**Instructions for Completing the POL Internship Contract**

Here you will find information for:

* The main expectations for you to complete your internship and
* Directions for you to complete specific sections of the POL Internship Leaning Contract.

**The Learning Contract**

There is an online learning contract for students in POL 4940.

Components of the learning contract include the following three sections:

* The **first section** of the learning contract includes information about the student, job, and employer.
* The **next section** includes information about learning objectives, learning activities and course grade evaluation, which will be outlined below.
* The **final section** includes information about the faculty supervisor.

**Learning Objectives**

“What do you hope to gain from your internship (i.e., specific skills, knowledge, experiences)?”

* In this section, list what you hope to carry away from your internship, the skills you wish to acquire, and the knowledge base you want to build during your experience.
* Consult with your onsite supervisor and POL Faculty Internship Supervisor to establish these goals.

In addition, the following learning objectives will be common for all Political Science

Internships, that is, the student will…

1. Demonstrate linkages between internship experiences and concepts in political science.
2. Show connections between internship experiences and vocational aspirations.
3. Express how internship experiences inform their understanding of political science issues.

**Learning Activities**

“What will you actually do at the internship that will help meet the Learning Objectives described above? This could include readings, research, writing, interviewing, shadowing other professionals, participating in organizational events and meetings, etc.”

* In this section, list the specific tasks you will be assigned as an intern. These tasks should clearly support your learning objectives.
* Consult with your on-site supervisor to establish the required duties.
* One of these activities must be periodic meetings with your on-site supervisor.

**Course Grade Evaluation**

“What will you provide to your faculty supervisor for grade evaluation (i.e., journal, paper,

portfolio, proposal, presentation, etc.)”

* This final section of the contract includes prescribed activities required of you for the “on-campus” graded portion of your internship. This section is already completed for you. The POL Faculty Internship Supervisor will describe these activities in detail when reviewing the contract with you.
* As part of your internship, you will meet several times with the POL Faculty Internship Supervisor throughout your internship to discuss the internship, questions and/or concerns. These meetings will help interns have a rich and rewarding learning experience.
* Your assignments will include three written papers.
* You’ll also be required to provide an evaluation of your site.
* And your site supervisor will evaluate your performance.

**Activities – Three Written Reports**

**Written Report 1 – Connecting Theoretical Knowledge to Experiential Learning**

*Political science in the news:*

* Locate, summarize, and reflect on three recent news articles related to political science as it is being applied in society. The news articles should be related to your internship’s area of political science.
* Discuss how the articles fit/do not fit with theory from coursework as well as what you experience on the ground in your internship.
* The details of this report should be discussed with the POL Faculty Internship Supervisor.

**Written Report 2 – Reflection: Gain insight into the political science profession**

Write a reflection on your experience in your internship. The report should address these questions and can be written in outline form:

* **Where did you intern?**
	+ Description of organization where you interned (name, its focus, services provided, its place in government if that applies, etc.)
	+ Describe and evaluate the following:
		- Mission (What is its purpose?)
		- Organizational structure and leadership (How is the organization led?)
			* If there is a board, who is on the board, how do they get on the board, how much veto power does the board have over the CEO or what the IGO or NGO does?
		- Financing (Where does the organization get its funding?)
		- Oversight (Who has jurisdiction over the place where you intern?)
		- Results (What are the stated accomplishments of the organization where you interned?)
* What did you do for your internship?
	+ Description of your job duties and job role.
	+ Description of how your job fits within the organization.
	+ Description of any special projects you completed as part of the internship.
* What did you learn about your objectives from your internship?
	+ Reflect on your learning objectives.
* What did you like/not like about your internship and why?
	+ What knowledge and skills were you able to gain?
* What did you learn about the political science professions?
	+ How did your internship contribute to understanding your vocation/calling?

Note: For this assignment, it is helpful to keep a journal during your internship so that you can

capture your experience in real time and reflect on the experience once the internship is complete.

**Written Report 3 – A Professional Development Plan**

* This report focuses on your Career Development.
* Here you will articulate your own goals, desires, and skills in relation to career paths in political science and related fields.
* Your professional development plan needs to include:
1. *An outline describing where you would like to go (your goals).* Here you answer questions like:
	1. What are your current goals for your career path?
	2. How do these goals fit your overall sense of vocation?
2. *An assessment of where you are presently.*
	1. To assess your present skills and knowledge, collect the on-site internship supervisor evaluation.
	2. And complete your own self-assessment of your performance in the internship.
	3. Then use the feedback from your internship and your own self-assessment, to answer the following questions:
	4. What skills/knowledge/experience do you have?
	5. What skills/knowledge/experience do you need to develop to move in the direction of your goals?
3. *An evaluation of what you need to move toward your goals.*
	1. Using the feedback and self-assessment from section two above, describe your plans for the next steps in your professional development.
	2. What actions can you take to begin to develop the needed skills?
4. *Documentation* – This section includes:
	1. A copy of the Internship Supervisor Evaluation
	2. Your Self-Assessment