The Political Science and International Relations Department (PS/IR) at the University of San Diego believes independent internship experience offers students an opportunity to further their understanding of public policy issues and political concepts, and to explore possible career paths. An independent internship allows the student to gain practical experience for which they may earn academic credit. We trust that the activities you assign the intern will provide them with a valuable learning experience. The duties the intern will perform for you should be discussed with the student intern. Please keep in mind that the primary reason the student has chosen to do an internship and the reason they will receive academic credit is that their duties will expose the student to significant opportunities to learn about politics, political issues, and/or the public policy process.

In addition to the tasks and activities the student performs under your supervision, the student will also be completing academic assignments (writing, biographical interviews, and other class work) in order to earn academic credit alongside the internship. Dr. Karen Shelby (kshelby@sandiego.edu), the internship academic advisor, will supervise the student’s coursework. These academic assignments are not your responsibility, but we would like you to be aware that any academic credit the student receives depends upon successful completion of the internship duties and coursework.

As the person supervising the intern in their responsibilities in your organization, you will be given an evaluation form toward the end of the internship that will ask you to assess the performance of the intern and to assign a grade based on the intern’s work with you. The amount of credit the intern may earn depends upon the number of hours performed in the internship. The Political Science and International Relations Department requires a minimum of 40 hours per unit of academic credit. Three units of course credit would thus require a minimum of 120 hours of internship under your supervision. In the final evaluation, you will be asked to certify that the student has completed the necessary number of hours. The Political Science and International Relations faculty thank you for offering this opportunity to our students.

If you have any questions, please contact Dr. Karen Shelby at (619) 260-6870 or by e-mail at kshelby@sandiego.edu.

Name of Intern ____________________________________________________________

Dates of Internship ____________________________________________________________________

Expected Number of Internship Hours ___________________________________________________

Name of Sponsoring Organization _____________________________________________________

Name of Person Supervising Internship ______________________________________________

Position of Person Supervising Internship _____________________________________________

Supervisor’s Phone Number and Email Address _________________________________________

Signature of Internship Supervisor __________________________________________________

Signature of Intern _______________________________________________________________

Please give/send one signed copy of this agreement to the intern, and another to: kshelby@sandiego.edu
Karen Shelby, PhD
Adjunct Professor and Internship Advisor
Department of Political Science and International Relations
University of San Diego
[revised 01/20]