

Internships in the History, Politics, and International Relations Dept.

Goals

The goal of an internship (practicum) is to provide the student with professional job experience in fields related to the study of history, political science, or international relations. Host organizations certainly benefit by having qualified interns working for them, but the primary purpose is to provide a meaningful learning experience for the student.

Definitions

Host organization: The corporation, agency, business or office utilizing an intern's services.

Internship Supervisor: The person in the host organization who is directly responsible for supervising and evaluating the intern.

Faculty Sponsor: The Webster University faculty member who is ultimately responsible for overseeing and evaluating the internship experience.

Structure of the Program

1. Before beginning an internship the student fills out an application which assists the faculty sponsor in placement.
2. When a host organization accepts a student, the internship supervisor and the intern will agree upon student responsibilities and the number of hours to be worked per week. Internship responsibilities, hours per week, and course requirements assigned by the faculty sponsor will be listed on an Internship Agreement that is signed by the student, the internship supervisor, and the faculty sponsor.
3. The student registers for the internship (usually POLT 3650) for the appropriate number of credits. Roughly 120 hours of field work is required for each three hours of credit (i.e., approximately one day per week for 16 weeks or two days per week for 8 weeks.)
4. Throughout the semester (or 8-week term) the faculty sponsor will keep in touch with the internship supervisor and the intern. The student will be expected to meet with the faculty sponsor at regular intervals.
5. At the end of the internship, the internship supervisor will fill out an evaluation of the internship experience. In semester-long internships, the internship supervisor may be asked to provide a mid-term evaluation.
6. EXCEPT IN SPECIAL CIRCUMSTANCES, ALL INTERNSHIPS WILL BE GRADED PASS/FAIL. The faculty sponsor will determine the awarding of credit based on the above evaluations and on the quality of any written/oral work required as part of the internship experience.

Student and Host Organization Responsibilities

If an internship is to be successful, both the student and the host organization must fulfill some basic responsibilities.

The student is expected to:

1. Take the primary responsibility for developing a set of goals and objectives for the internship in consultation with the internship supervisor and the faculty sponsor.
2. Registering for the course and fulfilling the responsibilities of the internship within the prescribed period of time.
3. Follow the rules of the host organization.
4. Unless otherwise instructed, keep a journal of daily/weekly experiences. The journal should be submitted to the faculty sponsor at agreed upon the intervals. The journal should include:
 - a. The name and location of your host organization, and the name of the internship supervisor; description of the host organization's internal environment – i.e., number of employees, their positions, and how they are organized and structured; description of your typical daily activities from the time you arrive until you leave.
 - b. An account of the interesting, significant or valuable experiences you encountered during your internship. In your journal you should attempt to reflect on the learning that resulted from specific work experiences. (Don't just list activities; generalize on their significance.)

The host organization is expected to:

1. Provide a supervisor for the intern.
2. Provide an orientation for the student that covers job responsibilities, office procedures, relevant company rules, policies with respect to absenteeism, confidentiality, and the like.
3. Schedule regular conferences between the supervisor and the intern. Also, the supervisor should be willing to meet with the faculty sponsor when necessary.
4. Notify the faculty sponsor when the student is not meeting the responsibilities of the job.
5. Complete a final evaluation of the intern, and, in some cases, a mid-term evaluation.

3. Please list extra-curricular activities, volunteer work, etc. that may be related to your field of study or that may be related to an internship position.

4. Please list special skills/qualifications you believe might be of value on an internship (foreign language, computer skills, typing, etc.)

5. Have you previously taken an internship position, sabbatical, practicum, etc.? If so, please give details, dates, and mentor or supervisor's name.

Please give the names of three references (at least two must be on campus.)*

1. _____
2. _____
3. _____

*If a person is not on campus, please give address and phone number.

Attach a separate sheet with a brief statement about your career plans and interests and about why you would like to pursue an internship and what you hop to gain by the internship experience.

Department of History, Politics, and International Relations Internship Agreement

Student _____ Semester/Term _____ Year _____

Address _____ Approx. Hours Per Week _____

City _____ State _____ Zip _____ Credit Hours _____

Local Phone _____ Beginning Date _____ Ending Date _____

Faculty Sponsor _____ Internship Supervisor _____

Internship Site _____ Phone _____

Address _____ City _____ State _____ Zip _____

Student's Learning Goals and Objectives: (Be specific/attach separate sheet if necessary):

Faculty Sponsor's Expectations/Requirements (e.g. methods of evaluation, [journal, paper, etc.], feedback meetings with student, expected outcomes, etc.)

Internship Supervisor's Expectations/Requirements (projects assigned to intern, methods of evaluation, expected outcomes/achievements, etc.):

Student _____ Date _____

Faculty Sponsor _____ Date _____

Internship Supervisor _____ Date _____

Note to student: Please return completed form to your faculty sponsor.

Host Organization Internship Evaluation

Student _____ Placement _____

Supervisor _____ Faculty Sponsor _____

Check one Mid-term Evaluation _____ Final Evaluation _____

Please evaluate the student intern by the following scale:

5 = superior

3 = average

1 = unsatisfactory

4 = above average; good

2 = below average

0 = not applicable

- _____ 1. Quality of work: Turn out work which meets which standards. Considers accuracy and neatness, has thorough and conscientious concern for detail.
- _____ 2. Quantity of work: Meets quantity standards set for the job. Produces volume expected on each task.
- _____ 3. Attitude: Works smoothly with others. Has ability to establish rapport with people.
- _____ 4. Attendance & Punctuality: Right place at the right time and ready to work.
- _____ 5. Organization: Uses time and materials efficiently. Understands how to plan and execute tasks logically.
- _____ 6. Reliability: Follows through on assignments; can be depended upon. Can function at a high level under stress.
- _____ 7. Ability to learn: Learns with minimum amount of instruction; quick grasp of instruction for new duties; adapts to new conditions; receptive to criticism.
- _____ 8. Problem-solving: Can analyze problems and draw conclusions. Has ability to question and think critically. Can offer variety of solutions.
- _____ 9. Ethics: Understands meaning of confidentiality. Trustworthy.

1. Student's greatest strengths/areas of substantial progress:

2. Areas that continue to need attention:

3. Additional Comments:

Signed _____ Position _____ Date _____

4. Would you recommend to another student an internship with this particular host organization? Why or why not?

5. Would you suggest any changes in the practicum program? Be specific.

6. Please include any other additional comments which you feel are relevant.