

Application Form for Internship Course POLI 397

POLI 397 Internship (3 credits)

Prerequisite: Permission of the Department. The internship is a one-term apprenticeship in some aspect of public affairs and policy analysis. Placements may be drawn from all areas of possible employment outside the university, including private sector, government and community organizations. Students are required to submit a written report which summarizes and evaluates their work experience.

NOTE: Eligible students should have completed 27 credits in Political Science and must have an excellent academic record with a minimum GPA of 3.3. The undergraduate program director of the Department, acting on behalf of the Undergraduate Curriculum Committee, determines the eligibility of the student and approves the internship. Students should consult the Department for further information.

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

Internship eligibility: 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 90 hours of work spread over at least 3 weeks (30 hours per week) and at most 13 weeks (a minimum of 7 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).

Exit Report requirement: The internship report, to be submitted to the academic supervisor no later than two weeks after the conclusion of the internship and two weeks after of the end of the semester during which the internship course is scheduled, is typically 5000-6000 words in length. It normally 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.

Applications will not be considered unless submitted (completed and approved) 4 weeks prior to the beginning of the term. The form must be returned to the Internship Coordinator. cc: Political Science Undergraduate Assistant

SECTION A (to be completed by student)

Student Name _____	I.D.# _____
Tel.: _____	Email: _____
Please print clearly	
Application date _____	For which term? Sep ___ Jan ___ Summer 1 ___ Summer 2 ___ 20 ___

DOCUMENTS TO SUBMIT TO INTERNSHIP COORDINATOR

SECTION B (to be completed by student)

DOCUMENTS TO SUBMIT	
<input type="checkbox"/>	Student Record (up-to-date; unofficial copy) GPA 3.3 min. required & 27 credits <u>in Political Science</u>
<input type="checkbox"/>	Curriculum Vitae
<input type="checkbox"/>	Job Description (provided by the employer to the student on company letterhead)
<input type="checkbox"/>	Letter of Offer addressed to student – including conditions of employment (e.g. start/end dates)
<input type="checkbox"/>	One-page description of the student's understanding of the job (post interview) and how it 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 _____
TEL. _____ EMAIL _____

ACADEMIC SUPERVISION

To obtain academic supervision the student must first have their internship position approved by the UPD (signature below). Once permission is attained, the student must find a full-time faculty member who is 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 the Internship Coordinator.

<i>TO BE FILLED IN BY THE APPROVING FACULTY SUPERVISOR</i>
<i>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).</i>
TOPIC: _____ <i>course title (title of paper)</i>
NAME OF FULL-TIME FACULTY MEMBER (<i>please print</i>) _____
Signature _____ date _____ <i>Faculty Supervisor</i>

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 Internship Coordinator or Undergraduate Program Director at the University. Finally, I understand that leaving this internship without prior consent from the University 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 _____

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

Approved by _____ date _____ <i>Undergraduate Program Director</i>
