The Political Science Department strongly recommends the internship experience as a means of linking theory and practice, providing students with the opportunity to apply their classroom knowledge to better understand political processes in the real world. Internships also give students valuable exposure to potential future careers, and allow them to develop a reputation and experience with potential future employers. Internships are valuable in ensuring good job and career choices, and often facilitate more rapid advance in chosen careers.

This policy statement explains the expectations and the requirements of our internship program as well as the cooperative relationships among the sponsoring agency, the department and the student.

**INTERNSHIP GOALS**

1. The internship should provide the students with on-the-job experience, which is both practical and purposeful. The student should be able to apply skills and concepts learned in the classroom and acquire new competencies and understanding under the guidance of a supervisor or mentor in the sponsoring agency.

2. The internship experience should develop the student’s appreciation of professional quality, commitment and cooperation in work relationships and organizational practices.

3. One of the most important aspects of the student’s internship experience should be the opportunity to understand the WHY as well as the HOW of work performed within a specialized professional organization.

4. The internship should be part of an overall academic program based on individual learning goals and integrated professional experience that helps to link theory and practice.

The internship agreement is a commitment to a particular agency and should be honored. If, however, for some unforeseen reason the student must withdraw from the internship with the sponsoring agency, the intern must first contact the UMKC Internship Director and then talk with his or her supervisor at the sponsoring agency. The agency should have a two week notice of withdrawal.

This Policy Statement emphasizes the importance of cooperation and communication among the Department, the Agency and the Student Intern.
INTERNSHIP ELIGIBILITY REQUIREMENTS

In order to qualify for a Political Science Department internship, you must meet specific criteria.

- Be a Political Science major or minor
- Have completed at least 9 hours of Political Science courses
- Have good academic standing with at least a 3.0 GPA in Political Science courses
- Complete application materials

The Internship course number is PS 491. A typical internship is three credit hours and requires 10 hours of work a week. Internship credits count toward your major, and for the number of 300/400 level classes toward graduation. Internship opportunities can be found by the student, through the UMKC Career Center's website http://php.umkc.edu/career/, or by visiting the department office (Ann Hubbard, Administrative Assistant, 213 Haag Hall, who maintains a list of past and potential internship opportunities). Credit cannot be given for previous work done in an unregistered internship or part-time job.

Political Science 491 Internship Process Checklist

- Contact the faculty member who will serve as the Faculty Coordinator (typically Dr. Lyne, but can be any faculty member chosen by the student as long as faculty member agrees to supervise).
- Complete application for a political science internship
- Find an internship opportunity
- Contact agency and interview
- Decide on agency and verify with Faculty Coordinator
- Sign Initial Intern Agreement and return to Faculty Coordinator
- Get permission to register from Ann Hubbard (213 Haag Hall) and register for internship (PS 491)
- Begin internship
- If any problems arise, contact Faculty Coordinator immediately to discuss and resolve
- Submit Mid-Term Progress Report by Friday of 7th week of classes (electronically if possible)
- Submit End of Internship Progress Report (signed by agency supervisor)
- Prepare Individual Assessment/Narrative Reflection Paper (3-5 pages) and submit
- Prepare research paper related to internship experience and submit (10-12 pages)
- Receive course grade based on internship supervisor evaluation of internship performance and faculty coordinator evaluations of written work.
Internship Requirements and Grading Procedures

Your Internship file begins with the return of your:

- Application for a Political Science Internship
- Initial Intern Agreement. This should be completed in discussion with your agency supervisor during the interview process.

You will receive a letter grade in this course based upon the following:

- **Final Paperwork**
  
  **Your final paperwork will include:**
  
  1. Individual Assessment/Narrative Reflection (3-5 pages). Please report on:
     
     **Preparation** – How did your courses and class work prepare you for your internship? Describe specific topic, theories and ideas that were useful.
     
     **Knowledge and Skills** – What were the most important things that you learned during the internship? Relate this learning to specific activities and experiences in your internship.
     
     **Integration** – How would you evaluate your overall performance in the internship? Support your answer with specific examples.

     This will be worth **25% of your grade**.

  2. A research paper on a topic related to the substantive area in which you worked. For example, if you worked on an election campaign, you could write a research paper on any aspect of elections or campaigning. Or, if you worked for a specific agency, you could write a paper on the public policy areas the agency addresses. **THE TOPIC OF THIS PAPER MUST BE CLEARED WITH THE FACULTY COORDINATOR.** Student is responsible for contacting/meeting with Faculty Coordinator to gain approval of paper topic. This paper should be roughly 10-12 pages in length.

     This will be worth **40% of your grade**.

  3. End of Internship Progress Report (**10% of your grade**)

  4. Agency Supervisor Evaluations. At the end of your internship, the Faculty Coordinator will send an evaluation form to your supervisor who will assess your performance and return the evaluation to the coordinator. This evaluation will be worth **25% of your grade.**
Political Science Internship Application

Name____________________________________________Student ID Number_________________________

Address______________________________________City_______________________State_______Zip_____  

Type of Internship sought: (Example, Campaign, Government Office, Election Office ...)
_____________________________________________________________________________________

<table>
<thead>
<tr>
<th>Political Science Courses Completed</th>
<th>Current Semester Coursework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course # / Title</td>
<td>Grade</td>
</tr>
<tr>
<td>Course # / Title</td>
<td>Course # / Title</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Current GPA in Major ______________</td>
<td></td>
</tr>
</tbody>
</table>
Are you a Transfer Student?__________From which Institution?_______________________________________
Are you presently employed?____________If yes, how many hours per week?___________________________

Special skills or work experience?
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

What are your career objectives?______________________________________________________________
Are you planning to go to Graduate School?____________________________________________________

Why do you want from an Internship?
__________________________________________________________________________________________
__________________________________________________________________________________________
Initial Intern Agreement

Return to UMKC Internship Faculty Coordinator

Interns: Complete this form in discussion with your agency supervisor and return to Faculty Coordinator before you begin your internship. You are not officially approved to participate in an internship until this form is returned to your Faculty Coordinator.

Intern’s Name_____________________________________________________________________________________

Agency___________________________________________________________Phone__________________________

Supervisor____________________________________________Email Address________________________________

This agreement is effective from __________________________to__________________________________________

Hours per week__________________Paid Internship__________________Unpaid Internship___________________

Interns: Please briefly outline your primary goals for your internship, skills you hope to gain, experience you hope to acquire etc.____________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

Supervisors: Please provide a brief job description for this intern

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

Page 1 of 2
All parties understand that the Agency, UMKC, or Student may decide to terminate involvement with the particular Practicum or Internship experience at any time, but with timely notices to the other participating parties.

SIGNATURES:

Agency Supervisor:
Name___________________________________________________Title______________________________________
Company/Agency__________________________________________________________________________________
Address_________________________________________________City,State,Zip______________________________
Phone_____________________________________Fax____________________________________________________
X__________________________________________________________
Signature of Supervisor

Internship Faculty Coordinator:
Name___________________________________________________Title______________________________________
Phone_________________________________Fax__________________________________________________________Email___________________________________
Agreement: I have read the Policy Statement, completed the application and I understand my role and responsibilities as they pertain to participating in the UMKC Internship Program through the Political Science Department.

Student
Name___________________________________________________ID #____________________________________
Address__________________________________________________City,State, Zip____________________________
Phone___________________________Email____________________________________________________________
X_________________________________________________
Signature of Student

Return to UMKC Internship Faculty Coordinator BEFORE starting the internship
MID-SEMESTER INTERNSHIP PROGRESS REPORT
Return to UMKC Internship Faculty Coordinator by Friday of 7th week of classes

Today’s Date:___________________________

Name of Intern:_________________________________________________________________________________

Name of Employer:______________________________________________________________________________

Name of Supervisor:______________________________________________________________________________

Projects I am working on:

Specific Activities I have performed:

Things on which I have improved:

Things I would like an opportunity to do:

Additional Comments:

____________________________     _____________________________
Interns Initials        Supervisor’s Initials

Return to UMKC Internship Faculty Coordinator by Friday of 7th week of classes
END OF INTERNSHIP PROGRESS REPORT

Return to UMKC Internship Faculty Coordinator by Friday of last week of classes

Today’s Date: ___________________________

Name of Intern: _______________________________________________________________________

Name of Employer: _____________________________________________________________________

Name of Supervisor: ____________________________________________________________________

Projects Completed:

What I have learned; experience I have gained:

What is your perspective toward a career in your internship area?

Assess your current progress on achieving your goals:

In what ways has your supervisor contributed to your learning goals?

Things I would have changed:

Comments:

__________________      ______________________
Interns Initials        Supervisor’s Initials