

WEST CHESTER UNIVERSITY DEPARTMENT OF POLITICAL SCIENCE

INTERNSHIP PROGRAM

Street Address:

**Attn: Internship Director
Ruby Jones Hall 205
50 University Ave.
West Chester University
West Chester, PA 19383**

**610-436-2743 (PSC Dept.)
Dr. Linda Stevenson 610-436-3162
Dr. John Kennedy 610-436-2701**

INTERNSHIP OVERVIEW/SYLLABUS

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(Effective Spring 2011)

**WEST CHESTER UNIVERSITY
DEPARTMENT OF POLITICAL SCIENCE
INTERNSHIP PROGRAM**

I. OVERVIEW

- A. The Department of Political Science offers students the opportunity to do internships. Such experiences take place outside the regular classroom environment. Their purpose is to provide students with field placement learning in organizational settings which reflect their career interests.
- B. Internships are intended for students to:
 - 1. explore various areas of career interest
 - 2. develop job-related skills and competencies
 - 3. contribute to the success of an organization
 - 4. build upon traditional classroom learning
 - 5. expand intellectual horizons
 - 6. grow professionally and personally
 - 7. enhance resumes and
 - 8. engage in networking

II. STUDENT ELIGIBILITY

- A. Internships are intended for highly qualified students who meet the following criteria:
 - 1. a major or minor in one of the Political Science tracks: General PSC, International Relations or Public Administration
 - 2. class status of junior or senior, or special approval by Internship Director and Department Chair
 - 3. overall G.P.A. of at least 2.5
 - 4. proper completion of the application process
 - 5. agree to all conditions set forth in this Internship Contract
 - 6. add the Internship credits no later than the official Add/Drop date of the term in which they will be carrying out the internship
- B. A total of 15 Internship Credits may be earned over the course of one's undergraduate studies in Political Science. These may occur during the Fall, Spring or Summer sessions. We highly recommend students choose internships during their junior or senior years of study, since it increases the potential for you to move from intern to employee if you are closer to graduation. These credits can be split up during these different terms (i.e. 9 credits in summer; 6 credits the following Spring semester). Since an Internship is not a formal course, internship credits do not fulfill the upper level course requirements for one's PSC electives.

- C. The usual internship workload equates to the following number of site hours for a Fall or Spring term (15 week semester); or Summer (# of hours can vary over Summer terms I and II (May – August) :

Credits of Internship	Fall/Spring Hours Per Week	Summer Total Hours Overall Per Credit
3	12	160
6	18	230
9	24	310
12	30	390
15	36	460

Students can work with the Internship Director to determine exact breakdowns of weeks and hours required to earn specific credits over the summer.

III. STUDENTS: INTERNSHIP CREDITS AND PLACEMENTS

- A. Internships are available in a wide variety of organizational settings. To start the process, students should schedule a meeting with the department's Director of the Internship Program (Dr. John Kennedy x2701, Ruby Jones 206; or Dr. Linda Stevenson x3162 Ruby Jones 106), and/or the Chair of the Department (Dr. Peter Loedel, x3435, Ruby Jones 205).
- B. Registration for Internship credits must be approved by the PSC Internship Director first, in order for them to clear registration hold with either the Chair or department secretary.
- C. Students are encouraged to pursue their own Internship assignments. However, all must receive the approval of the Director. The PSC Internship Director will also assist students in locating assignments that are suitable toward their interests.
- D. It is recommended that students have a resume prepared to share with the PSC Internship Director; make revisions if necessary, and send to the agency if they request it.

IV. FIELD SUPERVISORS AND STUDENTS: WORK REQUIREMENTS

The WCU Political Science *FIELD SUPERVISOR – STUDENT INTERN AGREEMENT*, found in Appendix I of this document must be filled out,

discussed and agreed to by the Field Supervisor and the Student Intern, and take the following conditions into account:

- A. Student responsibilities must be clearly delineated and work of a clerical nature should comprise no more than twenty percent (20%) of their overall time in the field.
- B. Students performing internships within a governmental agency are prohibited from engaging in political activity as part of their responsibilities. Internships that entail political activities are available, but must be independent from non-partisan, civic-oriented internships.
- C. Once begun, the student may not change to another assignment during the Internship without the approval of the Internship Director.
- D. The Internship is to be the equivalent of a job. Professional conduct is expected. Contacting one's workplace is expected if one needs to miss work because of illness, emergency, or any other reason, and the time missed must be made up.

V. FIELD SUPERVISORS AND STUDENTS: PERFORMANCE EVALUATION

- A. Field supervisors will be asked to complete an evaluation form from the WCU Political Science Department (**Appendix II**) relevant to the student's job performance. Factors used to evaluate this performance will include (but not limited to) the following categories:
 - 1) Fulfillment of work expectations: adherence to policies and procedures, attendance, punctuality
 - 2) Professionalism: appearance, attitude, dependability, integrity, judgment
 - 3) Learning and Skills Acquisition: aptitude for job's particular skills, oral and written communication, relations with others
 - 4) Quality of performance: able to conceptualize and organize assignments, work without supervision, be flexible, be productive

VI. WORK PERFORMANCE AND FIELD SUPERVISOR'S GRADING EVALUATION (Appendix II.)

- A. Supervisors are generally responsible for making the work performance evaluation and grade. The Director of the Internship Program, however, may make an independent assessment of all of these factors based on relevant data. Where the two judgments are in conflict, the assessment of the Program Director will prevail. Termination for cause from the agency will result in a failing grade for the internship.

- B. The Agency Supervisor should complete the required student evaluation form, sign it, and forward it directly to the Program Director. Except in extraordinary circumstances, the Agency Supervisor should not forward the evaluation form through the student. While it is expected that the Agency Supervisor will review the completed evaluation form with the student, it is not required that they do so.

VII. STUDENT EVALUATION AND ASSESSMENT (Syllabus):

Students' grades will largely be based on their performance in the internship (75%), as well as satisfactory completion of the following (25%):

- A. **Timesheet & Task Reports:** Students will record their tasks and hours worked on the timesheet & task reports, have them signed by their on-site supervisor, and then send them to the PSC Dept. Internship Director, weekly or bi-weekly. The Internship Director will conduct occasional on-site visits and/or call the site supervisor to assess how students and site supervisors are carrying out the Internship Contracts.
- B. **Two Short Reflection Papers:** Student Interns are required to type two (2) journal-style reflection papers over the course of the semester, which can be turned in via email, D2L and/or hardcopy (consult Director for details).
 - 1. The first paper (after approximately 20 hours) is to describe one's job responsibilities and what one is learning from the experience (2-3 pages).
 - 2. The second paper is to sketch out a diagram of the organization (organigram) to show how the office functions, who does what, etc., and write it up to show that you understand how the organization works (2-3 pages, + diagram). Due half-way through your internship term.
- C. **Final Paper:** At the conclusion of the internship, students are required to write a paper (min. 4 pgs) paper detailing their experiences, what they've learned and gained, and suggestions for improving the work environment. Most importantly, the paper should detail specifically how the work of the organization relates to a particular subfield in the Political Science discipline and/or something they learned in class and applied in the context of the internship. The paper should also relate the work the organization is doing to at least one published work from the related subfield in Political Science (i.e. Law office - legal or constitutional studies; Non-profit – how does this organization's work have an impact on their clientele, or public administration; State and local government - impact on policymaking or work for region represented).
- D. **Placement Evaluation:** Fill out and turn into PSC Internship Director. Will be confidential unless you specify otherwise. (See Appendix III).

APPENDICES:

- I. Contract (p.7)**
- II. Supervisor Evaluation (pp.8-9)**
- III. Student Evaluation (pp. 10-11)**

WEST CHESTER UNIVERSITY
DEPARTMENT OF POLITICAL SCIENCE
INTERNSHIP CONTRACT

I. FIELD SUPERVISOR – STUDENT INTERN AGREEMENT

- 1) To be completed and signed by Supervisor and Student,
- 2) A copy maintained at the Field Placement Office, and
- 3) by the 2nd week of placement, the original will be returned to the PSC Internship Director.

Student Intern, Field Supervisor, and PSC Internship Director all understand that the assigned duties and responsibilities must be performed in a timely fashion and at a level equal to or exceeding all standards and that the Student Intern will comport themselves in a professional manner, consistent with the norms and expectations of the internship organization.

Both the Field Supervisor and the PSC Internship Director will train, advise, and counsel the intern about the nature of the assignments as well as expected standards. Every effort will be made to help the intern have a successful experience. However, students who continually fail to remediate poor quality performance and/or unacceptable behavior will be withdrawn from the internship and be awarded a failing grade for the course.

II. INTERN RESPONSIBILITIES:

- a. Credits to be Granted: _____ Hours expected _____
- b. Internship Schedule:
 1. Days and Times: _____
- c. Internship Responsibilities:
 1. _____
 2. _____
 3. _____

DATE: _____ These stipulations are understood and agreed to by:

STUDENT INTERN

Name (printed/signed): _____
 Local Address: _____
 Phone(s): _____
 E-Mail Address: _____

AGENCY SUPERVISOR

Name (printed/signed): _____
 Name of Organization: _____
 Office/Placement Address: _____
 Phone(s): _____
 E-Mail Address: _____

II. WEST CHESTER UNIVERSITY POLITICAL SCIENCE FIELD SUPERVISOR EVALUATION FORM

The Political Science Department requests your cooperation by candidly evaluating the performance of the intern listed below who has been working in your organization this semester. Please return the form to: PSC Internship Director, Room 206, Ruby Jones Hall, West Chester University, West Chester, Pennsylvania, 19383; or by FAX 610-436-3580, or E-mail: Dr. John Kennedy, jkennedy@wcupa.edu or Dr. Linda Stevenson, Lstevenson@wcupa.edu. Thank you for your cooperation. If you have any questions, please feel free to contact the Director at (610) 436-2743.

Student Intern: _____

Name of Internship Organization: _____

1. Nature of Duties/Responsibilities Assigned:

- i. _____
- ii. _____
- iii. _____
- iv. _____

2. Were you able to expand the level and independence of this intern's responsibilities over time?

____ A large degree ____ A moderate degree ____ A slight degree ____ Not at all

3. Please assess the intern's attendance with respect to the expected assignment commitments.

____ Almost never late/absent; when was made appropriate professional contact prior thereto

____ Frequently late ____ Frequently absent ____ Frequently late and frequently absent

4. Please assess the intern's responsibility with respect to timeliness in meeting stipulated deadlines for completion of projects/assignments.

Met deadlines: ____ Almost always ____ Frequently ____ Infrequently ____ Rarely

5. Did the intern fulfill your organization's expectations with respect to its "culture" (dress, appearance, demeanor, communication skills, etc.)?

____ A large degree ____ A moderate degree ____ A slight degree ____ Not at all

6. Please rate the intern's ability to work in a team or with others.

____ Excellent ____ Very good ____ Good ____ Poor ____ N/A

7. Please rate the intern's communications (oral and written) skills.

____ Excellent ____ Very good ____ Good ____ Poor ____ N/A

8. How would you rate the intern's critical thinking skills?

____ Excellent ____ Very good ____ Good ____ Poor ____ N/A

9. From your perspective, what are the intern's greatest strengths?

10. From your perspective, in what area(s) does the intern need the most enhancement/skill development?

11. What final grade would you recommend for this intern?

A A- B+ B B- C+ C C- D F

Name (Please Print),

Name (Please Sign)

Date

12. Would you be willing to receive another intern in the future? ____ Yes ____ No
Why/ why not?

13 Other comments?

Thank you for your willingness to host an intern.

III. WEST CHESTER UNIVERSITY POLITICAL SCIENCE STUDENT INTERN EVALUATION FORM

The Political Science Department requests your cooperation by candidly evaluating your internship experience this semester. Please return the form to: PSC Internship Director Professor, Room 206, Ruby Jones Hall, West Chester University, West Chester, Pennsylvania, 19383; or by FAX 610-436-3580, or E-mail: Dr. John Kennedy, jkennedy@wcupa.edu or Dr. Linda Stevenson, Lstevenson@wcupa.edu. Thank you for your cooperation. If you have any questions, please feel free to contact me at (610) 436-2701.

Semester/Year: _____

Student Intern: _____

Supervisor: _____

Name of Internship Organization: _____

Organizations Address: _____

Job Title at Internship: _____

Number of Credits: _____

1) Please list job responsibilities in the order of time of spent on them:

- a) _____
- b) _____
- c) _____
- d) _____

2) To what degree was the locale itself a stimulating place to work:

____ A large degree ____ A moderate degree ____ A slight degree ____ Not at all

3) This experience provided me a realistic preview of my field of interest:

____ A large degree ____ A moderate degree ____ A slight degree ____ Not at all

4) I was able to assume additional responsibilities over time:

____ A large degree ____ A moderate degree ____ A slight degree ____ Not at all

- 5) The work environment encouraged me to provide feedback and input:
____ A large degree ____ A moderate degree ____ A slight degree ____ Not at all
- 6) I was treated on the same professional level as other employees:
____ A large degree ____ A moderate degree ____ A slight degree ____ Not at all
- 7) The work I did was challenging and stimulating:
____ A large degree ____ A moderate degree ____ A slight degree ____ Not at all
- 8) There was enough work to keep me busy:
____ A large degree ____ A moderate degree ____ A slight degree ____ Not at all
- 9) I feel that I am better prepared to enter the work world after this internship:
____ A large degree ____ A moderate degree ____ A slight degree ____ Not at all
- 10) I feel that a permanent job offer will develop from my internship experience:
____ A large degree ____ A moderate degree ____ A slight degree ____ Not at all
- 11) I feel that I can get a good reference from this organization:
____ A large degree ____ A moderate degree ____ A slight degree ____ Not at all
- 12) Would you recommend this internship site to other students?
____ Yes ____ No

Why/why not? _____

Other comments?