's undergraduate internship program is to afford students an opportunity to integrate and apply academic knowledge and principles with practical job experience.

Eligibility, Requirements, and Responsibilities

All students who are political science majors at East Carolina University with at least a 3.0 grade point average in their political science courses are eligible to register for credit for internships. For approval of credit, all internships must meet the following criteria:

- (1) Internships must be related to experiences in practical politics or public administration. Any internship with an organization or office that does not share goals consistent with East Carolina University's mission statement will not be approved for credit.
- (2) The employer must provide supervised training and on the job learning experiences (at a professional level) for the student. Jobs that merely require the student to perform clerical or routine tasks are not considered internships. In addition, any internship that operates from a home office or includes personal errands as part of the job description is not acceptable.
- (3) The internship must run concurrently with the semester.

Internship courses include: POLS 4981 and POLS 4982 (Internship in Practical Politics) or POLS 4991 and POLS 4992 (Internship in Public Administration). For students willing to work additional hours in their internship and complete additional assignments, they may also register for POLS 4521 and POLS 4522 (Directed Readings). The three-credit or six-credit internship will count as an elective toward the fulfillment of degree requirements.

All prospective interns must complete the following requirements or meet the following conditions:

- (1) Meet with the undergraduate faculty supervisor to discuss the student's career goals and the type of internship that will be most valuable in helping the student achieve his or her career goals.
- (2) After meeting with the faculty supervisor, students must locate and secure the internship.
- (3) Upon securing the internship, students must have their internship supervisor complete the approval letter and return it to the professor supervising the internship before the semester's first day of classes.
- (4) Students must complete the ECU political science department's internship contract and sign a liability statement. All contracts must be signed by the student, the faculty supervisor, and the

chair of the political science department who must approve the contract before the student is permitted to register for the internship course. Contracts must be completed no later than one day before the official beginning of classes for the semester. Students should not start working at their internship until their contract has been approved.

(5) Upon completion of the internship, an evaluation form must be completed by the student's internship supervisor. Students are also required to complete and submit their academic work outlined in their contract to the professor supervising their internship by the last day of classes for the semester. Work submitted after the last day of classes may be subject to penalties as deemed appropriate by the professor.

(6) Internships may be paid or unpaid.

(7) A three-credit internship requires 125 hours of internship experience per semester. For six credits, students must complete 250 hours of internship experience per semester. Academic credit is awarded on a letter grade basis.

(8) Upon accepting an internship, students are expected to behave as professionals at the workplace. This means that student interns should *always* show up to work on time, dress appropriately, act friendly and courteously, and use good judgment (i.e., no excessively long lunch breaks, avoid the use of foul language, no offensive jokes, etc.). For additional information on what "to do" and what "not to do" when working as an intern, please see: http://www.stolaf.edu/services/ceI/students/Internships_Professionalism.html.

Additional Information

East Carolina University is committed to promoting a work environment free of sexual harassment. For information concerning sexual harassment policies, please see: http://www.ecu.edu/cs-admin/equity/upload/Sex_Harass_Policy.pdf.

A student who has been the victim of sexual harassment or a similarly serious dispute with the employer should contact his or her faculty supervisor immediately. The faculty supervisor will remove the student from the internship and make alternative arrangements for the student to earn credits in the internship courses. Conversely, any reports from an employer concerning sexual harassment committed by a student at the workplace or of another severe workplace infraction committed by a student will be treated seriously, and could result in failing grades for the student in their internship courses.

East Carolina University is an Equal Opportunity/Affirmative Action University and complies with the Americans for Disabilities Act (ADA). If you have special needs for a covered disability, please visit the Department for Disability Support Services located in 138 Slay, or call 252-737-1016.

**INTERNSHIP CONTRACT
DEPARTMENT OF POLITICAL SCIENCE**

Faculty Member

Peter L. Francia

Semester

“Agreement”

Request for special permission to enroll in the following:

Internship in Practical Politics

POLS 4981 (1 credit) _____; POLS 4982 (2 credits) _____

Experiential learning under academic supervision in a practical political setting.

Internship in Public Administration

POLS 4991 (1 credit) _____; POLS 4992 (2 credits) _____

Experiential learning under academic supervision in a public agency setting.

Directed Readings

POLS 4521 (1 credit) _____; POLS 4522 (2 credits) _____

An individualized program of directed research developed through student initiative in consultation with a professor as an extension of material offered through formal courses in the department curriculum.

I. To be completed by the student

Date: _____

1. Name _____ (please print)

Banner ID _____

2. Semester/Year to be Enrolled _____

3. Student's Major _____ Minor _____

Student's GPA _____ Local Phone # _____

Local address _____

4. Summary of prior course work in political science

<u>Course Number & Title</u>	<u>Instructor Name</u>	<u>Final Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If more, please attach sheet)

5. Justification for request (give reasons for desire to enroll in individualized study)

II. To be completed by instructor

1. Name Dr. Peter L. Francia
2. Type and amount of written work required

For a three-credit internship:

- Weekly journal summaries of internship work and activities.
- 10-page research paper on a topic related to the internship experience.

For a six-credit internship (i.e., internship with directed readings):

- Weekly journal summaries of internship work and activities.
- 20-page research paper on a topic related to the internship experience.

3. Please outline how students' work will be evaluated for grading purposes, including measurable expectations and outcomes
 - The evaluation from the student's internship supervisor (worth 40%). The student's internship supervisor must complete the evaluation form before a grade can be submitted.
 - Completion of the internship journal that summarizes the student's weekly activities (worth 20%).
 - The quality of the research paper (worth 40%). All papers must include a bibliography; cite at least three academic books and three academic journal articles; and include testimony from at least one interview with an expert from the office/agency/or department where the student completed the internship.
 - Failure to complete the above requirements by the semester's last day of classes will result in an "Incomplete" in the course. Academic penalties, including the possibility of a failing grade in the internship courses, will be assessed for work that is submitted "excessively late" (defined as 30 days or more past the deadline listed above).

Signature of Student Intern _____ Date _____

Signature of Faculty Supervisor _____ Date _____

Signature of Chairperson _____ Date _____

Liability Statement

If the student intern successfully completes the internship program, appropriate credit will be granted by the university. However, the daily managerial control and working conditions of the internship program are handled under the sole direction of the internship office/ agency/ department. Consequently, the university, College of Arts and Sciences, Department of Political Science, undergraduate internship supervisor, and/or professor supervising the internship do not have, nor can they assume, any liability relative to the protection of the individual intern. In light of the above, the intern is urged to review with the internship office/agency/department what employee benefits are made available to the intern (i.e. health and accident insurance, workmen's compensation, and liability insurance). If adequate benefits are not available, the intern may wish to make his/her own arrangements.

I hereby understand that East Carolina University, the College of Arts and Sciences at East Carolina University, the Department of Political Science at East Carolina University, the undergraduate internship supervisor (Dr. Peter L. Francia), and/or the professor supervising the internship does not have, nor can it assume, any liability relative to my protection during the internship program period.

Signature of Student Intern _____

Date _____

Approval Letter for Internship Supervisor

Dear Designated Supervisor:

Thank you for accepting the responsibility to supervise our student _____ during his/her internship at your office. Internships are a very important part of the education we provide to our students at the Department of Political Science at East Carolina University. Through carefully selected internships, we aim to offer to some of our best students the opportunity to work in and be a part of the activities of agencies, offices, and organizations so that they can combine real life experience with the study of related problems in politics and public administration.

Please take a few minutes to fill out this form, which is very important for assessing how effective this internship might be for our student. Upon completion, please send to Dr. Peter L. Francia via fax at 252-328-4134 or e-mail at franciap@ecu.edu. If you have any questions, do not hesitate to contact me at 252-328-6126. Thank you for your time.

What is your name and position within this organization?

How closely will you work with our student? (Please circle the appropriate selection.)

He/she will work closely with me.

He/she will work in the office (agency, organization) but not with me.

I will meet with him/her occasionally.

I will not work with him/her but I will supervise him/her anyway.

How many hours will the student work?

125 hours of internship experience per semester (but no more than 20 hours per week).

250 hours of internship experience per semester (but no more than 40 hours per week).

What kind of activities will the intern perform?

Please provide your contact information:

Supervisor's Name:

Phone: _____ Email: _____

Supervisor's Signature: _____ Date: _____

Student Intern's Signature _____ Date: _____

Evaluation Form

This form is to be completed by the student's internship supervisor. Upon completion, please return in the sealed, self-addressed envelope, or send to Dr. Peter L. Francia via fax at 252-328-4134 or e-mail at franciap@ecu.edu. The internship evaluation also may be completed over the telephone by calling Dr. Francia at 252-328-6126.

Evaluation form key: 1=unsatisfactory; 2=needs improvement; 3=satisfactory; 4=above average; 5=outstanding; NA=not applicable.

_____ Quality of work (accurate and thorough)

_____ Use of time (efficient/effective use of time to complete tasks)

_____ Initiative (ability to work independently)

_____ Verbal skills

_____ Writing skills

_____ Creativity

_____ Job judgment (ability to make appropriate work related decisions)

_____ Interpersonal relations/teamwork (effectiveness in working with peers and supervisors)

_____ Adaptability (ability to alter activities to accommodate change)

_____ Dependability

_____ Punctuality

_____ Attendance

_____ Problem solving/critical thinking skills

Strengths of intern:

Areas for improvement:

Additional comments:

Recent Placements

Capitol Hill intern for Senator Richard Burr

Capitol Hill intern for Rep. Virginia Foxx

Capitol Hill intern for Rep. Aaron Schock

Field intern for No Labels

Field intern for Aim Higher Now NC

Data specialist for the Goldsboro Fire Department