

# POLITICAL SCIENCE COURSE 790:497 / 498 INTERNSHIP CONTRACT

**To be completed by the student:**

Student Name: \_\_\_\_\_ Student I.D.: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor: \_\_\_\_\_

Address (residence and mailing address) during the internship: \_\_\_\_\_

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City, State, and Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Supervisor's position: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Web site: \_\_\_\_\_

Title and brief description of proposed internship experience: \_\_\_\_\_

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Beginning date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: \_\_\_\_\_ (Per week or semester)

**To be completed by the employer (internship sponsor):**

1. What are the nature and extent of the internship responsibilities?
2. What are the dates and hours during which the work will be performed?
3. What specific results are expected of the intern?
4. What professional and other skills do you expect the intern to develop?
5. What professional contacts will be available to the intern?
6. What resources will be available for the intern to use?
7. What issues, projects, or research will the intern be exposed to that relate to his/her studies to be used as possible topics for the research paper that is required?



# INTERNSHIP EVALUATION FORM

## TO BE COMPLETED BY THE INTERNSHIP SPONSOR / SUPERVISOR

Student's Name: \_\_\_\_\_

Department Assignment: \_\_\_\_\_

Time Period: \_\_\_\_\_

Please check the response that best reflects the individual's performance. Please use the General Comments section on the second page of this form to provide suggestions for the individual's career development and any other explanations you believe useful for an overall performance evaluation. To ensure candid evaluations, the student intern will not be shown the comments on this form.

### Relations with others

- Works exceptionally well with others
- Works well with others
- Gets along satisfactorily with others
- Has some difficulty working with others
- Works poorly with others

### Quality of work

- Excellent
- Above average
- Below Average
- Poor

### Judgement

- Excellent in making decisions
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses poor judgement

### Dependability

- Excellent
- Above average
- Below average
- Poor

### Ability to learn

- Learns very quickly
- Learns quickly
- Average in learning
- Slow to learn
- Very slow to learn

### Attendance

- Regular
- Irregular

### Punctuality

- Regular
- Irregular

### Attitude

- Extremely interested and independent
- Very interested and independent
- Average interest and independence
- Below average interest and independence
- Definitely not interested and independent

### Technical Skills

- Excellent
- Above average
- Average
- Below average
- Poor

Professional appearance and behavior

- Excellent
- Above average
- Average
- Below average
- Poor

Overall performance

- Excellent
- Above average
- Average
- Below average
- Poor

General Comments: (Explanations and “feedback” for the student’s career development).

Comment on the student’s performance. Would this individual be considered for a permanent position?

If you were to assign the student a grade, what letter grade would it be? Please circle one:

A                      B                      C                      D                      F

Supervisor’s Name and Title: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

Address: \_\_\_\_\_

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Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please mail this evaluation to:**

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Newark, New Jersey 07102-1801