

Radford University Department of
Political Science
Internship Manual
2021-2022



Internship Coordinator:
Dr. Paige Tan
HH 5307, Box 6945
E-mail: etan3@radford.edu

POLITICAL SCIENCE INTERNSHIP MANUAL 2021-2022

This manual includes the required paperwork to get a student signed up for a Political Science internship.

In addition, it can be the beginning of a conversation between student and supervisors about the goals of the internship and how it can be successfully navigated by all parties.

Students, please read the entire packet. Ask your agency supervisors to do so as well.

I. Philosophy and Objectives

The Political Science internship allows students to integrate concepts developed in the classroom with practice in public, non-profit, and private sector organizations. Participation in a Political Science internship will help students build their work experience and make connections that may lead to jobs in the future.

The major goals of the internship are for students to:

- Apply the theory and methods learned in their courses to the organization in which they work and make contributions to that organization;
- Develop their skills, where applicable, in critical thinking, oral and written communications, collaboration, understanding of diversity and global issues, problem solving, information literacy, and ethical citizenship;
- Enhance their professionalism and network.

II. Credit Hours and Work Hour Requirements

The credit hours for the internship will range from three (3) to a maximum of 15 hours credit. No more than 3 hours may be applied to the requirements for the major or minor.

Credit hours depend on the needs of the student and the organization. Internships may be paid or unpaid.

CREDITS	CONTACT HOURS
3	120
6	240
9	360
12	480
15	600

III. Minimum Academic Requirements

In order to participate in the program you must meet the following minimum requirements:

- A. 2.5 overall GPA;
- B. 2.5 average in political science;
- C. junior or senior standing.

IV. Professional Performance Criteria

In order to receive departmental approval to take POSC 485 you must demonstrate behavior that reflects responsible human relations skills, personal characteristics related to good job performance, and ability to function well without supervision.

V. Getting an Internship

Students should begin the process of setting up an internship in the semester prior to the semester in which you want to intern. Internships in federal agencies in summer often have application deadlines of October of the previous year. So, start early. At the latest, internships must go through the entire approval process (agency supervisor, faculty, department chair) by the end of add-drop in the semester the student wishes to perform the internship.

Step one is to think about your career goals or area of interest and about the type of agency (public or private, federal or state and local) in which you wish to work.

Next, you need to consider whether you wish to undertake an internship in another geographic area or remain in the Radford area. Some students choose to remain at school. Others prefer to seek an internship in their hometown or some other location.

The Department's website has information on internships. Find the Internship spreadsheet for a large selection of potential internship locales. Radford University's Handshake also has internship announcements from organizations specifically seeking Radford students.

Third, you should meet with the department's internship coordinator, Dr. Paige Tan. Contact Dr. Tan at etan3@radford.edu.

The following is excerpted from the website of Radford University Career Services. The Department of Political Science's definition of a legitimate internship is the same.

Radford University Career Services supports the National Association of Colleges and Employers (NACE) definition and criteria of an Internship.

NACE recommends the following definition:

"An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent."

Criteria for an experience to be defined as an internship according to NACE:

1. "The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.

4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship."

VI. A Handy Checklist

Checklist to assist you in finding and setting up an internship:

- Get information on potential internship sites and application procedures from the department website, Handshake, your personal network, or your own research.
- Discuss potential internship site/s with the department's internship coordinator to make sure the location will provide a suitable internship.
- Apply for the internship according to required procedures. Develop a resume. Get help from the department's internship coordinator AND the Career Center in readying your application materials, if needed.
- As you begin conversations with the organization about your internship, dress professionally. Dark, conservative colors are best. Remember to thank the potential sponsor for his/her time. Work with the sponsor/organization to develop a job description for your internship.
- Work with the internship coordinator to write an academic plan that incorporates your learning objectives and the job description. See instructions on the POSC website.
- Get the signatures on the letters of agreement required by the university (part of this document).
- Give a copy of the job description you have developed with your agency supervisor, along with the paperwork below to the internship coordinator, Dr. Paige Tan, at etan3@radford.edu.
- When POSC 485 shows up in your class schedule, pay your tuition as per normal.

VII. Some Possible Research Projects

Some possible research projects for the internship include building your knowledge in the area of politics concerned with the internships. So, a student working for banking lobbying organization might study interest groups in US politics. A student working in a Commonwealth's Attorney's office might study problems in the criminal justice system to augment the perspective gained in the internship placement. Another type of project is to complete work the agency has wanted to do but hasn't had the time or resources to perform.

VIII. Assignments and Evaluations

The student will complete assignments in keeping with the syllabus designed with the Internship Coordinator. The student will also be evaluated twice by the internship placement supervisor, once in the middle of the placement and once at the end. The supervisor and student should use conversations about the ratings as opportunities for learning and growth.

IMPORTANT: PLEASE NOTE: Students who do not receive a "Meets Expectations" or better final agency evaluation may not receive credit for the internship.

The faculty coordinator will use both the final agency evaluation and the student's grade on the academic part of the internship plan to determine the grade for the course.

A "C" grade means that the student fulfilled the minimum requirements for the course by completing all academic assignments and regularly attending work at the internship site. To receive a "B," assignments should demonstrate above average effort, quality and growth on the part of the student. A student can generally expect to receive an "A" grade if his/her work reflects exceptional personal growth, effort, and quality and the work goes beyond the requirements outlined in the internship plan. Students who receive a grade lower than "C" will not receive credit for the internship.

IX. Student Responsibilities

During the course of the internship, the student must:

- Arrange a work schedule with the agency representative and report the work schedule to the faculty coordinator during the first week of the semester;
- Report to the participating agency dressed and groomed in a manner suitable to the job;
- Make sure to include enough time in your schedule to fulfill whatever time commitment you have made to the agency;
- Be punctual and reliable--the agency representative must be contacted if you will be absent or late and all missed time must be made up;
- Complete all work assigned by the agency;
- Complete all course-related assignments in keeping with the course schedule.

In addition, interns should not:

- Use profanity under any circumstances,
- Become involved in gossip,
- Allow yourself to be put in a dangerous situation,
- Discuss sensitive information with non-agency people,
- Be argumentative or disrespectful.

Internships may be terminated if the student fails to fulfill his/her responsibilities.

X. Department Responsibilities

The department's faculty coordinator will work with students to find, apply for, and secure internships. S/he will grade the internship based on the professional and academic components. S/he will maintain open communications as

necessary with agency sponsors in order to assure a rewarding learning environment for student interns and a successful intern placement for the host organization.

XI. Agency Responsibilities

The primary responsibility of the internship agency is to permit the student to observe the agency's functions. In addition, it should schedule student's work, mentor and evaluate the intern's work, and ensure the intern's experience is productive.

The agency should:

- Provide a formal or informal training program to familiarize the student with the function and operation of the agency;
- Complete the agency section of the agency/student agreement and return it to the faculty coordinator;
- Assign a staff member to supervise the student;
- Determine, through mutual agreement, the number of working hours per week and make sure the student understands sign in and sign out procedures;
- Contact the faculty coordinator if the agency has any problems with the intern's performance
- Complete both a mid- semester and final evaluation of the student's performance and review the contents of the performance evaluation with the intern.

RADFORD UNIVERSITY/STUDENT/AGENCY INTERNSHIP AGREEMENT MEMO OF UNDERSTANDING

The purpose of this Memo of Understanding is to specify the academic internship goals, objectives, and expectations for the student identified below, as they relate to the requirements of his/her specific college/department at Radford University. This memo focuses on the academic expectations of the internship and is in addition to the Radford University/Agency Internship Program Agreement and the Student Internship Agreement.

STUDENT:

Name: _____

Major: _____ Student ID #: _____

Address: _____

Phone Number: _____ E-mail: _____

ACADEMIC INFORMATION:

Academic Internship: (Academic Area) _____

Hours of Academic Credit: _____ s.h. Credit Option (circle one) A/F P/F

Course Number: _____ Semester: _____

Faculty Experiential Learning Advisor: Dr. Paige Tan, Professor, Department of Political Science

Address: Box 6945, Radford University, Radford, Virginia 24142

Phone Number: 540-831-6958 E-mail: etan3@radford.edu

INTERNSHIP SITE INFORMATION:

Name of Internship Agency: _____

Site Supervisor: _____

Title: _____

Department/Address

Phone Number: _____ E-mail: _____

INTERNSHIP SPECIFICATION:

Period of Internship: From _____ to _____

Hours: _____ hours/week Total hours: _____

Intern's Position Title: _____

Rate of Pay (if applicable): \$_____ per _____

Radford University Internship Specifications and Expectations:

1. An internship is a supervised experience for students in a profit or not-for-profit work setting for a specified period of time (generally one semester).
2. Internships carry academic credit and can be paid or unpaid.
3. Internships must follow university policies concerning liability and insurance.
4. Internships may take place during the spring, summer, and/or fall academic sessions.
5. Academic internships are upper division learning experiences for students with more than 60 credit hours who meet the specific GPA and other requirements set by the supervising college or department. Academic internships must be supervised by a member of the teaching faculty.
6. Each individual student intern will have specified learning objectives, developed in collaboration with the internship site; and will be evaluated on those learning objectives.

The student's department/college will provide specific academic procedures, expectations, and assessment criteria for the student. These are contained in this document.

The Agency Agrees:

The Radford University/Agency Internship Program Agreement (or other approved agreement) serves as the overall partnership agreement between the Agency and the University. The University prefers that this agreement be on-going, but upon request from the Agency, will approve a "one-time-only" agreement for a single student. According to our records, your Agency's status is as follows (check one):

- An on-going Radford University/Agency Internship Program Agreement or other approved agreement is on file.
- A one-time-only Radford University/Agency Internship Program Agreement is on file.

The Memo of Understanding outlines the academic expectations of the student's college/department as related to this specific internship. Upon review and acceptance of the Memo of Understanding, the Agency Site Supervisor signs the Memo to formally "offer" the internship opportunity to this student.

The Student Agrees:

The student signs the Memo of Understanding to formally “accept” the internship offer. The Student Memo of Understanding outlines the expectations and agreements made between the student and the university and agency and the Memo of Understanding outlines the specific expectations of the student’s college/department as related to this specific internship.

- Signed Student Internship Agreement on file.

The University Agrees:

The University “partners” with the Agency through the signing of the Radford University/Agency Internship Program Agreement (or other approved agreement). The College/Department “partners” with the Agency and the Student through the signing of the Memo of Understanding.

Student Intern (print name clearly): _____

Signature _____ Date _____

Agency Supervisor (print name clearly): _____

Signature _____ Date _____

Faculty Internship Coordinator (print name clearly): _____

Signature _____ Date _____

RADFORD UNIVERSITY/AGENCY SITE EXPERIENTIAL LEARNING PROGRAM AGREEMENT

This Agreement is entered into this _____ day of _____ (month), _____ (year) between _____, hereinafter called “the Internship Agency” or the “the Agency” and Commonwealth of Virginia, Radford University, also called “the University.” WITNESSTH that the Internship Agency and the University, in consideration of mutual covenants, promises and agreement herein contained, agree as follows:

UNIVERSITY RESPONSIBILITIES

Throughout the duration of this agreement, Radford University will be responsible for:

1. Administering the internship program at Radford University by providing current information to both students and employers to assist in facilitation of internship agreements;
2. Reviewing and evaluating the proposed objectives of each individual student as they relate to the internship position description supplied by the Agency;
3. Providing the following documentation for each student intern: College/Departmental Requirements, Learning Objectives, and Student Internship Agreement;
4. Evaluating the student’s progress at least twice during the internship period;
5. Assigning the student’s grade for the internship after consultation with staff of the employing agency;
6. Addressing Agency concerns or problems related to the administration of the internship program as a whole, or of an individual intern.

AGENCY RESPONSIBILITIES

Throughout the duration of this agreement, the Agency will be responsible for:

1. Providing a job description(s) to be used by the university internship coordinator(s) and student(s) to determine appropriateness of the internship;
2. Providing the intern with periodic assessment of progress and a written evaluation of the intern no later than the last week of the internship;
3. Providing the intern with adequate information and instruction of safe, effective functioning in the workplace;
4. Making the final selection of internship students in accordance with the Americans with Disabilities Act and Equal Employment Opportunity statutes;

5. Furnishing the University with the name of a specific person within the agency to serve as a point of contact for liaison, communications, etc. (this may be specific for each student or a single individual for all students);
6. Abiding by state and federal laws applicable to employment;
7. Agreeing to receive no remuneration for this program.

TERMS OF AGREEMENT

1. This agreement becomes effective on the date of acceptance and signature by the University and the Agency. Unless otherwise indicated, it shall continue indefinitely unless cancelled or modified by either the University of the Agency. Cancellation or modifications must be put in writing and, except in extraordinary circumstances, should not effect an intern currently serving in an internship position.

Please check one:

- This agreement shall be reviewed annually or continue indefinitely unless cancelled.
- This agreement shall be in effect for the period of time specified below:

Begin Date: _____ End Date: _____

2. This agreement is not to be construed as an employment contract or promise of future employment.

The agreement documents shall consist of this signed agreement and any attached signed student intern agreements, all of which are incorporated herein.

The signatures below indicate agreement to the terms and conditions contained therein.

Agency/Company/Organization:

Representative's Name & Title: _____

Address:

Phone #: _____

Email: _____

Date: _____

Radford University

Director: Materiel Management & Contracts: _____

Date: _____

Statement of Equal Opportunity

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquires about this policy may be directed to the Director of Personnel/Equality Opportunity at 704 Clement Street. Telephone: voice (540) 831-5421; hearing impaired (540) 831-5128.

Please certify that you are an equal opportunity employer by signing the statement below.

I certify that _____ is an equal opportunity employer.

Agency Internship Site Coordinator Signature: _____

Title: _____

Date: _____

RADFORD UNIVERSITY

STUDENT INTERNSHIP AGREEMENT

Participants should read this Student Internship Agreement, complete all required information, and attach required documentation.

I, the undersigned student, agree to accept an internship with the agency named below. I enter into this internship agreement with the full knowledge that the internship agency has committed considerable time and resources so that I can enhance my educational experience through this program. I further agree to comply with the following statements of General Understanding.

STUDENT:

Name: _____

Major: _____

Student ID#: _____

ACADEMIC INFORMATION:

Sponsoring Department: _____

Hours of Academic credit: _____ Credit option (circle one): A/F PASS/FAIL

Course number: _____

Semester: _____

INTERNSHIP SITE INFORMATION:

Name of Internship Agency: _____

Period of internship: From _____ to _____

Hours per week: _____

Total hours: _____

Intern's position title: _____

Rate of pay (if applicable) \$ _____ per _____

Academic Internship: (Academic Area)

Course Number: _____

Semester: _____

INSURANCE VERIFICATION / PERSONAL INJURY STATEMENT

1. Does Intern have personal health insurance (individually purchased, through parents or through an employer)?

Note: Some internship sites require an Intern to have health insurance coverage (check one and initial, if no).

- Yes
- No, I do not have personal health insurance. I understand that any medical care, including emergency care, that I might receive will be my sole expense and responsibility. _____ (Intern initials)

2. Radford University students who are engaged in internships under the teaching supervision of University faculty, whether on or off campus are protected by the state's self-insured medical malpractice coverage or the state's self-insured liability coverage. The student must be engaged in activities which are in the approved course internship/practicum. Activities outside the approved course internship/practicum are not covered.

Personal Injury Statement: I agree to indemnify and hold Radford University harmless from any and all claims of injury to myself or any other person and/or damage to any property arising from or connected with my internship at the Agency named below.

_____ (position title) at _____ (Internship Agency)

GENERAL UNDERSTANDING

Intern will have the opportunity to participate in training and observation at the Internship Agency (or "Agency") in accordance with this agreement. Intern understands and agrees to abide by all requirements, provisions, terms and conditions of this Agreement in consideration for the opportunity to participate in an internship program at this agency.

1. Intern understands that he/she must follow all internship policies and procedures specified by his/her individual college and/or department.
2. Intern understands that he/she must be on the experiential learning site regularly and punctually. He/she has only the privileges allowed the regular employees of the agency and must not ask the Agency for or take time off from work for any university requirements without first obtaining the consent of the Faculty Experiential Learning Advisor and the Agency. Interns will not be allowed to take academic work for credit that conflicts with the regularly scheduled work hours of the internship.
3. Intern understands that the Agency retains overall supervisory responsibility for and authority over Intern's work effects and over all operational matters, and that Agency will maintain administrative and professional supervision of Intern at all times while Intern is present at the Agency. If Intern has any questions or concerns regarding Agency policies and procedures, the conduct of the program, Intern's duties in the program, or any other issues related to Intern's presence at Agency, Intern will consult with his or her Agency Coordinator or other supervisor at Agency. Intern agrees to work cooperatively with Agency staff to maintain an environment of quality learning.
4. Intern understands that he/she will not publish or permit others to publish any materials relative to any internship, which materials have not been previously reviewed and approved for publication by both the Agency and the University.
5. Intern understands that his or her opportunity to participate in an internship at the Agency is at the discretion of the University and at the ultimate discretion of the Agency, and that either -- University or Agency may, upon written notice to Intern and to the other party, immediately withdraw Intern at any time from an internship based upon any criminal or fraudulent activity on the part of the Intern, perceived lack of competency on the part of the Intern, Intern's failure to comply with the rules and policies of the University or Agency, Intern's failure to comply with the terms and

Radford University POSC Internship Student Performance Evaluation

Indicate if the evaluation is Mid-term _____ or Final _____ (check one).

Intern Name: _____

Agency Name: _____

Intern's Major Responsibilities:

Agency Representative: Please evaluate the student in each of the following areas with a checkmark in the appropriate box. Upon completion of the evaluation, please **review the results with the student in conference**. The review should emphasize major strengths as well as areas in need of improvement. The discussion area under each section is available to explain individual ratings. Please consider offering explanation particularly for those ratings falling below "Meets Expectations."

Internship Evaluation Categories and Outcomes				
Professional Dispositions				
Performance Domain	Non-performance	Needs Improvement	Meets Expectations	Exceeds Expectations
Gets to work on time				
Takes initiative				
Sets realistic goals				
Dependable				
Productive (quantity of work)				
Produces quality work				
Meets deadlines				
Responds well to feedback and instruction				

Able to work independently				
Acts ethically				
Collegial				
Has a positive attitude toward work				
Solves problems				
Avoids time wasters like personal social media/phone				
Dresses appropriately for the work setting				
OVERALL EVALUATION IN PROFESSIONAL DISPOSITIONS				

Use this space for explanatory notes; attach additional sheets if necessary.

Communication Skills				
Performance Domain	Non-performance	Needs Improvement	Meets Expectations	Exceeds Expectations
Communicates Effectively				

in oral interactions with supervisors and colleagues				
Communicates Effectively in oral interactions with clients / patrons /students				
Communicates Effectively in written interactions with supervisors and colleagues				
Communicates Effectively in written interactions with clients / patrons /students				
Communicates well with diverse audiences				
Communicates with sensitivity toward the feelings of others				
Additional areas of communication, if applicable (digital or giving presentations, for example)				
OVERALL EVALUATION IN COMMUNICATION SKILLS				

Use this space for explanatory notes; attach additional sheets if necessary.

--

Internship Hours Performance

Enter Total Number of Internship Hours Completed Here <hr/>	Percentage of Contract Hours Completed (Example: 126 hours completed of 140 contract hours equals 90%) <hr/>			
--	--	--	--	--

Agency Representative Printed Name & Title:

Signature: _____

Date: _____

Student Signature: _____

Date: _____

Upon completion, this report should be submitted to the Internship Placement Evaluation (midterm or final) folders in D2L or emailed to Dr. Paige Tan at etan3@radford.edu.