



## POLITICAL SCIENCE INTERNSHIP FORMS TABLE OF CONTENTS

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<b>Form 1 .....</b>	<b><u><a href="#">Internships for Credit, Internship Process, Intern Responsibilities, &amp; Policies</a></u></b>
<b>Form 2 .....</b>	<b><u><a href="#">Academic Requirements &amp; Timeline Checklist</a></u></b>
<b>Form 3 .....</b>	<b><u><a href="#">Sponsor Requirements</a></u></b>
<b>Form 4 .....</b>	<b><u><a href="#">Contract For Blanket-Numbered Courses</a></u></b>
<b>Form 5 .....</b>	<b><u><a href="#">Intern/Sponsor Agreement</a></u></b>
<b>Form 6 .....</b>	<b><u><a href="#">Intern’s Mid-Term Self Evaluation</a></u></b>
<b>Form 7 .....</b>	<b><u><a href="#">Sponsor’s Mid-Term Evaluation</a></u></b>
<b>Form 8 .....</b>	<b><u><a href="#">Intern’s Final Self-Evaluation</a></u></b>
<b>Form 9 .....</b>	<b><u><a href="#">Sponsor’s Final Self-Evaluation</a></u></b>
<b>Form 10 .....</b>	<b><u><a href="#">Student Evaluation of Internship Program</a></u></b>



## POLITICAL SCIENCE INTERNSHIPS FOR CREDIT

All students majoring in Political Science are required to complete an internship which can involve working with state, federal, and local officials, in law offices, and with national and international organizations.

An internship has two components: PS 410, which can involve from 2-12 credits, and PS 406, for two credits, involving reading and writing assignments. Only four credits of PS 410 may be applied to the PS major; additional credits can apply toward general upper division requirements needed for graduation. Minors in Political Science can apply up to six credit hours toward their departmental requirements.

There are several ways to get an internship. You can create it through personal contacts in an area of interest; check the bulletin board outside the PS office for an extensive list of internship opportunities, and check our online source list; or brainstorm with the Internship Director, Professor David Bernell. Your internship must be approved by the Internship Director in order for you to sign up, and earn credits.

You need to meet with the Internship Director the term before you want to do an internship. If you already have an internship opportunity, meet with the Internship Director to complete the necessary paperwork to receive credit. If you do not have an internship, meet with the Internship Director to discuss ways to get one. Before you meet with the Internship Director, you need to watch a brief video clip about internship requirements which can be found on the Political Science internship webpage at: <http://oregonstate.edu/cla/polisci/advising/internship/>.

## THE INTERNSHIP PROCESS

1. Secure your internship and get the Internship Director's signature to sign up for course credits. Contact **MUST** be made with the Political Science Internship Director before approval will be granted for registration. Political Science office staff will then remove the registration block, which will allow you to register for the internship credits. You must then register for these credits.
2. Sign up for PS 410 for a maximum of 12 credits (only four credits can apply toward the major) and PS 406 for two credits. Professor Bernell will serve as your instructor for both PS 410 and PS 406, and he will provide you with your reading and writing assignment for PS 406.
3. Students can receive one credit of PS 410 for every 30 hours of work completed at the internship. Students should enroll in PS 410 *and* PS 406 during the terms in which they have an internship. It may be the case that your internship work schedule does not correspond with the academic calendar (for example, you might work August through November on a political campaign). Don't worry about this; see the Internship Director about when to sign up for credits.

[Back to Top](#)

## RESPONSIBILITIES OF THE INTERN

### A. During the first week:

Complete the *Intern/Sponsor Agreement* with your sponsor, and return it to the Political Science office.

### B. Journal:

Throughout the internship keep a journal. It is a forum in which you can record your daily activities and accomplishments, but more importantly, perceptions, reactions, and insights you might have as a result of your workday experience. You should use the journal to reflect on new ideas or insights that you have; to elaborate on some aspects of your internship experience; and to engage in a critique of your education by making connections between your coursework, your life experiences, and your internship experience.

The journal is confidential, and will not be shown to your sponsor. As the journal provides part of the basis of your final grade, you should pursue this task diligently, i.e., the journal must contain more than a list of daily activities.

### C. Mid-Term Evaluations:

Complete an *Intern's Mid-Term Self-Evaluation*, compare it with your *Sponsor's Midterm Evaluation*, have the sponsor sign both forms, and return them to the Political Science office no later than halfway through the internship.

### D. During your last week:

- Give the *Sponsor's Final Evaluation* form to your sponsor with a request to complete and return it back to the Political Science office.
- Complete the *Intern's Final Self-Evaluation*, and return it to the Political Science office no later than Monday of finals week.
- Turn in your journal.
- Turn in your PS 406 assignments unless you have arranged for an incomplete with the Internship Director.

**DURING THE ENTIRE PROCESS, PLEASE CONTACT THE OFFICE STAFF OR THE INTERN DIRECTOR IF YOU HAVE QUESTIONS OR DIFFICULTIES.**

## POLICY ON INCOMPLETES

1. Remember that no grade will be assigned in PS 410 until you complete PS 406 requirements.
2. Incompletes are an option for students who make satisfactory progress, and find themselves in circumstances that preclude them from finishing the work on time.
3. Incompletes are only given after consulting with the Internship Director.
4. The student has one calendar year to finish the class. If the student fails to complete the work within **one year**, the grade will automatically become an "F."

[Back to Top](#)



## WHAT IS REQUIRED OF INTERNS

For your information, in order to receive credit for internships, students must:

- A. Work at least 60 hours in total at your internship for a minimum of two (2) PS 410 credits.
- B. Submit Mid-Term and Final Self-Evaluation forms, and Journal.
- C. Complete reading and writing assignments for PS 406 (a 2-credit reading course that must be taken with PS 410).
- D. Internship paperwork graded by the Internship Director based on the *Mid-Term* and *Final Evaluation* forms, daily journal, and all requirements for the reading course PS 406. All internship requirements for PS 406 and PS 410 must be met before the grade is assigned for the internship.

## TIME LINE CHECK LIST

- ① Prior to registration:
  - Meet with Internship Director
  - Obtain signatures and turn in *Contract* forms for PS 406 and PS 410 (Form 4)
  - Obtain registration clearance from PS office staff
  - Register for PS 406 and PS 410 online
  
- ② **First week of internship:**
  - Turn in *Intern/Sponsor Agreement* (Form 5)
  - Start Journal
  
- ③ Half-way through internship, turn in:
  - Mid-term *Intern's Mid-Term Self-Evaluation* (blue Form 6)
  - Mid-term *Sponsor's Mid-term Evaluation* (pink Form 7; Sponsor does this)
  
- ④ Finals week of internship, turn in:
  - Journal
  - Intern's Final Self-Evaluation* (gray Form 8)
  - Sponsor's Final Evaluation* (lavendar Form 9; Sponsor does this)
  - Student Evaluation of Internship and Political Science Program* (Form 10)
  - Final PS 406 assignments
  
- ⑤ Internship for more then one quarter:

Students doing an internship that extends beyond one quarter need to register for additional PS 410 credits, but not for additional PS 406 credits. *NOTE: No grades will be given unless all PS 406 and PS 410 assignments are submitted in entirety.*

[Back to Top](#)



## INTERNSHIP SPONSOR REQUIREMENTS

The Political Science Internship Program is intended to help students bridge the gap between practical experience and formal education, and to provide them with the opportunity to use skills they have acquired in the classroom. Interns should be looked upon as contributing staff members and given appropriate responsibilities and assignments in such areas as research, report writing, planning, administration, and public contact. Most interns serve for 10 weeks, although some students may be able to serve for a longer period. They may earn a maximum of 12 credits for the internship, and two credits for a required reading class.

These guidelines have been written to clarify the relationship among interns, sponsoring organizations, and the Political Science Department at Oregon State University. Throughout the process, please feel free to contact the Internship Director in the Political Science office concerning questions and/or problems.

In addition to daily supervision, internship sponsors have three specific tasks so that students may receive internship credits:

1. **By the first week of internship**, decide with the intern what his/her responsibilities will be, and complete the *Intern/Sponsor Agreement*. Keep a copy, give the intern a copy, and have the intern return the original to the OSU Political Science office.
2. **Halfway through the internship**, complete the *Mid-Term Evaluation*, discuss it with the intern (see the last question on the form), then sign it, and return it to the Political Science office at OSU.
3. **At the end of the internship**, please fill out the *Sponsor's Final Evaluation* form. All your comments are **totally confidential**; the intern will not see them. Your written evaluation should address the following:
  - A. The intern's strengths and weaknesses in the internship (be as specific as possible);
  - B. Any other comments you care to make about the intern or the internship.

Please send the form to the Intern Director, Department of Political Science, Oregon State University, 307 Gilkey Hall, Corvallis, OR 97331-6206.

Many students want a letter of reference for future use. Because the *Sponsor's Final Evaluation* form you send is confidential and **not** intended as a letter of reference, you may want to talk to the intern about your preferred method of handling a letter of reference if you want to write one.

[Back to Top](#)



**CONTRACT FOR BLANKET-NUMBERED COURSES**

*\*\* No More Than 12 Hours May Count For Majors \*\**  
*\*\* No More Than 6 Hours May Count For Minors \*\**  
 {PS 402/502; 403/503; 405/505; 406/506; 410/510}

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Course No. \_\_\_\_\_ CRN \_\_\_\_\_ Credits \_\_\_\_\_

Term \_\_\_\_\_ Year 2008

Brief Description of Project/Internship \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Signature of Supervising Instructor

**CONTRACT FOR BLANKET-NUMBERED COURSES**

*\*\* No More Than 12 Hours May Count For Majors \*\**  
*\*\* No More Than 6 Hours May Count For Minors \*\**  
 {PS 402/502; 403/503; 405/505; 406/506; 410/510}

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Course No. \_\_\_\_\_ CRN \_\_\_\_\_ Credits \_\_\_\_\_

Term \_\_\_\_\_ Year 2008

Brief Description of Project/Internship \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Signature of Supervising Instructor



**INTERN/SPONSOR AGREEMENT**

(Send or bring the original of this form to the Political Science Dept.  
 by the first week of the internship. The intern and the sponsor should each keep a copy also.)

**General Information**

Name \_\_\_\_\_ Student ID No.: \_\_\_\_\_

Email Address \_\_\_\_\_

Academic Major \_\_\_\_\_ Class Standing (*circle one*): Fr Soph Jr Sr

Campus Address:

Address during Internship:

\_\_\_\_\_  
Street

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

Telephone: ( ) \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Internship Organization _____	
Address _____	Supervisor during Internship: _____
Street _____	Title _____
City, State, Zip _____	
Telephone: ( ) _____	Telephone: ( ) _____

Work Schedule (Hours/Days):

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

This agreement is for: Fall Winter Spring Summer 20\_\_\_\_

Inclusive dates of employment (if known): \_\_\_\_\_

Credits to be awarded for internship: PS 406 \_\_\_\_\_ PS 410 \_\_\_\_\_

Faculty Advisor for PS 406: \_\_\_\_\_ Term/Year Registered: \_\_\_\_\_

[Back to Top](#)





**INTERN’S MID-TERM SELF-EVALUATION**

This form is to be completed and returned no later than halfway through the internship  
(or Monday of Final Exam Week, if this is not the first term the student worked for you.)

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date of Evaluation

\_\_\_\_\_  
Sponsoring Agency

\_\_\_\_\_  
Sponsoring Supervisor

The purpose of self-evaluation is to encourage you to think about yourself, and your work performance in a constructively critical and accepting frame of mind. It is suggested that you attempt to look at yourself from your supervisor’s, as well as the agency’s, point of view (if possible), and make frank, honest comments.

A. ACCOMPLISHMENTS and/or IMPROVEMENTS:

What progress have you made toward meeting your learning objectives?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. What are your greatest strengths in relation to the organization?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. WORK QUALITY: Evaluate the reliability, accuracy, and neatness of work produced.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Intern \_\_\_\_\_

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Date of Evaluation \_\_\_\_\_

D. INITIATIVE: Evaluate the combination of job interest, dedication, and willingness to extend yourself to complete assigned tasks.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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E. DEPENDABILITY: Evaluate the degree to which you can be relied upon to persevere and carry to completion assigned tasks. Also evaluate your attendance and punctuality.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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F. JUDGMENT: Evaluate your ability to make well-reasoned, sound decisions which affect your work performance.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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G. TEAMWORK: Evaluate your working relationship established with fellow employees in the working environment.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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[Back to Top](#)

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Intern

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Date of Evaluation

H. PERFORMANCE SUMMARY:

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I. DEVELOPMENT: What specific action can you suggest to help improve your performance? How can your supervisor, help?

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J. How does your evaluation compare with that of your supervisor?

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Signature of Intern

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Date

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Signature of Sponsor

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Date

[Back to Top](#)



**SPONSOR’S MID-TERM EVALUATION**

This form is to be completed and returned no later than halfway through the internship  
(or Monday of Final Exam Week, if this is not the first term the student worked for you.)

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date of Evaluation

\_\_\_\_\_  
Sponsoring Agency

\_\_\_\_\_  
Sponsoring Supervisor

The purpose of this evaluation is to help the intern learn from his/her experience. You can help the intern develop to his/her full potential by (1) Communicating personally, honestly, and frankly on performance improvements you desire or believe to be necessary; (2) Recognizing and commenting on exceptional performance; (3) Listening to the intern’s feelings about his/her performance; and (4) Suggesting specific courses of action to help the intern improve in the needed areas.

A. ACCOMPLISHMENTS and/or IMPROVEMENTS:

What progress has the intern made toward meeting his/her learning objectives?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. What are the intern’s greatest strengths in relation to the organization?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. WORK QUALITY: Evaluate the reliability, accuracy, and neatness of work produced.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Back to Top](#)

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Intern \_\_\_\_\_

---

Date of Evaluation \_\_\_\_\_

D. INITIATIVE: Evaluate the combination of job interest, dedication, and willingness extended by the intern to complete his/her assigned tasks.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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E. DEPENDABILITY: Evaluate the degree to which the intern can be relied upon to persevere and carry to completion assigned tasks. Also evaluate his/her attendance and punctuality.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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F. JUDGMENT: Evaluate the intern's ability to make well-reasoned, sound decisions which affect his/her work performance.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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G. TEAMWORK: Evaluate the working relationship established by the intern with fellow employees in the working environment.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

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Intern

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Date of Evaluation

H. PERFORMANCE SUMMARY:

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I. DEVELOPMENT: What specific action can you suggest to help the intern improve his/her performance? What can the intern do? How can you, as supervisor, help?

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J. How does the intern's evaluation compare with that of yours?

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Signature of Intern

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Date

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Signature of Sponsor

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Date

[Back to Top](#)



**INTERN’S FINAL SELF-EVALUATION**

*(This form is to be completed and returned  
no later than **Monday of Finals Week.**)*

\_\_\_\_\_  
Intern’s Name

\_\_\_\_\_  
Date of Evaluation

\_\_\_\_\_  
Sponsoring Agency

\_\_\_\_\_  
Sponsoring Supervisor

The purpose of having you evaluate yourself is to encourage you to think about yourself and your work performance in a constructively critical and accepting frame of mind. It is suggested that you attempt to look at yourself from your supervisor’s and the agency’s point of view (if possible) and make frank, honest comments.

A. ACCOMPLISHMENTS and/or IMPROVEMENTS:

What progress have you made toward meeting your learning objectives?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. What are your greatest strengths in relation to the organization?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. WORK QUALITY: Evaluate the reliability, accuracy, and neatness of work produced.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INTERN'S FINAL SELF-EVALUATION (CON'T.)**

\_\_\_\_\_  
Intern's Name

\_\_\_\_\_  
Date of Evaluation

D. **INITIATIVE**: Evaluate the combination of job interest, dedication, and willingness to extend your self to complete assigned tasks.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. **DEPENDABILITY**: Evaluate the degree to which you can be relied upon to persevere and carry to completion assigned tasks. Also evaluate your attendance and punctuality.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. **JUDGMENT**: Evaluate your ability to make well-reasoned, sound decisions which affect your work performance.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. **TEAMWORK**: Evaluate your working relationship established with fellow employees in the working environment.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Back to Top](#)





## SPONSOR’S FINAL EVALUATION

Intern	Date of Evaluation
Sponsoring Supervisor	Sponsoring Supervisor Phone No.

Please rate your intern on the qualities listed below on a scale of 1-5. 1 being poor, and 5 being excellent.

Intellectual Ability:	1	2	3	4	5
Independence of Thought:	1	2	3	4	5
Judgment and Maturity:	1	2	3	4	5
Industry and Motivation:	1	2	3	4	5
Effectiveness of Oral Communication:	1	2	3	4	5
Work Quality:	1	2	3	4	5
Initiative:	1	2	3	4	5
Dependability:	1	2	3	4	5
Ability for Teamwork:	1	2	3	4	5

Please use the additional space below, and on the reverse side for your written evaluation of the intern.

Please return this form to: Internship Director, Political Science Department, Oregon State University,  
 307 Gilkey Hall, Corvallis, OR 97331-6206.

[Back to Top](#)

