THE COLLEGE OF NEW JERSEY
POLITICAL SCIENCE DEPARTMENT
POL 399: Internship in Public Affairs
Course Proposal Form

For (circle one): FALL SPRING SUMMER 20___

Part A: To be completed by applicant

Name: ___________________________ Email: ___________________________

Address: ___________________________ Home Ph: ( ) _____________

______________________________ College Ph: ( ) ______________

Credits earned to-date: ________ Expected date of graduation: _____________

How does this internship relate to your career plans or major/minor field of study?

________________________________________________________________________

________________________________________________________________________

What courses, previous work experience, or other qualifications have helped to prepare you for your internship assignment?

________________________________________________________________________

________________________________________________________________________

Part B: To be completed by faculty coordinator

Name: Dr. Daniel Bowen Title: Assistant Professor FAX: 609-637-5152
Office: SB 216 Phone: 609-771-2747 E-Mail: bowend@tcnj.edu

1. What assignments, in addition to satisfactory job performance, must be completed to satisfy the academic requirements of this internship?
   (a) Academic paper * (about 15 pages) Due Date _____________
   (b) Assigned readings *(related to paper topic) Due Date _____________
   (c) Outline of paper and draft bibliography Due Date _____________
   (d) Other: ___________________________ Due Date _____________

   *For additional information, see Attachment A

2. Type of grade: Letter grade
Part C: To be completed by employer

1. Name of Organization: ________________________________

2. Immediate Supervisor's Name: __________________________

3. Supervisor's Title: ____________________________________

4. Mailing Address: _____________________________________

5. Phone: (   ) ____________________  E-mail: ________________

6. Dates of intern's service: From __________ To ____________

7. Duties the intern will perform:

   _______________________________________________________

   _______________________________________________________

   _______________________________________________________

Part D: Student Signature

I have read and agree to carry out the responsibilities outlined in Parts A, B, and C of this Course Proposal Form. I will report any significant changes in my work assignment and/or any problems encountered at my internship placement immediately to Dr. Bowen.

________________________________________________________
Signature of Intern Applicant

Part E: Department Action/Approval

The signature below indicates approval of this agreement as of the date indicated. Registrar should enroll student in POL 399 for ________ Semester 20______

Approved by: ___________________________ and dated ___________________
ATTACHMENT A
COURSE PROPOSAL FORM

INSTRUCTIONS FOR THE INTERNSHIP RESEARCH PAPER

The required research paper is the most important determinant of the grade for the Internship in Public Affairs. That grade will be a letter grade. In preparing the paper students should adhere to the following guidelines:

1. The paper must be written solely for this internship course. No part may have been submitted in another course.

2. In rare instances, and with the instructor's approval, a project may be substituted for the paper.

3. The expected length of the paper will vary with the number of credits for which the student is enrolled; a paper of about fifteen pages, with proper documentation, is expected for four credit hours.

4. The paper should demonstrate the student's ability to analyze a management or policy issue related to the placement in the organization. All topics must be presented to the instructor in writing and be approved by the instructor.

5. The student is expected to abide by all standard norms of academic honesty. All sources, including interviews, should be properly cited. Direct quotations should be put in quotation marks or indented. Students having any questions concerning these matters should consult with the instructor.

6. The bibliography should be balanced to include appropriate journals and other library sources, not just materials from the work site. Primary sources should be used. Copies of key documents or other unique sources, whose availability is limited, should be submitted along with the final paper.

7. It is imperative that each student submits an outline of the paper by the date indicated above. A draft of the paper may be submitted for comments, if time permits; it is the responsibility of the student to finalize such arrangements with the instructor.

I have read and will abide by the above: __________ (Initials)

Revised: August 29, 2014