University of North Georgia POLS Internship Application Form

Note: You must provide all the information below before you can register for an internship.
To insure prompt processing of this form, please print all information legibly.

<table>
<thead>
<tr>
<th>Student Information</th>
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<tbody>
<tr>
<td>Name: ___________________ ID Number: 900 ___________________</td>
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<tr>
<td>E-mail: <a href="mailto:___________________@ung.edu">___________________@ung.edu</a> Class (circle one): [Soph.][ Jr.][ Sr. ] Note: minimum 48 credits</td>
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<td>Street Address: ___________________ Phone: ___________________</td>
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<td>City: ___________________ State: _______________ Zip: _______________</td>
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Degree Program (Circle one): [BA/BS] [BA/BS-American Politics] [BA-International Affairs] [Pre-Law] [Other: _________ ]

Note: An internship is not required for BA/BS students. BA/BS students may complete a three (3), six (6), or nine (9) hour internship, but no more than six (6) hours are accepted as Political Science credit (the rest is accepted as elective credit). BS-American Politics students are required to complete two six (6)-hour internships in two separate areas (for details, see requirement #3 on the POLS Internship Requirements page, below). BA-International Affairs students are required to complete a nine (9)-hour international internship. Pre-Law students are required to complete a nine (9)-hour (2013 plan or earlier) or six (6)-hour (2014 plan or later) internship.

| Semester (Circle one): [ Fall ] [ Spring ] [Summer]; Year: 20____ |
| Course (Circle one): [POLS 4485a (3-hrs)] [POLS 4485b (6-hrs)] [POLS 4485c (9-hrs)] |

Internship Information

| Supervisor’s title and name: ___________________ |
| Supervisor’s e-mail address: ___________________ |
| Supervisor’s phone number: ___________________ |
| Supervisor’s organization and address: ___________________ |

Agreement Letter: [sent] [received] Added to Vista: Evaluation: [sent] [received] Grade: ______|
Book agreement: ___________________ Grade: ______ Paper submitted: ___________________ Grade: ______|
Journal completed: ___________________ Grade: ______
POLS Internship Requirements

All internships in Political Science are governed by a uniform set of guidelines no matter the instructor. These guidelines are the following:

1. Contact Hours
   a. A 9 credit-hour internship (POLS 4485C) involves at least 320 contact hours of in-service work.
   b. A 6 credit-hour internship (POLS 4485B) involves at least 214 contact hours of in-service work.
   c. A 3 credit-hour internship (POLS 4485A) involves at least 107 contact hours of in-service work.

2. Assignments
   a. Students must post daily journal entries detailing work assignments, experiences, and personal reflections on the POLS Internship Desire2Learn (D2L) site. A weekly account of hours devoted to the internship must be included.
   b. The student’s immediate supervisor during the internship must complete an evaluation form. It is the student’s responsibility to supply the instructor with the name and address of the supervisor by mid-term.
   c. Students must write a paper that is no less than 12 full pages of text (from the top of the first page to the last line of the 12th page). Title and reference (and any other non-text) pages do NOT count towards this minimum. The paper must be double-spaced, with 1-inch or smaller margins, and 12-point or smaller font. The paper must (1) review a book relevant to the internship and (2) discuss how the actual in-service experience both corresponds to and differs from the scholarly account. The book must be selected in consultation with the instructor (a list of pre-approved books is available on the Political Science Internship Resources page – see URL below). The book and any other sources must be properly cited and referenced using the APA style. Grade Scale: 10 points. Automatic deductions: 1 point per day late; 1 point per page short of 12 full pages; 1/2 to 1 point for formatting requirements.

3. Major Requirements
   a. BA/BS Students are not required to complete an internship. Up to three credit-hours of any internship may be applied toward fulfilling the requirements of the Political Science AB/BS major, with the remaining hours counting as electives.
   b. BA/BS-American Politics students must complete two six-hour internships (POLS 4485B) in two of five areas: Interest groups, political parties, political campaigns, administrative offices, legislative/executive offices.
   c. BA-International Affairs students are required to complete a 9-hour international internship.
   d. Students in the Pre-Law Concentration on a 2013 or earlier plan of study are required to complete a 9-hour internship. Students on a 2014 or later plan of study are required to complete a 6-hour internship. All hours apply directly to the Pre-Law degree program.

4. Grading
   a. Supervisor’s evaluation = 50% (10 points x 5)
   b. Term paper = 35% (10 points x 3.5)
   c. Daily journal = 15% (15 points)

All materials must be submitted by 5pm on the last day of classes for the internship semester. Late submissions will be deducted one point per day.

For more information:
Please see the Political Science Internship page:
Go to http://ung.edu/psia, select “Student Resources”, and then select “Internships” (http://ung.edu/political-science-international-affairs/student-resources/internships.php)

For help finding an internship:
1. From the above page, select the “Internship Resources” tab; or
2. Go to http://ung.edu/career-services and select “Internships”.

Dahlonega Campus Contacts:
Dr. Carl Cavalli (Hansford Hall room 338, 706-864-1872, Carl.Cavalli@ung.edu): BA/BS, Pre-Law, American Politics
Dr. Jonathan Miner (Hansford Hall room 331, 706-867-3533, Jonathan.Miner@ung.edu): International

Gainesville Campus Contact:
Dr. Dwight Wilson (Strickland Building room 158, 678-717-3936, Dwight.Wilson@ung.edu)