

Political Science Internship

Requirements

Students may earn a maximum of 6 credits from internships (3 per semester) which will count towards the Political Science major.

To obtain 3 undergraduate credits in political science, students must complete the following requirements:

- 1) Submit contract filled out and signed by student and internship supervisor to Cheryl Egan of the Career Development Office (Hill Hall, Room 313) who will sign and send it to Professor Jennifer Toth, Political Science Internship Director
- 2) Work 8-10 hours a week for 12 -13 weeks (or the equivalent) at a position related to political science (minimum of 96 hours for the semester at the internship site)
- 3) Communicate with Political Science Internship Director Professor Toth by email at least every other week. Communication should be 1-2 pages and should include a:
 - detailed statement of the days and hours worked over the preceding 2 weeks,
 - detailed account of the work/tasks performed,
 - 1-2 paragraph reflection on how the internship and the tasks are related to the student's political science studies, and
 - discussion of possible paper topics and then of bibliography and approaches
- 4) Make sure that students' supervisor at the internship completes the evaluation of the student's performance and mails it to Professor Toth
- 5) **FOR UNDERGRADUATE STUDENTS:** Submit a 5-7 page paper at the end of the semester on a topic related to the internship and using at least 2 political science books or 4 articles in peer-reviewed political science or legal journals.
- 6) **FOR GRADUATE STUDENTS:** Submit a 10-12 page paper at the end of the semester on a topic related to the internship and using at least the equivalent of 8 articles in peer-reviewed political science or legal journals.

Steps

- 1) At the beginning of the semester, student must speak to Professor Toth in person to obtain information about the internship requirements and about potential internships (internships MUST be approved). Internships may be found through RaiderNet.

From RaiderNet's home page, click on "Jobs/Internships" and then click on "RaiderNet positions". Use various keywords, for example "political science" or "government", to search for internships.

For questions regarding RaiderNet, please contact Ms. Egan at cegan@newark.rutgers.edu

- 2) Student prepares cover letter and resume and applies for internship
- 3) Student obtains special permission number from Professor Toth in order to register for the course
- 4) Once internship is secured, student obtains and completes contract and makes sure supervisor at the internship does the same
- 5) Career Development Center calls supervisor to verify the information in the contract
- 6) Professor Toth and Career Development Office phone at least a sample of the supervisors to obtain evaluations of the students' performance at midpoint of the semester.
- 7) At the end of the internship, the student will request a performance evaluation from their supervisor using the approved form from the CDC website. The completed evaluation will be emailed by the Supervisor directly to Professor Toth.

Grades

Grades for internships are calculated as follows:

- 35% supervisor evaluation
- 30% status reports
- 35% research paper

Professor Toth submits the student's grade for the internship course. The grade depends on the grade given by the supervisor at the internship, Professor Toth's grade for the student's communication with him throughout the semester, and Professor Toth's grade for the student's paper

General Contact

Students should contact Professor Toth in person (Hill Hall, Room 717) or by email at jeto@andromeda.rutgers.edu if experiencing any difficulties on the internship or if they any questions about how to proceed.

**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: _____

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: _____

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?

APPROVALS

The signatures below indicate that these individuals have read the contract and are in agreement with regard to the main elements of the proposed internship experience and accept the conditions listed in the internship guidelines.

_____/_____/_____
Employer Representative (Internship Sponsor) Date

_____/_____/_____
Student Date

The signatures below indicate that the internship has been approved, and are required before the student will be permitted to register for the relevant internship course.

_____/_____/_____
Cheryl Egan or Thomas Hopkins, Career Development Center Date

_____/_____/_____
Jennifer Toth, Professor Date

Notes:

CAMPUS INTERNSHIP LEARNING AGREEMENT FOR SPONSORING EMPLOYERS

Name of Sponsoring Company/Organization: _____

Address: _____

Area Code + Telephone _____

Organization URL: _____

Name and Title of Supervisor for this Internship:

Name of Student Intern:

Contact information for Supervisor:

Direct Telephone _____ Business e-mail: _____

Internship Site Address [- if different than address of the employer -]:

Compliance with anti-discrimination and workplace safety statutes by Internship Sponsor/Site:

In accepting students for internships _____ understands that Rutgers Newark expects that internship sites will fully comply with applicable federal, state and local laws relating to workplace safety and to discrimination in the workplace. _____ is committed to equal employment opportunity, affirmative action, and nondiscrimination on the basis of race, color, national origin, gender, marital status, religion, age, disability, and veteran status. This commitment includes equal opportunity and non discrimination on the basis of sexual orientation and compliance with the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the workplace.

Employer Signature / Date

Career Development Center / Date

Faculty Supervisor / Date {- if applicable -}

POLITICAL SCIENCE 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

Judgment

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

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: _____

Phone: _____ Fax: _____

E-mail: _____

Please mail or e-mail this evaluation to:

Jennifer Toth

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jetoth@andromeda.rutgers.edu