



**POLITICAL SCIENCE DEPARTMENT
POLI 493: Political Science Internship
CHECKLIST
(for student's own use only)**

___ 1: Are you eligible to enroll in POLI 493?

To be eligible for enrollment in POLI 493, you must have:

- Declared Political Science as a major, or Nonprofit Management and Administration, or Public Management minor
- Earned at least a GPA of 2.70 in the major
(If your overall GPA is less than 2.70, check with the Director of Internships)
- Completed **at least 9** credits at the 300-level or above in Political Science courses
(if you are unsure about whether you meet this requirement check with POLI Advising or Director of Internships)

___ 2: Have you read through and understood the course requirements for POLI 493?

___ 3: Have you secured an internship?

Check the websites listed on the Political Science Internship page, the Career Services HireVCURams or contact agencies that are of interest to you. If contacting an agency, state your interest in working with them and ask about their particular application process and required paperwork for securing an internship. Although many agencies do not have paid internships, they will accept interns working for academic credit.

___ 4: Have you submitted the Application and Agreement forms?

Fill out the Agreement Form (see below) and obtain a signature from your supervisor. You will upload this (as a PDF, gif, jpeg, etc.) to the online application form.

Fill out the online application form:

Summer: https://www.surveymonkey.com/r/VCUPoli_Interns_Summer

Fall: https://www.surveymonkey.com/r/VCUPoli_Interns_Fall

Spring: https://www.surveymonkey.com/r/VCUPoli_Interns_Spring

___ 5: Have you registered for your Internship credits?

If your paperwork is submitted on time and your internship is approved, you will receive an email from POLI Advising with instructions for adding the appropriate internship course to your semester registration. Only students registered for an internship course will receive academic credit for their internship.

Please Note: *The Internship is an academic course like any other. The grade is Pass/Fail only unless noted otherwise in the course syllabus. The credits will appear on your transcript and will be added to your tuition cost.*

**Outline of *Intern's Responsibilities*** (for complete details, please see the Course Requirements):

- Keep a **Time Log** signed weekly by the supervisor.
- Maintain a good working relationship with your supervisor.
- Keep Director of Internships updated on your progress as well as any issues you may encounter.
- Schedule a site visit for the Director of Internships, if requested.
- Write and submit the **Organization Report** by the due date.
- Write and submit the **Reflective Essay** documenting the learning experience within a broader context by the due date.
- Submit the **Final Portfolio** by the due date.
- Ask the supervisor to complete the mid-term and final intern evaluation by the due dates. You may share with them the forms in this application packet. Forms will be emailed to the supervisor by the Director of Internships and posted on Blackboard.

Responsibilities of the *Internship Supervisor*:

- **Sign** this Internship Agreement Form, indicating you have read and understood the responsibilities expected of you and the student.
- Set clear job responsibilities and expectations for the intern, and coordinate scheduling with him or her.
- With the intern, keep track of his or her hours and sign the time log weekly.
- Guide the intern in researching a brief history of the agency for the **Organization Report**.
- Complete a **Mid-Term Intern Evaluation** and a **Final Intern Evaluation** by the due dates. The evaluations will be considered in determining the student's final grade for the course. Grades will only be pass/fail unless noted otherwise in the course syllabus.
- Write a **letter of recommendation** for the intern.

If you have any questions please contact the Director of Internships:



Guidelines for Internship Success:

The internship is intended to meet two equally important objectives: to provide meaningful service to the community partner offering the internship and to give an important learning experience for the student. The following are suggestions for students on how to add to the success (and enjoyment) of the internship experience.

- Learn as much as you can about the organization for which you are working by reading more about it and the work it does.
- Recognize that an internship is a professional responsibility and should be treated in a responsible manner, e.g. be on time, dress professionally, complete tasks competently, and so forth. **Be sure to focus on the internship and not have your phone on while at work.**
- Remember that the work of your organization is confidential and should not be part of your conversation away from the worksite. This is very critical in some settings.
- Work out a schedule that is mutually agreeable with your sponsor. If you are attending classes and working another job, keep in mind that you may need to make some changes in scheduling in order to accommodate your internship. Set your schedule early – it is important to have some flexibility with your schedule. If you only have a window of a few hours a day or only 1 or 2 days a week, an internship for as many as 3 credits may not be possible for you to complete. **It is very important that you do your best to be on time and stay on the schedule you and your supervisor have established. Remember, your internship is your job. It is not acceptable to call at the last minute because you have other things to do. Treat your unpaid internship like a paid position.**
- Take the initiative to learn the needs of your sponsor and to provide productive work - **don't just sit back and wait to be told what to do.**
- Be alert to learning opportunities. If you see an opportunity that you would like to pursue but that requires the approval of your sponsor - ask. Learn from the routine and menial tasks (there are bound to be some), as well as, from the exciting events.
- If you have a problem in the working portion of your internship, don't let it fester. The first step is to deal with it in a professional manner with your immediate supervisor. If it cannot be resolved there, contact the Director of Internships for advice or assistance as soon as possible.

Do not hesitate to contact the Director of Internships if you need any assistance or just need to speak with someone about your internship. Remember, the role of the Director of Internships is to be available to students enrolled in POLI 493 and to provide students with a positive internship experience that is rewarding for the student, organization, and the Political Science Department.