

**Department of Political Science  
University of Connecticut  
Information on Registering for POLS 3991**

Hello! Thank you for expressing an interest in receiving credit for your internship. Please note that you may earn **three credits** for an internship if you meet the following criteria:

- Have at least a **2.8 or higher overall GPA** by the time this application is submitted for review
- Have earned at least **54 credits** going into the internship
- Must guarantee that you will complete at least **126 hours** of supervised field work
- Your internship must be **substantially related to the field of law and/or politics** (we allow for paid internships, though “jobs” nor volunteer work do not qualify as an “internship”)

If you meet the above-mentioned criteria, then please complete the attached form/contract and submit it no later than the start of the semester in which you will be completing the internship. This deadline is more flexible for summer internships as the registration deadline is more flexible. Please refer to the Registrar’s website for information on summer registrations, including tuition and fees as a late fee may apply in certain situations.

*Please note that we do not offer credit for previous internships. You must complete the internship during the semester/Summer session in which you are enrolled.*

Completed forms and contracts may be submitted in the following ways:

- Email: [kimberly.bergendahl@uconn.edu](mailto:kimberly.bergendahl@uconn.edu)
- Leave hard copy in Kimberly Bergendahl’s mailbox located in OAK 409
- Arrange an appointment to meet via Advapp

All contracts will be verified before registration takes place. Once verification has been confirmed, you will need to pick up your registration form and bring it to the Registrar’s Office. If you are not a Political Science major, then you will also need to get your academic advisor’s signature. Registration does not take place through PeopleSoft. This is done so that your transcript will accurately display the exact internship placement. For summer internships, we can deliver your forms to the Registrar’s Office provided you understand that the Registrar’s Office will generate a fee bill for you once you are registered in the course. It is your responsibility to follow up on this.

After you are registered in the course, you will have access to HuskyCT. That site will provide you with the course syllabus and any additional information relating to the course requirements. Interns enrolled in POLS 3991 are expected to complete a portfolio that represents the work done throughout the semester/summer session. Parts of this portfolio include: An overview of your site location, an interview with your site supervisor, a journal of your daily tasks, at least three representations of the work you have done at your internship, and a short paper that provides an assessment of your internship. Successful completion of POLS 3991 requires a “Satisfactory” grade for this portfolio. Interns must also receive a “Satisfactory” evaluation from their site supervisors. The course grade for successful completion is “S” (“Satisfactory”). Any component that is incomplete or “Unsatisfactory” results in an “Unsatisfactory” grade for the course, thus no credits earned for the internship. This also includes not completing the minimum 126 hour requirement.

I hope this information has been helpful. Should you require additional information or have any questions, please contact: [kimberly.bergendahl@uconn.edu](mailto:kimberly.bergendahl@uconn.edu). Best of luck to you as you embark on this exciting practical learning experience!

**Academic Information Form**

**(Please note: You do not have to show this sheet to your site supervisor. This is just to verify your academic information)**

\*\*\*POLs internships are capped at 3 credit hours.\*\*\*  
\*\*\*Students must work at least 126 hours to be eligible for internship credits.\*\*\*  
\*\*\*Additional hours worked will not result in more credits\*\*\*

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

PeopleSoft ID#: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

Credit hours completed at START of internship semester (must be 54 or more)	Current GPA (must be 2.8 or higher)

(Information above will be verified in Peoplesoft before a student is permitted to enroll.)

Use space provided to explain your expectations for this internship opportunity:

**Internship Agreement**  
**Department of Political Science**  
**University of Connecticut**

Dear Intern and Site Supervisor:

Internships through the Department of Political Science are designed to aid a student's academic and professional development. Practical work experience helps the student cultivate skills necessary for a professional career, while the papers and journal (as compiled in a portfolio) encourage reflection and independent critical thinking. This is a contract between the intern, the site supervisor, and me, the internship advisor for Political Science. Once completed, it is the intern who is responsible for returning it to me so that the information on it will be verified before enrolling in POLS 3991 (the internship course offered through Political Science). Please feel free to contact me via e-mail with any questions or concerns.

Sincerely,

Kimberly R. Bergendahl, Ph.D.  
University of Connecticut  
Department of Political Science  
365 Fairfield Way, Unit 1024  
Storrs, CT 06269-1024

kimberly.bergendahl@uconn.edu

# Political Science Internship Agreement

Semester/Session and Year: \_\_\_\_\_

## I. Placement Information

Name of intern: \_\_\_\_\_

Internship placement: \_\_\_\_\_

Internship Supervisor's name: \_\_\_\_\_

Internship Supervisor's telephone: \_\_\_\_\_

Internship Supervisor's email: \_\_\_\_\_

### Weekly internship schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Number of hours						

Beginning date: \_\_\_\_\_

Ending date: \_\_\_\_\_

**II. Expected Duties and Learning Objectives:** Please use the space provided here or attach a separate sheet explaining the duties that will be performed during the course of the internship as well as the learning objectives for this internship experience. In particular, explain how the experience will enhance the intern's understanding of the law and/or politics:

### **III. Requirements for each party to this agreement:**

#### **Intern:**

The intern will arrive to work on time, arrange absences in advance and complete the hours specified on the previous page.

The intern will work diligently and complete all tasks to the best of his or her ability.

The intern will maintain communication with the site supervisor and the instructor if difficulties develop.

By signing this agreement, the intern acknowledges that dismissal will automatically translate to a grade of U for POLS 3991.

#### **Site supervisor:**

The site supervisor will provide a safe and friendly atmosphere, support in completing assigned tasks, and regular feedback on the intern's performance.

The site supervisor will notify the instructor if the intern is not completing the required hours or performing the assigned work.

The site supervisor can dismiss the intern for failure to meet the expectations of this agreement.

The site supervisor will submit a written evaluation of the intern. An evaluation form will be sent to the site supervisor no later than two weeks before the scheduled end date for the internship. Your signature on this agreement acknowledges this and constitutes assurance that it will be completed so that the intern's course grade be assigned in a timely fashion.

#### **Instructor:**

The instructor will be an available resource to the intern for any concerns regarding any aspect of the internship.

The instructor will work with the site supervisor and the intern to resolve any difficulties concerning the internship experience.

The instructor will send a reminder to the site supervisor prior to the deadline for the written evaluation.

### **IV. Signatures**

Intern: \_\_\_\_\_

Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_