

**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

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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: _____

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: