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 undergraduate political science internship coordinator as appropriate. Any problems should be promptly brought to the attention of the coordinator at 512-245-3256, fax 512-245-7815.

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

8. Complete an evaluation of the intern at midterm and the end of the semester and discuss the evaluation with the intern. Texas State will provide evaluation forms.

STUDENT SIGNATURE: __________________________

STUDENT INTERN SUPERVISOR: __________________________