Political Science Internship Credits  
POL 40992- INTERNSHIP/PUBLIC SERVICE

POL 40992 is designed to allow students to earn college credit for substantive internship experiences. Students who are interested in enrolling in POL 40992 should first consult with the Political Science Undergraduate Studies Coordinator to determine an appropriate member of the faculty to supervise the project. Students are advised that there is no obligation on the part of any faculty member to supervise internship-related credits. Once a faculty adviser has agreed to oversee the academic work, the student must complete this form in its entirety and submit it to the POL Undergraduate Studies Coordinator for approval. Once approved, the course will be made available to the student via Flashline. An email will be sent to the student once enrollment is possible.

Eligibility:
To enroll in POL 40992 a student normally must have a minimum cumulative GPA of 2.0.

Credit Hour Assignment:
(a) Typically, 45 hours of internship service equates to one academic hour; a three-credit internship would require a minimum of 135 hours.
(b) In no case may a student earn credit under POL 40992 retroactively. That is, the student must be registered for POL 40992 for prior to beginning the internship.

Requirements:
(a) A letter signed by the internship supervisor detailing the student responsibilities (including the number of hours to be worked per week and over the course of the entire internship), provided to the Undergraduate Coordinator.
(b) A description of the work to be completed in conjunction with the internship provided by the Faculty Advisor. This may include readings (include specific titles/authors) and/or writing assignments (include specific details of writing assignments).
(c) Details from the Faculty Advisor specifying the basis upon which a grade will be assigned.

Student Name: _________________________ Student ID: _____________________
Email: ________________________________ GPA: _____________________
Semester and year for which the project is being proposed: _____________________________
Agency/Organization with which you will work: _______________________________________
Name of Contact/Agency Representative: ____________________________________________
Phone Number: ______________________________________________________________

________________ _________________ _________________
Student signature Faculty Advisor signature USC Chair signature
Date Date Date