

# Political Science Internship Packet

## GUIDELINES:

1. Visit the Political Science homepage and enter on Internships. You are responsible to print out the forms and must read Part I and Part II of Internships.
2. Internship application must be completed by the due date. (Fall – 1<sup>st</sup> Friday of August, Spring – 2<sup>nd</sup> Monday of November, and Summer – 2<sup>nd</sup> Monday of April). The student decides where to accept an internship.
3. Write and attach a one-page description of goals typed for your internship and information about your project at your chosen organization to the internship application.
4. All signatures must be completed before the internship may be started. The Dean will notify the Internship Coordinator when the Internship is approved for the student.
5. Your grade will be calculated from your weekly log submissions and the completion of your project for your organization which must be submitted to the Internship Coordinator in a timely fashion.
6. You must register for the credits and pay for them before starting the internship.
7. Email Dr. Wheeler ([wheeler@iup.edu](mailto:wheeler@iup.edu)) as soon as possible after you are situated at your internship location with: your name, internship location, telephone number, daily work hours, supervisor's name and telephone number, and project description.
8. Keep a journal of your thoughts/feelings, assignments, and growth areas. Send your submissions **each week** to Dr. Wheeler.

9. Before you receive a grade:
- a. Your student assessment of internship form must be completed and submitted to Dr. Wheeler.
  - b. A supervisor assessment of student form must be completed and submitted to Dr. Wheeler.
  - c. Your completed journal must be submitted to Dr. Wheeler for each week.
  - d. Your completed project document must be submitted to Dr. Wheeler.
  - e. An "I" grade will be assigned until all material is submitted from the student.

I have read and agree to follow the above criteria for my internship through the Political Science Department at Indiana University of Pennsylvania.

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Name

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Date