If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact Carl D. Cavalli at carl.cavalli@ung.edu or 706-864-1872.

POLS BS/Pre-Law/American Politics Internship Application Form

NOTE: This form is for ***NON***-INTERNATIONAL/***NON***-SECURITY internships **ONLY**. For *other* internships, please contact: International - Dr. Jonathan Miner (Jonathan.Miner@ung.edu); Security – Dr. Edward Mienie (Edward.Mienie@ung.edu)

You *must* provide *all* the information below before we can enroll you in an internship.

Please complete and return this page to…
POLS BS, American Politics, or Pre-Law applicants: **Dr. Carl D. Cavalli** (Carl.Cavalli@ung.edu, 338 Hansford Hall);
Gainesville (all) applicants: **Dr. Trey Wilson** (Charles.Wilson@ung.edu, 202 Strickland Building).
Keep the **POLS Internship Requirements** page (below).

Student Information

NOTE: Firefox does *not* support drop-down boxes. Make sure the pre-filled boxes below (Degree, Course, Class, Semester, Year) are accurate. If not open in Acrobat and make correct selections.

Name: _____ ID Number: 900_____

Degree (choose one): BS-Pre-Law Class (choose one): Junior **Note**: minimum 48 credits

Street Address: _____ E-mail: _____@ung.edu

City: _____ State: _____; Zip: _____

Phone: _____ Semester (choose one): Spring; Year: 2021

Course (choose one): POLS 4485A (3 credits)

Note: An internship is *not* required for **BS** students. 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 *must* complete *two* six (6)-hour internships in two separate areas (see requirement #3 on the POLS Internship Requirements page, below). **Pre-Law** students *must* complete a six (6)-hour internship.

Internship Information

Supervisor's organization: _____

Organization Address: _____

_____

_____

Supervisor's name and title: _____

Supervisor's phone number: _____

Supervisor's e-mail address: _____

----------Department use only: Do not write below this line----------

Agreement Letter: [sent] [received] Added to D2L: _____
Book agreement: _____ Evaluation: [sent] [received] Grade: _____
Journal completed: _____ Grade: _____ Paper submitted: _____ 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. **BS** Students are not required to complete an internship. **Up to six credit-hours** of any internship may be applied toward fulfilling POLS electives in the major area, with the remaining hours counting as general electives.
   b. **BS-American Politics** students must complete ***two* six-hour** internships (POLS 4485B) in two of five areas: Interest groups, political parties, political campaigns, administrative/judicial/legal offices, legislative/executive offices.
   c. **Pre-Law** students are *required* to complete a 6-hour internship.

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, from the "Student Resources" menu, select "Internships"
(http://ung.edu/political-science-international-affairs/student-resources/internships.php)

For help finding an internship:

1. From the above page, look for the "Internship Resources" tab; or
2. Go to http://ung.edu/career-services and select "Internships".

Contacts:

Dahlonega campus: Dr. Carl Cavalli (Hansford Hall room 338, 706-864-1872, Carl.Cavalli@ung.edu)
Gainesville campus: Dr. Trey Wilson (Strickland Bldg room 202, 678-717-2259, charles.wilson@ung.edu)