



ACADEMIC CREDIT FOR INTERNSHIP

POLITICAL SCIENCE (POS4941)

NOTE: Application forms must be submitted no later than the third day of classes in the term in which the internship is done to the Academic Coordinator for the Department (533 Bellamy).

Qualified students can earn academic credit for an internship in public service organizations or government-related offices or agencies. In addition to their work duties, interns also meet regularly with the Faculty Internship Director (ID) and/or instructor of record, and complete a research project and other assignments stipulated by the ID. Responsibility for finding an appropriate internship position rests with the student. Interns are expected to do useful, professional staff work and are not to function as clerks, runners, typists, receptionists, etc. Internship credit cannot be earned for one's established employment. To be eligible for credit, an internship must run the full semester; in the case of summer internships, this implies the 13-week session.

PREREQUISITES

Those seeking credit under Political Science (POS4941) must have completed at least 60 hours; 15 of those with a C- or better in political science, including POS3713; and a GPA of 3.0 overall or in political science courses. Political Science internships must be government-related.

RESTRICTIONS

It is a violation of the Academic Honor Code for a student to register for subsequent internship credits for a placement in the same office, agency, or under the same supervisor as a previous internship. As such, this will result in a grade of F for the current internship. Students may register in one semester for 3 political science credits and in another for 3 political science credits so long as the two internships are different. The maximum amount of internship hours allowed for POS4941 is 6 credit hours. Retroactive credit cannot be granted for an internship.

Internship credits outside of the department (ISS, IA, Econ., PA) cannot count toward the Political Science major or minor. Political Science minors cannot count Political Science internship credits toward their minor requirements.

PROCEDURES

Once you have secured an internship, to apply for academic credit, complete the attached form and have your job supervisor read the letter addressed to them and complete their form. Return both forms to the Academic Coordinator in the Department of Political Science (Elisa Kuchvalek, 533 Bellamy). The Department reserves the right to limit the number of students allowed to undertake internship credits, and reserves the right to decline enrollment in the internship program if applications are received after the last day of the drop-add period.

During the fall and spring semesters, the group of interns may be asked to attend in-person or virtual meetings (via Zoom) with the Internship Director/Instructor of record. If you are unable to attend these meetings, you must make alternative arrangements with the Director/Instructor. All other communication with the instructor will be via Canvas and/or email.

In either case -- whatever semester you are doing your internship -- it is your responsibility to remain in contact with the instructor, to make sure all assignments are turned in on time, so as to fulfill the requirements for the course.

APPLICATION FOR ACADEMIC CREDIT FOR INTERNSHIP

Submit this completed form to the Academic Coordinator in Political Science no later than the third day of classes of the internship term. Retroactive credit cannot be granted for an internship.

Name _____	EMPLID*** _____
Semester/Year of internship _____ (Fall, Spring, Summer)	FSU email _____

Please indicate how many credits you wish to be approved for: 3 hours _____
6 hours _____

Agency/Location where internship will be done _____
Description of work to be done (Supervisor form should include details)

I have read the material regarding internships and understand the course requirements:
-- Work at least 20 hours per week for 6 hours credit; at least 10 hours per week for 3 hours credit (An internship should span the entire semester; in summer it must be at least the 13-week A session)
-- Attend scheduled group meetings with the faculty internship director (During the AY of 2020-2021, all meetings will be held remotely, via Zoom)
-- Write a research paper and complete other assignments as stipulated by the faculty director. (This may include securing the work evaluation from the job supervisor)
Signed _____

*** Please note that unintentional disclosure of sensitive information, such as social security numbers, etc., may occur through electronic transmission of this form. Avoidance of such unintentional disclosure cannot be guaranteed, and sender may prefer to use alternative methods to electronic mail (i.e. facsimile, postal mail) to transmit sensitive or confidential information. ***

DEPARTMENT USE ONLY	
Number of hours completed _____	Approved / Disapproved
GPA _____	Notification
15 hours in Political Science _____	Date registered
POS3713 _____	



Department of Political Science
Phone: (850) 644-5727
FAX: (850) 644-1367

Florida State University
Tallahassee FL 32306-2230

Dear Internship Supervisor:

We appreciate your participation in the internship program directed by the Department of Political Science at FSU. We expect that this will be a positive experience for all concerned and stand ready to do whatever we can to make that so. You may be familiar with our internship program, but I'd like to take this opportunity to review some of the aspects that pertain directly to you as the intern's supervisor.

- Your intern is applying to receive academic credit for her/his work with you this semester. Most interns also take regular courses in addition to the internship. Part of the requirements for those credits may mean that they attend meetings held at FSU. The student will inform you if this is the case.
- As a student of Florida State University, s/he is entitled to reasonable accommodations as provided by the [University Attendance Policy and the ADA](#), and is responsible for adhering to expectations of integrity outlined in the [University's Academic Honor Policy](#).
- Toward the end of the semester, you will be asked to give a written general evaluation of the intern's performance and to grade her/him. A form will be provided for this purpose.
- Part of the student's grade is based on a research project done under the guidance of the Internship Director. While you are in no way responsible for assisting with that project or the paper the student writes, you may be in a position to provide data or organizational history that could aid the student. It is the student's responsibility to seek the information they need, but we ask your cooperation to the extent possible.
- Interns are considered pre-professionals and, as such, should be given meaningful tasks that relate to the core purpose of your organization. While answering the phone or filing paperwork can be a part of nearly any job, those clerical type functions must not be the primary activity of an intern. The purpose of the internship is that the student gains practical experience that augments coursework. The assignment must enable the student to learn about decision making, influencing public policy, government operations, public service and advocacy, and the like. Interns are expected to do useful, professional staff work and are not to function as clerks, runners, typists, receptionists, etc.
- Monetary payment is at the discretion of the organization.

PLEASE RETAIN THIS LETTER FOR YOUR FILES.

Please complete the accompanying form and give it to your intern to submit with her/his application form. Again, let me express the Department's sincere appreciation for your participation in our internship program. If we may be of service in any way, please feel free to contact us at 850-644-5727, adriscoll@fsu.edu or ekuchvalek@fsu.edu.

Amanda Driscoll, Ph.D.
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Director of Internships (Political Science)
Florida State University
adriscoll@fsu.edu

Elisa Kuchvalek
Academic Coordinator, Political Science
Florida State University
ekuchvalek@fsu.edu

INTERNSHIP SUPERVISOR INFORMATION

This form is to be submitted with the intern's application form.

Intern's Name _____ EMPLID _____

To be completed by the internship supervisor:

Begin and end dates (month/year is sufficient) _____

Number of hours to be worked per week _____

Office/organization name _____

Location (city/state) _____

Will the intern's primary location be Tallahassee? Yes No

If NO, stipulate where _____

Names and Titles of: Senior official in this office/organization _____ Intern's immediate supervisor _____ Immediate supervisor's phone _____ FAX _____ Immediate supervisor's e-mail _____

Description of duties: (Please be specific as to the nature of the duties. This information allows us to determine whether the activity is appropriate for receiving academic credit as the student has requested. Attach a separate page if preferable.)

- I have read the letter accompanying this form.
- I hereby verify the accuracy of the information given above.
- This intern will have an experience of a paraprofessional nature. Clerical tasks will not be the primary function of the assignment.
- I understand that I will be asked to evaluate this intern's performance and that my comments will be considered in assigning the intern's final grade.

Immediate supervisor's signature _____ Date _____

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