

THE POLITICAL SCIENCE INTERNSHIP PROGRAM TERMS AND CONDITIONS

Ensuring that you have a terrific internship requires attention to important points as discussed below. If you follow these guidelines from this point forward, the internship experience will go smoothly and you will enjoy the course and the internship even more. Signing this form below indicates that you have read, understood, and agreed to the terms and conditions of participation in the POSC Internship Program.

THE SEMESTER BEFORE:

It is the responsibility of the student to initiate the search for placements for an internship. The Department considers this similar to searching for a full-time position after graduation. Students should begin contacting sites and making applications for an internship at least the semester before the internship is set to begin. The Department through Mr. Magrath, and other faculty as appropriate, will aid in this process after the student has initiated a search.

If you have not heard from a site, whether you have secured an internship or not, you should contact that site and inquire as to when a decision will be made. If you are positive you do not want to intern at that site, please inform them at this time. Being courteous is a very important aspect in this process, so please make sure to treat people who would give you such an amazing opportunity with great respect.

All students must complete an internship application form with the POSC Department through Mr. Magrath. An internship requires departmental approval. The Department will conduct a background check to determine eligibility for the internship program. Your application should also include a resume. It is your responsibility to keep Mr. Magrath informed of your contact information and where you are in the internship process on a regular basis. Attendance at meetings throughout the semester is crucial to gather the information that you need to complete all the administrative steps that are required to put the internship into place.

ONCE YOU HAVE AN INTERNSHIP SECURED:

Having an internship secured means that you have spoken to the site's internship coordinator or other relevant authority and they have formally notified you that you have an internship. Immediately thereafter, you should provide all the information about the site and the intern coordinator to Mr. Magrath. **Provide the name of the site, the contact person, and the address, phone, and fax numbers of that contact person to Mr. Magrath ASAP.**

Once you have supplied the information, a letter from Mr. Magrath is sent to the person you identified and it gives them all the information about the program, including the syllabus for the internship. If they have any questions, they are free to contact me and usually do.

Plan your semester accordingly. If you are a full-time intern, that means you will be working 40 hours a week, plus doing academic work throughout the semester. (Part-time interns are required to work twenty (20) hours at the internship site.) Any time missed for religious or personal reasons must be cleared first with the site supervisor and Mr. Magrath and the intern will be required to make up that time at the end of the semester. The Department recognizes the financial need for students to work during an internship, but this cannot take precedence over the time commitment to the internship site.

REGISTRATION FOR THE POSC INTERNSHIP:

If you are going to use the contacts the POSC Department has developed, or the reputation of the University to secure an internship, and are attending meetings, you must sign up for internship credits. **Tuition rates apply** for part-time, or 9 credits, or full-time for 15 credits. You will be

taking two courses whether full or part-time; POSC 492 (academic) and POSC 495 (experiential). The registration procedure for and distribution of credits is as follows:

***If you are full-time, you will take 6 credits of POSC 492 and 9 credits of POSC 495. If part-time, you will take 3 credits of POSC 492 and 6 credits of POSC 495.**

***The only person who can register you is the POSC Department's Administrative Assistant, Ms Fuller. You should make an appointment with her once you are ready to register.**

***When you register, you must pay the tuition bill or be de-registered.**

*** The last day to pay without a late fee is the last day of classes.**

*** Before you can enroll for internship credit, you must sign the University's Release and Waiver form. This is available from Mr. Magrath or Ms. Fuller.**

DURING THE INTERNSHIP:

Interns are expected to read the syllabus regularly and to follow it. Everything you need to know is there including deadlines, formats, and procedures. There is no option to submit work after the deadlines have passed. Please also call or email Mr. Magrath if you have any questions at any time.

Interns must submit a timesheet, signed by their site supervisor, at the end of every month. The timesheet must be mailed to Mr. Magrath. No grades will be submitted for POSC 492 and 495 until all signed timesheets are submitted. Any time missed at the internship site for any reason must be made up by the intern at that site. It is incumbent upon the student to inform Mr. Magrath of any time that will be missed when the intern becomes aware of it. The Department of Political Science may dismiss any intern from the internship program for behavior or activities that are unprofessional or jeopardize the safety, reputation, or operation of the internship program and/or site.

HOUSING:

Securing and paying for housing while working for the internship is the sole responsibility of the student intern. Frostburg State University and the POSC Department do not assume any responsibility or liability for housing arrangements during the internship experience.

BEALL INSTITUTE STIPEND:

Interns who apply for and accept Beall Institute funding for their internships are required to meet the terms and conditions of the Beall Institute. Should any student be dismissed, or voluntarily leave the internship placement at any time after receiving the Beall stipend, the student is obligated to return the full amount of the Beall Institute stipend upon departure from the internship program.

I have read and agree to the terms and conditions of the POSC Internship Program.

Name

Date