

Please detach this page and return it to Dr. Carl Cavalli (338 West Main Hall) or the Department of Political Science and Criminal Justice (304 West Main Hall). Keep the POLS Internship Requirements page.

## POLS Internship Application Form

To insure prompt processing of this form, *please* print all information legibly.

Once this form is completed, your next step is to complete an Independent Study Form for POLS 4485a (3-hrs), POLS 4485b (6-hrs), or POLS 4485c (9-hrs)

### Student Information

Student Name: \_\_\_\_\_

Student e-mail address: \_\_\_\_\_

Degree Program (Circle one):    [BA/BS] [BA/BS-American Politics] [BA-International Relations] [Pre-Law]

**Note:** An internship is *not* required for **BA/BS** students. BA/BS students may complete an internship of three (3), six (6), or nine (9) hours, but no more than three (3) hours are accepted as *Political Science* credit (the rest is accepted as *elective* credit). **BS-American Politics** students are *required* to complete *two* six (6)-hour internships in two separate areas (see the Course Objectives section of the internship resources page for details). **BA-International Relations** students *must* complete six (6) to nine (9) hours of *either* study abroad or an international internship. **Pre-Law** students are *required* to complete a nine (9)-hour internship.

Semester (Circle one):            [ Fall ]        [ Spring ]        [Summer];    Year: 20\_\_\_\_

Course (Circle one):            [POLS 4485a (3-hrs)] [POLS 4485b (6-hrs)] [POLS 4485c (9-hrs)]

### Internship Information

**Note:** You *must* provide a name and contact information before you can register for an internship.

Supervisor's Name: \_\_\_\_\_

Supervisor's e-mail address: \_\_\_\_\_

Supervisor's address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

----- Do not write below this line -----

Letter of Agreement:	sent	received	
Added to WebCt:	_____		
Evaluation:	sent	received	Grade: _____
Book agreement:	_____		
Journal completed:	_____		Grade: _____
Paper submitted:	_____		Grade: _____

# POLS Internship Requirements

All internships in Political Science are governed by a uniform set of guidelines no matter the instructor. These guidelines are the following:

## 1. Contact Hours

- a. A **9 credit-hour** internship (POLS 4485C) involves at least **320** contact hours of in-service work.
- b. A **6 credit-hour** internship (POLS 4485B) involves at least **214** contact hours of in-service work.
- c. A **3 credit-hour** internship (POLS 4485A) involves at least **107** contact hours of in-service work.

## 2. Assignments

- a. Students must post daily **journal** entries detailing work assignments, experiences, and personal reflections on the POLS Internship WebCT site. A weekly account of hours devoted to the internship must be included.
- b. The student's immediate supervisor during the internship must complete an **evaluation** form. It is the student's responsibility to supply the instructor with the name and address of the supervisor by mid-term.
- c. Students must write a **paper** that is no less than 12 *full* pages (from the *top* of the first page to the *last line* of the 12th page) in length (stapled, double-spaced, 1-inch or smaller margins, 12-point or smaller font). The paper must (1) review a book relevant to the internship and (2) discuss how the actual in-service experience both corresponds to and differs from the scholarly account. The book must be selected in consultation with the instructor (a list of pre-approved books is available on the Political Science Internship Resources page – see URL below).

## 3. Major Requirements

- a. **BA/BS** Students are not required to complete an internship. **Up to three credit-hours** of any internship may be applied toward fulfilling the requirements of the Political Science AB/BS major, with the remaining hours counting as electives.
- b. **BA/BS-American Politics** students must complete **two six-hour** internships (POLS 4485B) in two of five areas: Interest groups, political parties, political campaigns, administrative offices, legislative/executive offices.
- c. **BA-International Relations** students must complete **six to nine hours** of *either* an international internship or a study abroad program. Please contact Dr. Dlynn Armstrong-Williams (dfarmstrong@ngcsu.edu) for information on international internships.
- d. Students in the **Pre-Law** Concentration are *required* to complete a 9-hour internship. All hours apply directly to the Pre-Law degree program.

## 4. Grading

- a. Supervisor's **evaluation** = 50% (10 points x 5)
- b. Term **paper** = 35% (10 points x 3.5)
- c. Daily **journal** = 15% (15 points)

All materials *must* be submitted by the last day of classes for the internship semester. Late submissions will be deducted one point per day.

### For more information:

Please see the **Political Science Internship Resources** page  
(<http://www.ngcsu.edu/cavalli/ps-intern.htm>)  
of the **Department of Political Science and Criminal Justice** web site  
([http://www.ngcsu.edu/Academic/Bus\\_Gov/Ps\\_cj/test/index.shtml](http://www.ngcsu.edu/Academic/Bus_Gov/Ps_cj/test/index.shtml))  
or contact **Dr. Carl Cavalli**  
(West Main Hall room 338, 706-864-1872, ccavalli@ngcsu.edu)