

**Department of Political Science
University of North Carolina at Charlotte**

**REQUEST FOR APPROVAL OF INTERNSHIP
POLS 3400**

I request permission to enroll for an internship in Political Science. I certify that I will complete the proposed project by the end of the semester for which I enroll. I have located a position suitable for an internship. Attached is a letter from the employer outlining the details of the internship. I understand that I will receive *pass/no credit grading* for the internship.

I understand that after submitting this form, the department's Internship Coordinator will issue a permit that allows me to register for this class. I understand that it is then my responsibility to register for this class, and that neither faculty nor staff has the authority to register students for classes.

Name _____ ID# _____

Local Address _____

E-mail Address _____

Employing Agency _____

Description of Duties _____

Credit hours 3 (enroll in POLS 3400A01) 6 (enroll in POLS 3400B01)

Semester Enrolled _____

Student Signature

Date

Approved:

Department Chair/Associate Chair

Date

POLS 3400
POLITICAL SCIENCE INTERNSHIP

Finding a position:

The Political Science Department will NOT help you find an internship. It is your responsibility to find such a position for yourself. There are several possibilities to investigate. Many students have earned internship credit for working on political campaigns, but something more than “envelope stuffing” must be part of the internship. Another possibility is work for a governmental agency, and again the work must be substantive. (Typists and file clerks, for example, are not eligible for internship credit.) Some students have had internships with public office holders such as congressional representatives, senators, or state legislators. Other students have found work in law offices. There are a multitude of other possibilities, and we are open to new ideas.

Registering for internship credit:

To receive permission to enroll in POLS 3400, you must submit the Internship Approval Form to the instructor along with confirmation IN WRITING from the employing agency. This confirmation must include: (1) starting date; (2) minimum hours to be worked; (3) description of duties; and (4) ending date. The confirmation from the employer is not a guarantee of permission to enroll in POLS 3400; the instructor must assess the value of the proposed internship before permission can be granted. Do not begin a job with the expectation of academic credit until the instructor has approved the project. You should make sure that the employer realizes that academic credit is being awarded for this work and that the employer agrees to submit a written evaluation of you when the work is completed. An internship is a three-way contract between the University, the employer, and you. All three must agree to the terms of the deal. Before you start the internship, you must also complete the Assumption of Risk and Release Form and submit it to the instructor.

Credit hours awarded:

POLS 3400 is offered as either a three-hour (A01) or a six-hour (B01) course. You must work a total of at least 150 hours on the internship to earn three credits or 300 hours to earn six credits. If the duties are only partly suitable for an internship (e.g. part of the job involves clerical work), you may be required to work more than the minimum to earn the number of credit hours you desire.

Written report:

The report is an in-depth examination of the internship. You should explain your duties in detail and relate what you learned on the job to what you have learned in other courses at the University. This is more than an essay on “How I Spent My Summer Vacation.” A chronological list of activities is tedious and unnecessary. The paper will be treated as confidential, so feel free to criticize the employer as necessary. The important thing is to tell what you learned, how you learned it, and how you will use that knowledge. If the internship was a bust and you learned nothing, tell the instructor

why it was so bad and how it would have been better. You are free to include anything with the paper in the way of supporting material. For example, a copy of reports and projects you worked on during the internship would be very helpful. However, you should include nothing in the paper or the supporting material which your employer would consider confidential. The paper for a three-hour internship should be a minimum of eight pages typewritten, double spaced, exclusive of supporting material. For a six-hour internship the paper must be a minimum of twelve pages in length. To prepare in advance for this paper, it is wise to keep a journal of your activities and thoughts about the work. This journal should not be part of the supporting material of your paper.

Employer's evaluation:

After your work is finished your employer or supervisor must submit a written evaluation of your work to the instructor. This evaluation may be a one- or two-sentence summary of his or her opinion of your performance or an in-depth appraisal. The document is open for your inspection.

Early termination:

Occasionally an internship is terminated before the work has been finished. If the instructor believes that you are not responsible for your termination you will receive a "W" for the course. If you completed 150 hours of work, but were enrolled for a six hour internship and the termination was not your fault, you will receive three hours credit instead of six. If you do not drop the course and you fail to live up to the internship agreement, the grade awarded will be an "F". In no instance will the University intervene between you and the employer. If the employer fails to live up to the agreement, you will not suffer a bad grade, but no further remedial action can be taken by the University.

Grade evaluation:

The grade in POLS 3400 is determined by the written report and the employer's evaluation. If the employer's evaluation is negative, it will weigh heavily in determining your grade. The weight given a positive evaluation will depend on its length and quality. A short evaluation saying you did a "good job" will force the instructor to depend entirely on your written report to determine your grade. However, an in-depth appraisal by the employer could count as much as 50% of your grade in the course. If the evaluation from the employer and the written report are not received by the end of the semester, you will receive an incomplete for the course. This is a pass/no credit course, but it does not count as one of the four pass/no credit courses you may take, and it does count toward the major or minor in Political Science. An outstanding performance can be rewarded with a grade of "H".

Name of Student: _____

Date of Birth: _____

(If student is under 18 years of age, a parent or legal guardian must also read and sign this form.)

**ASSUMPTION OF RISK AND RELEASE FORM
UNC Charlotte Political Science Internship**

Brief Project Description: POLS 3400: Internship

Semester:

Class/Instructor: POLS 3400

THIS IS A RELEASE OF LEGAL RIGHTS—READ AND UNDERSTAND BEFORE SIGNING.

I hereby agree as follows:

1. **Risks of Service Learning.** I understand that participation in the University of North Carolina at Charlotte Service Learning Project described above (the "Project") involves risk not found in study at the University. These include risks involved in traveling to and returning from the Project location (s) and risks that may arise not only from my own action, inaction, or negligence, but also from the action, inaction, or negligence of others, or the condition of the Project location (s) or of any equipment used. I also recognize that there may be other risks involved in participating in the Project that are not presently known or reasonably foreseeable. I understand that the University of North Carolina at Charlotte (the "University") does not require me to participate in the Project, but I freely choose to do so, despite the possible dangers and risks and despite this Release Form.

2. **Health and Safety.**

a. I warrant that there are no health-related reasons or problems that preclude or restrict my participation in the Project.

b. I am aware of all applicable personal medical needs. I have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the Project. I recognize that the University is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefor.

c. Should I require emergency medical treatment as a result of accident or illness arising during the Project, I consent to such treatment. The University may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses related thereto and hereby release the University from any liability for any such actions.

d. ONLY IF THE INTERNSHIP INSURANCE IS REQUIRED BY INSTRUCTOR: I certify that I have paid the required fee for participation in the University Student Intern Program.

Insurance Required

Insurance Not Required

3. **Standards of Conduct.**

a. While participating in the Project, I agree to comply with the University's rules, standards, and instructions for student behavior, including, but not limited to, those set forth in the UNC Charlotte Code of Student Responsibility and the UNC Charlotte Code of Student Academic Integrity. I waive and release all claims against the University that are caused by my failure to comply with such rules, standards, and instructions.

b. I agree that the University has the right to enforce the standards of conduct described above, in its role judgment, and that it will impose sanctions, including without limitation immediate disqualification from the Project, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the

University or the Project. I recognize that due to the nature of the Project, normally applicable procedures for notice, hearing, and appeal in student disciplinary proceedings at the University may not be feasible and therefore may not apply. I hereby waive all claims based on inadequate disciplinary procedures. If I am disqualified from the Project, I consent to reimburse the University for any funds I received from the University for participating in the Project, and I understand that I may be subject to further disciplinary action upon my return to the University.

c. I will attend to any legal problems that may result from my participation in the Project. The University is not responsible for providing any assistance under such circumstances.

4. Assumption of Risk and Release of Claims

Knowing the risks described above, and in consideration of being permitted to participate in the Project, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the Project. To the maximum extent permitted by law, I release and indemnify the University of North Carolina, the University of North Carolina Board of Governors, the University of North Carolina at Charlotte, and their officers, employees, and agents, from and against any present or future claim, loss, or liability for injury to person or property that I may suffer, or for which I may be liable to any other person, during my participation in the Project (including periods in transit to or from the Project location(s)).

5. Miscellaneous.

a. I agree that, should any provision or aspect of this Release Form be found to be unenforceable, that all remaining provisions of the Release Form will remain in full force and effect.

b. I represent that my agreement to the provisions in this Release Form is wholly voluntary, and further understand that, prior to signing this Release Form; I have the right to consult with the advisor, counselor, or attorney of my choice.

c. I agree that, should there be any dispute concerning my participation in the Project that would require the adjudication of a court of law, such adjudication will occur in the courts of, and be determined by the laws of, the State of North Carolina.

d. This Release Form represents my complete understanding with the University concerning the University's responsibility and liability for my participation in the Project, supersedes any previous or contemporaneous understandings I may have had with the University on this subject, whether written or oral, and cannot be changed or amended in any way without the written concurrence of myself and the University.

e. I represent that I am at least eighteen years of age or, if not, that I have secured below the signature of my parent or guardian as well as my own.

I have carefully read and understand this Release Form. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This agreement shall be governed by the laws of the state of North Carolina, which shall be the forum for any lawsuits filed under or incident to this agreement or to the Project.

X _____ Date
Signature of Participating Student

If Student is under 18 years of age:

I (a) am the parent or legal guardian of the above Student, (b) have read and understand the foregoing Release Form (including such parts as may subject me to personal financial responsibility), (c) am and will be legally responsible for the obligations and acts of the Student as described in this Release Form, and (d) agree, for myself and for the Student, to be bound by its terms.

X _____ Date
Signature of Parent/Guardian