

**University of Richmond**  
**Department of Political Science**  
**PLSC388: INDIVIDUAL INTERNSHIP CONTACT FORM**

1. The primary objectives of Individual Internship are to apply political science theories and concepts in real political contexts as a form of experiential learning.
2. Students can receive internship credit when they enroll in PLSC 388 and complete a politically relevant internship, such as working for a state or national legislator, or a department, office, or agency that is part of the national, state, or local government in the United States or abroad.
3. To earn academic credits, the proposed internship must have an academic component. In addition to completing the required hours, students complete assigned readings, write summaries or reviews, journal about their experiences and complete a final paper as required by the supervising professor.
4. The student, the work supervisor, and the academic supervisor must complete this contract form *before* the internship begins. Registration in PLSC388 requires departmental approval and must be done before the end of the Add/Drop period.
5. Internship can be taken for 0.5 or 1 unit. The amount and type of work required will vary according to the number of hours taken, the subject matter to be studied, the research approach pursued, and the professor with whom the student works. A one-unit PLSC388 would require the equivalent amount of work as a typical one-unit lecture class (that is, 10 to 14 hours per week tasks on hand); a 0.5-unit version requires half of that amount of work.
6. The department also has organized internships for the spring (PLSC395: Virginia State Legislative Internship). Contact Dr. Daniel Palazzolo for more information.

**Intern Background Information**

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

School Address: \_\_\_\_\_ UR ID: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Year in School: \_\_\_\_\_ Major Field \_\_\_\_\_ Minor \_\_\_\_\_

## **Internship Information**

Agency or Organization \_\_\_\_\_

Work Supervisor \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **1. Work Component**

A. Nature of Tasks performed by the intern:

B. Learning expectations from these tasks:

C. Number of hours per week on site:

The above agreement has been mutually agreed upon by the intern and work supervisor. The work supervisor agrees to provide the intern with an orientation concerning relevant organizational arrangements, procedures, and functions. He/she will meet with the intern regularly and will be available for counsel and advice during the internship. The intern agrees to complete all work assignments promptly and to the best of his/her abilities. The intern accepts the obligation of confidentiality in his/her work and relationship with the work supervisor and agrees to familiarize himself/herself with and adhere to the appropriate standards of ethical conduct.

**2. Academic Component:**

Academic Supervisor \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

- A. Semester \_\_\_\_\_
- B. Number of Units (0.5 or 1 unit) for Internship \_\_\_\_\_
- C. List academic objectives of the internship, mutually agreed upon by academic supervisor and the intern.
  
- D. Indicate academic activities intern will be engaged in concurrently with the work experience.

The above agreement has been mutually agreed upon by the intern and the academic supervisor. They will meet periodically during the semester to discuss the internship experience and to assess the achievement of academic objectives.

When all parties are in agreement with this contract, they should affix their signatures below.

Intern \_\_\_\_\_ Date \_\_\_\_\_

Work Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Academic Supervisor \_\_\_\_\_ Date \_\_\_\_\_