

# POL 399 INTERNSHIP PROPOSAL FORM



1. **Applicant Information.** Students enrolling in the course should have junior or senior status and a cumulative G.P.A. of at least 2.5. Students should normally be enrolled in the political science major or minor, although on occasion the instructor or the internship may allow other students to enroll.

|   |                              |                 |
|---|------------------------------|-----------------|
| a. Name:  |                              |                 |
| b. Email address:                                 |                              |                 |
| c. Home Phone                                     |                              |                 |
| d. College Phone                                  |                              |                 |
| e. Credits Earned to Date:                        | Expected Date of Graduation: | Cumulative GPA: |
| f. Semester/Term of Internship:                   |                              | Year:           |
| g. Number of Course Units of Proposed Internship: |                              |                 |

2. **Internship Information.** This course provides an opportunity for students to integrate theory with practical work experience in public affairs under the supervision of a field supervisor and a TCNJ faculty coordinator. Work settings include but are not limited to the Governor's Office, legislative offices, state and local governmental agencies, lobbying firms, trade or union organizations, political campaigns and parties, and non-profit organizations. The field supervisor is an important participant in the internship experience. At the end of the term, the field supervisor is expected to confirm the number of hours the student worked as an intern and complete an evaluation form assessing the student's performance.

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|---|
| a. Name of Organization:  |
| b. Name of Field Supervisor:  |
| c. Title of Field Supervisor:   |
| d. Field Supervisor Phone:  |
| e. Field Supervisor Email:  |
| f. Organization Mailing Address:  |
| g. Please provide a brief description of the proposed duties/tasks to be completed during internship. |

- h. The internship offers an experiential learning environment to build on the theoretical and conceptual material introduced in TCNJ coursework. In one to two paragraphs, please describe the previous coursework and core concepts related to the internship and how the internship will provide a deeper learning experience in those concepts. Be specific.

3. **Learning Goals & Outcomes.** The course meets the following learning goals set out by the Political Science Department:

- a. Original Research: Students will be able to conduct original research using appropriate primary and secondary sources and the empirical research tools characteristic of the discipline.
- b. Application of Knowledge: Students will be able to apply their political science knowledge in first-hand experiences with practical politics, public policymaking or implementation, and public affairs and be aware of connections between what they learn in the classroom and the workings of the outside world.
- c. Active Learning/Public Service: Students will be actively engaged in the learning process both in the classroom and in extracurricular activities so as to stimulate their curiosity, interest them in public life, foster openness, and increase their self-confidence.
- d. Career Preparation: Students will have developed realistic ideas for applying their knowledge and skills in meaningful employment and/or further educational opportunities after graduation, in part through internships, independent research, and special programming.
- e. Middle States/HSS learning outcomes: advance critical analysis and reasoning, strengthen information literacy skills, prepare students to participate in civic life and for potential careers, and understand key political processes and instructions.
- f. Internship-specific learning goals & outcomes:

4. **Student responsibilities.** In addition to performing the duties/tasks outlined above, the student intern agrees to work at the internship for a minimum of 135 hours (per 1 unit course), complete internship work on time and meet the internship supervisor's standards of quality, and engage in a professional manner while working at the internship. The student will also complete an academic research project, under the supervision of the Faculty Coordinator, on a public policy and/or public administration topic related to the work of the internship.

The research paper needs to be completely original. It cannot recycle work produced for the internship or another class. All material taken from other sources must be properly cited in the text and clearly referenced in the bibliography.

*Course Work and Grading. Table 1 Grading Weights*

| Assignment                                     | % of Final Grade | Due Date |
|--|------------------|----------|
| Required Meetings (2) with Faculty Coordinator | —                | Variable |
| Outline and Draft Bibliography                 | 10               | BY       |
| Research Paper                                 | 45               | BY       |
| Internship Work                                | 45               | Variable |

**5. Faculty Coordinator.**

Miriam Lowi  
Professor  
TCNJ Department of Political Science

[mlowi@tcnj.edu](mailto:mlowi@tcnj.edu)  
609-771-2746  
Office: SSB 221

**6. Signatures.**

**Student:** *I have read and agree to carry out the responsibilities outlined in 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 the Faculty Coordinator.*

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Signature of Student Intern Applicant

**Field Supervisor:** *I am willing to serve as Field Supervisor for the internship as described above.*

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Signature of Field Supervisor

**Faculty Coordinator:** *I am willing to serve as Faculty Coordinator for the internship as described above.*

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Signature of Faculty Coordinator

**Department Approval:** *The signature below indicates approval of this agreement as of the date indicated. Registrar should enroll the student in POL 399 for the term and course unit stated in Section 1.*

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Signature of Chair, Department of Political Science