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Graduate Internship Syllabus
Political Science 5370
Cecilia Castillo

Office: UAC #355J; Office Phone: 512-245-3991; Residence: 512-295-2429
Hours: By appointment
e-mail: cr09@txstate.edu

Objectives: This course is designed to give students a "hands-on" experience in the workplace. When the intern finishes the course, he/she should have a working knowledge of the professional workplace, some marketable job skills, and several contacts with professionals working in his/her field. In addition, he/she should be able to produce a research product integrating theoretical constructs and applied workplace knowledge.

Grading Criteria: Grading criteria reflect a combination of research, writing, and job performance skills. Percentages as are follows:

60% Performance
This includes work performance as documented by the on-site supervisor at mid-term and the end of the semester. Maintaining contact with the instructor of the course and promptly returning the appropriate paperwork are important parts of the performance component.

25% Research Paper
Regardless of performance grades, if a student doesn’t have the minimum source requirements on the research paper, he cannot receive an "A" for the course.

10% Synopsis and Journal

5% Thank you letter to supervisor

Internship Semester Schedule
Week 1-2
Placement & Paper Work
*Interview for an internship if a position has not yet been secured (treat as formal job interview--dress formally, take resume, take writing sample)
*Obtain documents from coordinator, get documents signed, keep a copy for your personal files.
*Return documents to coordinator promptly

Week 3-4
Begin work
*Start journal entries; record every day at work
*Begin thinking about a research paper topic, preferably something relating directly to the internship, or some institutional aspect of the internship.

Week 5-6
Submit research proposal for approval

Week 7-8
The intern will receive a mid-term evaluation form from the MA program administrative assistant. Give the form to the on-site supervisor and follow up with the supervisor about it--if improvement is needed in any area, ask how.

Mid-term contact with Texas State University internship coordinator
*It’s your responsibility to bring up any problems or concerns
*Review research paper topic proposal with internship coordinator
*Receive research paper handouts
*Discuss taking initiative, networking, and making the most of the internship

**MID-TERM EVALUATION DUE AT THE END OF MIDTERM WEEK BY 5:00pm**

(Fax: 512-245-7815 or scan & email to cr09@txstate.edu)

Week 8-9
*Work on research paper
*Keep journaling

Week 10-12
*Student should be nearing completion of research paper
*Outline synopsis
*Keep journaling

Week 13-14
*Complete research paper
*Complete synopsis
*Finish journal
*Write thank-you letter to supervisor

The intern will receive a final evaluation form from the MA program administrative assistant--this should be the final assessment of his/her performance

**Finals Week**
*Hand in thank-you letter, synopsis, research paper, journal
*Complete exit survey

**FINAL EVALUATION DUE ON THE LAST DAY OF FINALS BY 5:00pm**

(Fax: 512-245-7815 or scan & email to cr09@txstate.edu)
INTERN GRADING REQUIREMENTS

Final materials packet should include:
Research paper
Synopsis & Daily Journal
Thank you letter to supervisor
Exit survey

The synopsis should be at least 3-4 pages long, and should chronicle the internship experience. Discuss the general mission as well as the organizational structure of the agency/office. Note how you as an intern fit into this structure. Include an organizational chart if you think that would be helpful. Also discuss the tasks you were responsible for and why they were important. In conclusion, describe some positive and negative aspects of the internship.

The thank-you letter must be in a formal business letter format. Students must include the date, address, and the address of the person with whom they are corresponding. Sign the letter, make a photocopy for the instructor to grade, and then send it to the on-site supervisor.

Please staple the research paper together. Staple the synopsis together as well. Do not use plastic covers. All materials, with the exception of the journal, must be typed. The research paper and the synopsis must have a title page. Fasten all three documents together with a paper clip with the thank-you letter first, the synopsis second, and the research paper last.

Grading Criteria:

60% Performance
This includes work performance as documented by the on-site supervisor at mid-term and the end of the semester. Maintaining contact and promptly returning the appropriate paperwork are important parts of the performance component.

25% Research Paper
Regardless of performance grades, if a student doesn’t have the minimum source requirements on the research paper, the student cannot receive an "A" for the course.

10% Synopsis and Journal

5% Thank you letter to supervisor

Misspellings and grammatical errors on any of the above work will result in grade penalties. Make your work look professional.
STUDENT INTERN RESPONSIBILITIES

1. Complete all deadlines for forms and counseling.

2. Provide the coordinator with a current resume.

3. Schedule classes so that you have a solid block of time available for internship work.

4. Telephone the coordinator within two days of interview with an agency or office. Complete and submit the internship interview verification form to the internship coordinator within one week of interview.

5. Sign an internship release and indemnity agreement form before beginning the internship.

6. Within one week of employment, send a copy of a position description or a letter describing your work responsibilities to the coordinator.

7. Discuss both office and student responsibilities with your internship supervisor. The "Office Responsibilities" form must be signed by the intern and his/her supervisor and returned to the coordinator within one week of the start of the internship.

8. It is the student's responsibility to maintain contact with the Texas State internship coordinator throughout the internship and to communicate when problems arise.

9. Become familiar with host agency/office policies and regulations and abide by them.

10. Report to the agency supervisor well groomed and appropriately dressed for the type of work activities scheduled.

11. Conduct yourself at all times in a manner that will reflect well on you, the office, and Texas State University.

12. Maintain required contact dates (see syllabus and grading requirements).

13. Meet the work hour requirements: 20 hours per week for 14 weeks

14. Develop initiative and ask appropriate questions if you don't understand a job task. Graduate level interns should not have to be told what to do all the time.

15. Keep confidential information confidential!
16. Students shall not make news releases regarding internships.

17. The following written and academic criteria must be met: written synopsis of the internship, daily journal, complete a topic/term paper in an academic subject matter, and copy of formal thank you letter to supervisor.

If a student seeks an "A" for the internship, all deadlines and course requirements must be completed as indicated in the listing of student responsibilities and the relevant handouts. Any variation of the student’s responsibilities must be agreed to in writing by the student and internship coordinator.

**INTERNSHIP JOURNAL**

At the end of each day, briefly jot down what you did that day. An engagement calendar or a similar format should be used. Write an entry each day before you leave work. Do not do it retroactively--you should account for each day when it is over. You don’t need to be neat or use complete sentences. Turn in the journal as is at the end of the semester.

A pass/fail grade will be assigned to the daily journal. A habit of daily assessment helps foster professional accountability. This is something you should continue throughout your professional life. When you look back over the journal, you’ll be surprised at how far you’ve come and the various skills you’ve acquired. If you make a practice of noting names and positions, the journal can help create a list of contacts. A written record can also help you build your resume, and protect you if conflicts arise.
Intern Interview Verification and Hire Form

Students Name: ________________________________________________

I certify that the above student completed an interview with our office on the following date: _________________________ (date of interview)

The status for intern employment on the date of the interview is as follows:

1. Student has been accepted for employment ( )
2. Student not suited for this position ( )

If the student is employed in your office, please complete the following:

The intern has been accepted for _____ through _____ and will be working ___ hours each week in a paid/unpaid position. For the above paid position, the rate of pay will be _____ per hour with the paycheck distributed on a _____ basis.

___________________________________________________________
(signature of intern supervisor) (date)

Intern Supervisor: (please print) ________________________________

Title: ______________________________________________________

Name of office/agency: ________________________________

Address: _________________________________________________

____________________________________________________

Phone: _________________________________________________

Fax: ____________________________________________________

E-mail: _________________________________________________

Fill out, photocopy, and return original to coordinator.
Office Responsibilities

1. Assign the student to a supervisor who will inspire learning and good performance.

2. Orient the student to his/her duties and responsibilities and familiarize him/her with special equipment and tools needed for the internship.

3. Provide the necessary office space, equipment, etc. needed to adequately perform the internship.

4. Utilize the intern in a manner which will achieve maximum efficiency and utility for both the office and the student.

5. Allow the student to receive as wide a variety of experience as feasible within the office by rotating departments, or assigning various substantive tasks within a department.

6. Communicate with the Texas State University-San Marcos graduate political science internship coordinator as appropriate. Any problems should be promptly brought to the attention of the coordinator at 512-245-3991, fax 512-245-7815, CR09@txstate.edu.

7. Provide a written job description to the intern. (Interns are required to turn this in.)

8. Complete an evaluation of the intern at mid term and the end of the semester and discuss the evaluation with the intern. Texas State University-San Marcos will provide evaluation forms.

STUDENT SIGNATURE:________________________________________________________

STUDENT INTERN SUPERVISOR:______________________________________________

DATE: ____________________________
Public Service Release and Indemnity Agreement

Student’s Name: ________________________________________________________________

Supervising Agency: ____________________________________________________________

Dates of Internship: ____________________________________________________________

Faculty in Charge: Dr. Cecilia Castillo

During the dates shown above, I will be performing my student internship for the graduate public service internship program at Texas State University-San Marcos. I will be performing this for course credit and to gain experience that will help me in my college education at the University.

I will be performing this internship voluntarily and upon my own initiative, risk, and responsibility.

In consideration for the permission given me by the supervising agency to obtain this experience, and in further consideration for Texas State University-San Marcos facilitating this arrangement, I (for myself, my heirs, executors, and administrators) release, discharge, and agree to indemnify the faculty named above, Texas State University-San Marcos, the supervising agency, and all of their agents and employees who have facilitated my internship, acting officially or otherwise, from all claims on account of my property that may occur from any cause in connection with this internship, regardless of whether such death, injury, or damage is caused in whole or in part by the negligence of any of those indemnified. I intend to indemnify the faculty named above, Texas State University-San Marcos, the supervising agency, and all of their agents and employees who have facilitated my internship from the consequences of their own negligence, whether that negligence is the sole or a concurring cause of the death, injury or damage.

Signed this ______ day of _________, ________.

________________________________________________
(Student’s Signature)
# Mid-Term Performance Evaluation Report

## Graduate Political Science Internship

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<th>Unsatisfactory Needs Improvement</th>
<th>Meets Standards</th>
<th>Exceeds Standards</th>
<th>STATEMENT ON JOB PERFORMANCE OF INTERN, INCLUDING ANY SUGGESTIONS FOR IMPROVEMENT.</th>
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<tbody>
<tr>
<td>Observance of work hours</td>
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<tr>
<td>Displays Professional Image (dress, etc.)</td>
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<td>Meets Deadlines</td>
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<td>Work Judgments</td>
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<td>Planning and Organization</td>
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<td>Quality of Work</td>
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<td>Effective Use of Time</td>
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<td>Volume of Acceptable Work</td>
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<td>Accepts Responsibility</td>
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<td>Initiative</td>
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<td>Verbal Communication</td>
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<td>Written Communication</td>
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<td>Presentations Before Groups</td>
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<td>Research</td>
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<tr>
<td>Other (Please Specify)</td>
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</table>

Evaluator's Signature: 

___________________________________________________

Date: ___________________________
Final Performance Evaluation Report

Graduate Political Science Internship

Intern Name: ____________________________  Unit of Government: ____________________________

Course Number: Posi 5370
Faculty: Dr. Cecilia Castillo
Supervisor: ____________________________  ____________________________

Unsatisfactory Needs Improvement Meets Standards Exceeds Standards

- Observance of work hours
- Displays Professional Image (dress, etc.)
- Meets Deadlines
- Work Judgments
- Planning and Organization
- Quality of Work
- Effective Use of Time
- Volume of Acceptable Work
- Accepts Responsibility
- Initiative
- Verbal Communication
- Written Communication
- Presentations Before Groups
- Research
- Other (Please Specify)

STATEMENT ON JOB PERFORMANCE OF INTERN, INCLUDING ANY SUGGESTIONS FOR IMPROVEMENT.

Evaluator's Signature: ____________________________  ____________________________

Date: ____________________________

Evaluator's Signature: ____________________________  ____________________________

Date: ____________________________