



Internship Program
Department of Political Science
101 Braddock Road
Frostburg, MD 21532-2303
Office (301) 687-4080
Secretary (301) 687-4386
FAX NUMBER (301) 687-4760

ROLES AND RESPONSIBILITIES OF STUDENTS, FACULTY, AND HOST ORGANIZATIONS

A successful internship experience is dependent upon the cooperation of all parties involved: the student, faculty supervisor, and host organization. There must exist the common understanding and agreement as to the purposes of the internship as well as to the separate roles and responsibilities of each party.

CRITICAL ELEMENTS FOR A SUCCESSFUL INTERNSHIP EXPERIENCE ARE:

- I. To establish goals and objectives for each experience, i.e., identifying ways to achieve an integration of academic knowledge with practical application.
- II. To establish a means for monitoring and evaluating the intern's progress.
- III. To allow for flexibility to accommodate changes and the individual differences of all parties involved.
- IV. To clearly define and agree upon roles and responsibilities of the intern.

RESPONSIBILITIES OF THE STUDENT

- a. To be aware of and comply with all deadlines relating to application and preparation.
- b. To meet University and departmental requirements for eligibility.
- c. To identify and select the host organization.
- d. To meet the host organization's requirements.
- e. To assist in the completion of the Internship Agreement Form (IAF).
- f. To comply with provisions of the Internship Agreement Form.
- g. To complete the internship's culminating experience, and to evaluate the internship experience.

RESPONSIBILITIES OF THE SUPERVISING FACULTY MEMBER

- a. Knowledge of the host organization's program objectives.
 - b. To screen applicants for the following:
 1. meeting college and departmental requirements
 2. meeting host organization's requirements and needs
 3. meeting applicant's program and career objectives
 - c. Non-bias in student-organization dynamics and active, but non-obtrusive monitoring.
 - d. Serious consideration of the host organization's evaluation of the intern.
 - e. Orienting the intern to:
 1. the expectations and requirements of interns
 2. the role of the faculty supervisor
 3. the expectations and requirements of the host organization
 4. other relevant information as required
 - f. Assist with the completion of the Internship Agreement Form to include:
 1. monitoring and evaluation of intern
 2. established objectives and any preparation required of intern
 3. description and requirements for the culminating experience
 - g. Insure that the host organization can support the intern with office space, necessary equipment, supervision, and direction.
-

RESPONSIBILITIES OF THE HOST ORGANIZATION

- a. Provide a detailed job description and identify position requirements for the intern.
- b. Identify any special pre-internship preparation required.
- c. Participate in selection of intern, identify site supervisor, and work with faculty supervisor.
- d. Orient intern to:
 1. expectations of job including work guidelines (general and detailed)
 2. policies and procedures of organization (relevant to job)
 3. monitoring and evaluation schedule
- e. Provide necessary support for intern, e.g., office, equipment, supplies
- f. Provide frequent feedback to intern regarding progress and performance.
- g. Submit a final evaluation of intern's performance to faculty supervisor.