

## **POLI 397 Internship Application Form (3 credits)**

**Eligibility requirements:** A minimum of 27 credits completed in Political Science and a minimum CGPA of 3.3. Approval of the of the Political Science Internship Coordinator and Undergraduate Program Director.

**NOTE:** Students who have received credit for POLI 497 may not take this course for credit.

**Internship requirements:** A clear, substantive connection to the student's studies (examples: substantive work with a human rights NGO, or a newspaper; conversely, clerical work or a bank teller position are not eligible); a minimum total of 96 hours of work spread over at least 3 weeks (32 hours per week); the position is offered by an institution or organization that could serve as a future employer and is not connected to Concordia University (as per the calendar rules for this course). *While internship dates do not have to correspond to a specific academic term, students can only earn course credit for work completed during the term in which they are registered for POLI 397 and must follow the deadline corresponding to that term.* Students should be mindful of their overall workload including any classes they are taking in addition to their internship.

**Exit Report requirement:** The internship report must be submitted to the academic supervisor no later than two weeks after the end of the term during which POLI 397 is scheduled. The expected length of the report is of 5000-6000 words. It contains a description of the student's internship experience, the student's reflections on the internship, and some broader considerations of some of the issues or problems the student encountered in the substantive area of work of the internship. (Example: What are the limiters on the effects of the work of human rights NGOs in a given political context? How are staffing and financial constraints affecting the role contemporary newspapers can play in Canada's democracy?) Where the internship involves writing reports or engaging in research, such written products may be part of the internship report.

**Application deadline:** The POLI 397 Internship Application Form, duly completed and signed, together with the supporting documents listed below, must be submitted to [polisci.Internship@concordia.ca](mailto:polisci.Internship@concordia.ca) no later than four work weeks prior to the first day of class for the term the student is requesting to be registered for POLI 397. **Late and/or incomplete applications will not be considered.**

### *SECTION A (to be completed by the student)*

|                                       |              |
|---------------------------------------|--------------|
| Student Name: _____                   | I.D.# _____  |
| Tel.: _____                           | Email: _____ |
| Internship Term: _____ Year: 20 _____ |              |

### **DOCUMENTS TO SUBMIT TO INTERNSHIP COORDINATOR**

#### *SECTION B (to be completed by the student)*

##### **DOCUMENTS TO SUBMIT**

- |   |                                                                                                                           |
|---|---------------------------------------------------------------------------------------------------------------------------|
| ? | Student Record (up-to-date; unofficial copy)                                                                              |
| ? | Curriculum Vitae/Resume                                                                                                   |
| ? | Job Description (provided by the employer to the student on company letterhead)                                           |
| ? | Letter of Offer addressed to student – including conditions of employment (e.g. start/end dates)                          |
| ? | One-page description of the student's understanding of the job (post interview) and how relates to the student's studies. |

*SECTION C (to be completed by student)*

EMPLOYER (company): \_\_\_\_\_

WORK SUPERVISOR'S NAME: \_\_\_\_\_

SUPERVISOR'S TITLE & DEPT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SUPERVISOR'S TEL.: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**STUDENT AGREEMENT**

I understand that, when I accept this internship, I am committing to undertake and complete the assigned work. I also understand that I may not terminate this internship without first consulting the Political Science Internship Coordinator or Undergraduate Program Director. Finally, I understand that leaving this internship without prior consent from the Political Science Department could result in a FAIL for POLI 397.

I have informed the above-named employer that I am a full-time Political Science undergraduate student at Concordia University and that I will be registered in POLI 397 during my internship. I also understand that I will remain a registered student at Concordia University while employed and be subject to all University rules and regulations.

Student signature: \_\_\_\_\_ date (dd/mm/yyyy): \_\_\_\_\_

**INTERNSHIP APPROVAL (Pending acceptance of supervisory responsibilities by academic supervisor)**

Approved by: \_\_\_\_\_ date (dd/mm/yyyy): \_\_\_\_\_  
*Internship Coordinator*

Approved by: \_\_\_\_\_ date (dd/mm/yyyy): \_\_\_\_\_  
*Undergraduate Program Director*

**ACADEMIC SUPERVISION** (to be obtained following approval from the Internship Coordinator and UPD)

If the POLI 397 request is approved by the Internship Coordinator and Undergraduate Program Director, this form with their signatures will be return to the student no later than one work week prior to the start of the POLI 397 term. The student must find a full-time faculty member willing to act as the academic supervisor (this may not be the work supervisor) and submit the internship course request for approval to that academic supervisor. The signed form must be submitted to [polisci@concordia.ca](mailto:polisci@concordia.ca) no later than one week after the start of the term the student wishes to be registered for POLI 397. **Late applications and/or applications missing any of the signatures will be denied.**

**NOTE:** Part-time and limited term faculty members may not supervise POLI 397 Internship.

***TO BE FILLED IN BY THE APPROVING FACULTY SUPERVISOR after the application has been approved***

*Based on the information provided in this student's application, I am confirming that I will supervise the academic portion of this internship leading to a **letter grade** that I will assign upon receipt of the internship report for POLI 397 (3 credits).*

NAME OF FULL-TIME FACULTY MEMBER (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ date (dd/mm/yyyy): \_\_\_\_\_  
*Faculty Supervisor*