

## Political Science Internship Credit Syllabus POLI 399R (9 credits)

**Read this syllabus carefully before, during and after the internship.**

The Department of Political Science grants internship credit to students in order to help them accomplish three important goals: (1) to enhance and build upon study in the discipline; (2) to help build skills useful for future course work and, eventually, professional life; and (3) to encourage students to explore career possibilities and enhance their prospects for future employment. Most students feel that their internship experience was a highlight, even a defining moment of their undergraduate education.

The course assignments are to help you meet the above objectives in addition to any personal ones you may have. It is very important that you understand and accept the concept that credit and grades for internships are based upon knowledge gained related to political science, not just job performance. The work for this course is designed to help measure what you have learned in the internship related to the discipline of political science and, thus, is the principal vehicle for determining your grade for the credit. If you are not committed to this key objective, then you should not enroll in the credit.

Success in this course will depend upon your strong performance in each of the following areas. First, it is necessary to be reflective about your experience in the internship and be able to link what you are observing to theories, models, concepts or principles studied in previous political science courses. In this sense the internship becomes a laboratory in which you test those things you may have only examined abstractly in on-campus classes. Note that you are to focus on ideas and not tools. So, while writing and research (i.e. statistics) are important for communicating and testing ideas, they are not the same as a model or principle in political science. Simply explaining how your internship has helped you understand the importance of writing or how using statistical analysis for a project helped you see why research is important is insufficient for linking your internship experience to the discipline. Second, you must be able to think and write analytically, not just descriptively, about your experience. Students whose writing is only descriptive should expect to receive no more than a C grade for the course. Third, you must be able to communicate your thoughts effectively according to the norms and conventions for writing taught in POLI 200. This means that all of your assignments must be well written and free of mechanical or style errors. Students whose writing does not conform to the standards for good writing should expect to receive no more than a B grade for the course. Fourth, much of the course work requires you to be self-directed; it is important that you keep track of deadlines and submit the assignments on time. The assignment schedule is intended to have you examine and reflect on various aspects of the experience at key times in the internship. The effectiveness of the assignments is diminished if they are submitted late. Finally, you must work a minimum of **450 total hours** in the internship and be a hardworking, reliable, competent staff member for your internship provider. While most of your grade will be based on the written assignments you submit, working less than the required minimum hours, poor work performance, failing to keep commitments or violating your internship provider's rules will result in a poor grade for the credit.

### Honor and Dress Code

In keeping with the principles of the BYU Honor Code, you are expected to be honest in all of your academic work. Academic honesty means, most fundamentally, that any work you present as your own must in fact be your own work and not that of another. Violations of this

principle may result in a failing grade in the course and additional disciplinary action by the university.

You expected to adhere to the Dress and Grooming Standards even if you are not on campus for any of the time you are in your internship. Adherence demonstrates respect for yourself and others and ensures an effective learning and working environment. It is the university's expectation, and every instructor's expectation in class, that each student will abide by all Honor Code standards. Please call the Honor Code Office at 422-2847 if you have questions about those standards.

### Academic Honesty

The first injunction of the Honor Code is the call to "be honest." Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education" (The Aims of a BYU Education, p.6). It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim. BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

### Sexual Misconduct

As required by Title IX of the Education Amendments of 1972, the university prohibits sex discrimination against any participant in its education programs or activities. Title IX also prohibits sexual harassment-including sexual violence committed by or against students, university employees, and visitors to campus. As outlined in university policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of "Sexual Misconduct" prohibited by the university. University policy requires any university employee in a teaching, managerial, or supervisory role to report incidents of sexual misconduct that come to their attention through various forms including face-to-face conversation, a written class assignment or paper, class discussion, email, text, or social media post. If you encounter Sexual Misconduct or harassment in your internship or in any other situation, please contact the Title IX Coordinator at [t9coordinator@byu.edu](mailto:t9coordinator@byu.edu) or 801-422-2130 or Ethics Point at <https://titleix.byu.edu/report> or 1-888-238-1062 (24-hours). Additional information about Title IX and resources available to you can be found at <http://titleix.byu.edu>.

### Student Disability

Brigham Young University is committed to providing a working and learning atmosphere that reasonably accommodates qualified persons with disabilities. If you have any disability which may impair your ability to complete this course successfully, please contact the University Accessibility Center (UAC), 2170 WSC or 422-2767. Reasonable academic accommodations are reviewed for all students who have qualified, documented disabilities. The UAC can also assess students for learning, attention,

and emotional concerns. Services are coordinated with the student and instructor by the UAC. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures by contacting the Equal Employment Office at 422-5895, D-285 ASB.

### Mental Health

Mental health concerns and stressful life events can affect students' academic performance and quality of life. BYU Counseling and Psychological Services (CAPS, 1500 WSC, 801-422-3035, caps.byu.edu) provides individual, couples, and group counseling, as well as stress management services. These services are confidential and are provided by the university at no cost for full-time students. For general information please visit <https://caps.byu.edu>; for more immediate concerns please visit <http://help.byu.edu>.

### Pre-Internship Orientation

The Pre-internship Orientation is conducted at the time you receive this syllabus. Any questions you may have about the internship credit coursework or how it relates to your responsibilities in the internship should be raised then or shortly after receiving the email from the Political Science Internship Director confirming that you can register for POLI 399R.

### Registration and Student Commitment

All students receiving internship credit from BYU must complete the university's Internship Registration and Management System (IRAMS) application. Instructions for completing this online form will be sent to you in the email from the Political Science Internship Director confirming that you can register for POLI 399R.

When completing the IRAMS form, you will agree to abide by the following policy.

1. Be enrolled as an internship student.
2. Comply with all Experience Provider rules, policies and procedures.
3. Complete the internship during the dates specified unless modified by the Experience Provider and BYU. Students who feel they must leave or not start an internship for which they have registered must do the following: (1) Consult the BYU department/college internship coordinator or faculty member supervising the internship and explain their reasons for wanting to discontinue the internship. (2) If the department agrees with the student's decision, the internship provider must be given appropriate, timely notice about the discontinuance. (3) If the decision to discontinue comes after the drop deadline, the student must petition to quit the internship. (4) If the student has received money from a BYU college or department to help defray expenses associated with the internship, the student may be required to give back an amount commensurate with the time not spent in the internship. Students who leave internships early without notifying their BYU supervisor and the internship site supervisor may receive a low or failing grade for the internship and may be blocked from registering for future internships.
4. Work conscientiously under the direction of the supervisor assigned by the Experience Provider, submitting all reports and assignments as required.
5. Report serious problems, including physical, safety and personnel, to the Experience Provider supervisor and the BYU Internship Coordinator.
6. Complete all BYU academic assignments and course work as outlined by the applicable

department.

7. Adhere to BYU's Honor Code and the Experience Provider's Standards of Personal Conduct and Dress and Grooming Standards.
8. Receive and read a copy of the Internship Master Agreement between BYU and the Experience Provider. I acknowledge that it is incorporated by reference into this Agreement and that I am bound by such terms and conditions therein which specifically apply to interns.
9. Consult with my personal physician in regard to necessary immunizations and any other medical matters relating to my participation in the internship program.
10. Authorize BYU's designated representative to grant permission for my necessary medical treatment for which I will be financially responsible if, during my participation in the program, I become incapacitated or otherwise unable to provide consent to medical treatment and advance consent cannot be obtained from my family.
11. Participation as an intern may involve risks not found in study at BYU. These include risks involved in traveling to and returning from place of internship; different standards of design, safety, and maintenance of buildings, public places, and conveyances; local medical and weather conditions. I represent that I have made my own investigation and am willing to accept these risks.
12. Be personally responsible for all housing, transportation, study, and other arrangements in connection with my internship and personally bear all associated costs. In addition, be personally responsible for any financial liability and obligation which I personally incur and for any injury, loss, damage, liability, cost or expense to the person or property of another which is caused or contributed to by me during my participation in the internship program. I understand that BYU does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services involved in the internship. I understand that BYU is not responsible for matters that are beyond its control, including, without limitation, strikes, war, loss, or theft of personal belongings, delays, weather, acts of God, governmental restrictions or acts, errors, or omissions of third party providers of goods or services.
13. Abide by all applicable laws. I understand I must personally attend to any legal problems I encounter or incur as an intern.
14. Acknowledge and agree that BYU is acting as an internship facilitator only and that BYU will be neither responsible for nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused by the internship, including but not limited to such claims, disputes, losses, damages, injuries, adverse events and outcomes caused by Experience Provider's actions, inactions or negligence, even if BYU has been advised of the possibility of such.
15. Acknowledge and agree that as an Intern, I am placed with the Experience Provider in order to receive educational experience as part of my academic curriculum; my duties performed as an Intern are not performed as an employee of the Experience Provider but rather in fulfillment of the academic requirements of my educational experience and are to be performed under direct supervision by the Experience Provider's personnel. To the extent allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker's compensation coverage for my participating in this educational experience.
16. Acknowledge that all creative work performed as part of my internship shall be considered a "work made for hire," and that all copyright and other intellectual property rights in any such original creative work produced by me shall be owned entirely by the Experience Provider. Further, I agree not to utilize, incorporate, or otherwise make use of any pre-existing intellectual property and/or trade secrets of Brigham Young University in the creative work or internship

performance without the express written permission of Brigham Young University

### Supervisory Contact with Political Science Internship Director

During the internship your contact with the Political Science Internship Director will primarily be through email as you submit the course assignments. However, if the need arises, additional meetings can be held by phone, videoconference or in-person.

### Grading

This course is letter graded. Because some of the assignments are submitted after grades are due, you may initially receive a "T" grade for the course. This is a neutral grade that will not affect your grade point average. Shortly after the deadline for submitting all of your work, the letter grade for the course will be posted to your transcript. Should you fail to complete the required work by the deadline indicated in the assignment schedule a grade change will be submitted based upon the work received up to that point. *Students planning to graduate at the end of the semester will need to complete all assignments by the last day of finals if they wish to have their grades submitted in time to meet the university deadlines for graduation.*

One note of caution—students completing internships for credit occasionally misunderstand the importance of the reports and written work in determining their final grade. Usually this misunderstanding is due to assuming mistakenly that the credit will be an "easy A," resulting from just having performed well in the internship. Avoid this error and remember that your supervisor's evaluation counts for only a portion of the final grade. The academic work you submit is a major vehicle for evaluating what you have learned and for determining your grade. These papers and reports must be well-written and will be rigorously graded. Unless your academic work is of a superior quality, just having worked hard in the internship will not guarantee you a satisfactory outcome for the course.

The course assignments will be weighted according to the following in determining your final grade:

- Pre-internship Report = 10 %
- Portfolio = 15%
- Organization Analysis = 10%
- Mid-internship Self-assessment = 5%
- Final Supervisor Evaluation = 25%
- Learning Objective Paper = 15%
- Research Project = 20%

Grading in each category and for the course will be based on the following scale of student points earned:

100 - 96 = A,	85.99 - 81 = B,	70.99 - 66 = C,	55.99 - 51 = D,
95.99 - 91 = A-,	80.99 - 76 = B-,	65.99 - 61 = C-,	50.99 - 46 = D-,
90.99 - 86 = B+,	75.99 - 71 = C+,	60.99 - 56 = D+,	45.99 - 0 = E.

Kate Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations* will serve as a how to guide for all matters of style and documentation for assignments in this course.

### Submitting Assignments

All assignments must be submitted to the Political Science Intern Director by the dates indicated on the attached assignment schedule. Late reports will be penalized 10% for each week or portion of each week they are late beyond the date they are due unless written permission has been granted for late submission by the intern director. Submit assignments as an MSWord document attached to an email. You will receive a reply via email confirming that the assignment was successfully transmitted. If you don't receive a reply by the following day, then be sure to follow-up with a phone call or another email message. ***Unless you receive the email acknowledgment, do not assume the assignment was received***

### Pre-internship Report

Prior to the beginning of the internship write a paper to help you become better acquainted with the experience provider and the nature of the work you will do there. Part of this assignment will require you to interview your work supervisor. The paper should be three to five pages long and provide all the following information:

1. Examine the office or organization for which you will be working, including a description of its mission and goals, its structure, and any major current issues, activities or projects with which it is now dealing. If you are going to a congressional office, you should also tell something about the background and political interests of the senator or representative for whom you will be working, along with an examination of his or her voting record and any current legislation he or she is sponsoring or co-sponsoring (see *Politics in America*, *The Almanac of American Politics*, *Congressional Quarterly Weekly Report*, *The National Journal* and the member's web site).
2. Describe what you believe your responsibilities will be in the internship.
3. Interview your work supervisor or the intern coordinator in the office and report his or her response to each of the following questions:
  - What is the standard dress in the office?
  - Who will I report to in the internship?
  - Who will my co-workers be (i.e. names and positions of those you will work with on a regular basis)?
  - What should I do to prepare for the internship?
  - What kind of computer software is used in the office?
  - What training will be available to me the first week?
  - What will my daily routine be like?
  - What major projects will the office focus on during my internship?
  - Are there books, articles or other materials I should read to prepare?
  - Are there materials relevant to organization or internship that you can access on-line or that could be sent to you?
  - What can I expect to learn in this internship?
  - What are the expectations you have for interns in your office?
4. Outline goals you have for yourself in each of the following areas:
  - Identify the models, theories or concepts related to political science you want to analyze during the internship; be sure to reference the courses and/or texts you will draw from for your analysis (see the third paragraph on page one for clarification about what is and is not acceptable).
  - Skills you would like to improve or acquire.
  - Understanding of career possibilities or direction you hope to gain.

- Other personal goals you have for the experience.
5. Include a bibliography or works cited page of sources used (including interviews or the Internet) and footnote where appropriate.

The paper must demonstrate that you have carefully examined the office/organization where you will be working and the internship experience there. Substantial weight will be given to how well the paper is written (spelling, grammar or style errors will be penalized) and the extent to which you address all of the above questions. This paper should be submitted as early as possible, but not later than the date indicate on the assignment schedule.

### Portfolio

Over the course of your internship you should increase your understanding of models, theories, concepts and institutions related to political science. Document what you have learned and the skills you have developed in a portfolio.

A good portfolio may contain a variety of entries, including correspondence (both memoranda and letters), reports written for your supervisor or other staff in the organization, notes on meetings or projects, or other general observations from your experience. Include anything that you feel demonstrates increased knowledge about political science. Be careful not to include anything that might be considered confidential unless you have your work supervisor's permission to do so.

#### **Cover page for each entry that relates it to political science (50% of portfolio grade).**

Provide a one page cover page for *each* item in your portfolio that analyzes it in the context of some theory, concept, institution or process that you have studied in your political science course work. This is essentially a “micro essay” on how your work on this item has increased your understanding of some aspect of the discipline. To receive full credit a cover page will have each of the following elements.

- A brief explanation of the entry, including any skills you developed or improved as a result of working it.
- A careful analysis of how the item illustrates or contradicts some generally accepted theory, model, or concept you have studied in political science. Use the language of the discipline and provide citations. This section should be occupy the largest portion of the cover page.
- Identify at least one question or idea for future investigation (either during the internship or later) related to political science that you find interesting as a result of having worked on this entry.

The cover pages should be written over the course of the internship at the same time the portfolio entries are completed. It is less effective (and strongly discouraged) if you write them all at the end of the internship just prior to submitting your portfolio.

**Analytical summary paper (40% of portfolio grade).** At the beginning of the portfolio include a minimum five-page paper in which you analyze those theories, models and concepts from your past political science course work that you have come to understand better as a result of your internship and why. Be sure to identify the courses and/or readings from those courses as they relate to the theories, models and concepts (see the third paragraph on page one for clarification about what is and is not acceptable). Reference the items in your portfolio as the evidence to support your analysis.

**Personal growth paper (10% of portfolio grade).** After the analytical summary paper include a

two to three-page description of the additional skills and general knowledge you have acquired as result of the internship along with the personal growth and understanding of career possibilities that you have developed.

**Supervisor evaluation.** After the internship summary paper include the evaluation your work supervisor completed of your work performance (see details below).

**Format.** Assemble the portfolio *as single a PDF* document and submit it by email to me by the deadline indicated in the assignment schedule. The presentation should be professional and organized. Some method of dividing entries (e.g. table of contents) will make the portfolio more organized and easier to read. A portion of the portfolio grade will be based on the quality of the presentation. If the file is too large to email, contact me to make arrangements to submit via Dropbox.

**Portfolio grade.** A portfolio deserving of an “A” grade will have at least 14 entries (items) with well-written, analytical cover pages and summary papers. It will be well-organized and professionally presented. Portfolios that are lacking in any of the above qualities, but have analytical cover pages and summary papers will merit a “B.” Those that are merely descriptive or have few entries will receive only a “C” grade.

### Mid-internship Assessment

By the date indicated in the assignment schedule, assess your performance in the internship and note any areas in which you feel improvement is necessary. Write a two to three-page paper that addresses each of the following points:

1. What are you doing well in your internship?
2. In what ways do you need to improve in the internship?
3. Are you satisfied with your work assignments? Why or why not?
4. Describe your relationship with your work supervisor and co-workers. Is there anything you need to do to improve those relationships?
5. Briefly summarize the knowledge and skills you have gained or improved since beginning the internship.
6. How has the experience challenged the assumptions you had prior to the beginning of the internship about working for this or a similar organization?
7. If there are any problems (i.e. relationships, work assignments, other issues) with the internship, what have you done to resolve them? Are there any left unresolved?
8. Have your supervisor complete the attached Mid-internship Evaluation Form and include it with your report. Include your response to any concerns raised in it about you or your work.

### Organization Analysis

Write a five to seven page paper in which you examine and evaluate the office or organization in which you are working. The paper must address each of the following:

1. Describe the mission and goals of the organization. Why is or why isn't it successful in accomplishing its mission?
2. Include an organizational chart which outlines office/organization hierarchy and briefly describes

- the duties of the staff. Be sure to identify where interns or your position fits into the chart.
3. Describe and evaluate the decision making process in the organization, including both formal and informal processes. Formal processes are often outlined in official documents (e.g. organization charter or constitution or statute) describing who has authority to make decisions. Informal processes are those that are not outlined in any official manner, but either have influence on the formal processes or are, in reality, the way in which decisions are reached. For example, the administrative assistant to a department head may not have any authority in the organization structure but is the gatekeeper on information submitted to his or her boss. Thus, the assistant controls which issues will be considered and, to a certain extent, the outcome of deliberations on those issues.
  4. Describe the qualities of employees that are valued by the organization. Do you feel the reward structure (to the extent you are aware of it) helps to promote the organization's mission? Reward structures could include remuneration, among others. Why or why not?
  5. What one recommendation would you make to improve the organization's performance? Why do you think it would improve the performance? Be practical in your recommendation by taking into account the resources and constraints of the organization. Why do you think your recommendation has not already been tried or adopted?
  6. Indicate two principles, concepts, theories, models or processes you studied in your previous political science courses that are relevant to this organization. What new knowledge or understanding do you have about them as a result of observing the work of this organization?

### Learning Objective

A substantive, well defined learning objective can be an important part of your intellectual development in the internship. It will help you be reflective about your experience and link your observations to previous course work on campus. This assignment is completed in two stages.

**Stage I.** Stage I requires you during the first week of the internship to review the menu of objectives in the PLSC 399R Learning Objectives Supplement attached to this syllabus. Give particular attention to the objectives under the category that most closely conforms to the kind of organization for which you are working. *In consultation with your work supervisor* select one of the objectives that you will focus on during the internship. Clearly these objectives will not work for every possible internship, so any objective may be modified or another substituted for those on the list as long as the changes or substitutions have the approval of the intern director within the first three weeks (preferably within the first week) of the internship. Discuss with your supervisor ways in which you will be able to accomplish the objective either through observation, participation in meetings and/or through your work assignments. By the end of the second week of the internship submit a two to three-page report that:

1. States the objective you have selected;
2. Reviews your supervisors comments about it, including concerns about the possibility of accomplishing it;
3. Outlines the opportunities that can be made available to you to accomplish it;
4. Your plan of action for accomplishing it; and
5. Which concepts, theories, etc. taught in the introductory American government or other political science courses likely will be relevant to this objective.

**Stage II.** During the internship follow (and revise if necessary) your plan to accomplish the objective. After the end of the internship and by the date indicated in the assignment schedule submit a minimum five-page report (excluding citations) detailing what you have learned relevant to the objective.

This report is an important part of the learning process and must reflect that you have conscientiously analyzed the selected topic and can relate it to one or more of the concepts taught in the introductory American government or other political science courses. A report that merits an “A” grade will also demonstrate careful thought about and analysis of your observations in the internship. It will draw upon your internship experience in reaching conclusions about the topic in question along with information gathered from news reports or other sources that contradict or reinforce your conclusions. It must be well-written without errors in either style or mechanics.

### Research Project

Write a 10 to 15-page research paper on an issue related to your internship. Ideally this paper will grow out of one or more of the work assignments in your internship. The paper should emphasize primary source research (e.g. interviews with relevant knowledgeable people or data you collect as part of the internship). Discuss the paper's topic with your work supervisor and see what he or she is willing to do to help you gain access to the data needed to complete the paper. I hope the paper will be something that you could also leave with your experience provider. The final draft of this paper is due two weeks after the conclusion of the internship by the date indicated in the assignment schedule.

**Research design.** By the *date indicated in the assignment schedule* submit a *research design for the project for approval*. The design should follow the conventions taught in POLI 200 and must be approved by the faculty advisor or collaborating faculty member. Papers written without an approved research design submitted by the indicated deadline cannot receive more than a “B” grade. Please note the importance of closely coordinating the project subject and direction with the faculty advisor or collaborating faculty member. Questions about the project should be directed to whichever of the above is responsible for approving the design and grading the final product.

**Research project grade.** A research project deserving of an “A” grade will be well-written, free of errors and following all the conventions for mechanics, style and format taught in PLSC 200. It must utilize primary source data drawn from the internship experience. It must address its subject in a substantive and meaningful way and reach conclusions based on the evidence and arguments presented in the paper. As noted above, an “A” paper also will have been preceded by an approved, well-written research design. The paper will receive a “B” grade if it lacks one or more of the above qualities. A “C” grade will be given to papers that are merely descriptive and lacking in one or more of the above qualities.

### Supervisor's Evaluation

This is a midterm and final evaluation of your job performance completed by your work supervisor. Guidelines that your supervisor should follow in completing the evaluation are found at the end of this syllabus. Be sure your supervisor has a copy of them. *Note: You are responsible to insure that the completed mid-term and final evaluations are submitted by the dates indicated in the assignment schedule.* You should carefully read the final evaluation and respond to it in a separate statement if you disagree with any part of it.

### Assignment Schedule

Submit all assignments according to the dates indicated below. Carefully review instructions given above for assignment details.

**Prior to or on [the first day of the internship]**

- Pre-internship Report due.

**[Week 1]**

- Learning Objective Stage I assignment due.

**[Week 4]**

- Design for Research Project due to Political Science Intern Director.

**[Week 7]**

- Mid-internship Self-assessment paper due.
- Mid-internship Supervisor evaluation due.

**[Week 10]**

- Organization Analysis paper due.

**[Two weeks after internship]**

- Learning Objective Report (Stage II) due.
- Research Project due.
- Portfolio and Final Supervisor Evaluation due.

BYU Political Science Mid-internship Evaluation  
*The immediate supervisor of the intern should complete this evaluation.*

Help us assess how well this student is doing in his or her internship by responding to the following questions. Because this evaluation is a factor in determining this individual's grade, it is an "education record" under the Family Education Rights and Privacy Act. Under this law, the individual has a legal right to examine all evaluations upon request.

- Please write your responses on your organization's letterhead.
  - Indicate the student's name at the beginning.
  - Include your typed name, position and signature at the end.
  - Review the evaluation with the student and have him or her send it to the Political Science Intern Director.
1. Estimate the average percentage of work time the student spends doing each of the following:
    - Research;
    - Writing (including correspondence);
    - Organizing meetings or related activities;
    - Clerical (e.g. filing, errands, photocopying, receptionist, typing, etc.); and
    - Other (please describe).
  2. Describe the student's responsibilities.
  3. Evaluate the quality of the student's writing.
  4. Evaluate the student's analytical skills and the quality and accuracy of his or her research.
  5. Evaluate the student's interpersonal skills, initiative, willingness to accept responsibility and dependability.
  6. Has the student kept the work schedule agreed to at the beginning of the internship? If there have been any problems with punctuality or attendance, please describe them and indicate whether or not they have been resolved.
  7. What is the student doing well in the internship?
  8. In what ways can the student improve his or her performance?
  9. Has the student reviewed his or her learning objectives with you?
    - a. Has he or she been given opportunities to accomplish these objectives?
    - b. To what extent do you feel he or she has taken advantage of these opportunities.
    - c. Any recommendations for how the objectives should be modified?
  10. Any other comments.

BYU Political Science Intern Final Evaluation  
*The immediate supervisor of the intern should complete this evaluation.*

Please evaluate the student candidly and objectively, comparing him or her with other interns of a comparable academic level or with personnel assigned to the same or similar tasks. The Political Science Department Intern Director must receive this evaluation before the student can receive a grade for his or her internship experience. Please complete it as soon as possible. Because this evaluation is a factor in determining this individual's grade, it is an "education record" under the Family Education Rights and Privacy Act. Under this law, the individual has a legal right to examine all evaluations upon request.

- Please write your responses on your organization's letterhead
- Indicate the student's name at the beginning
- Include your typed name, position and signature at the end
- Review the evaluation with the student and have him or her send it to the Political Science Intern Director

1. Describe the student's responsibilities.
2. Estimate the average percentage of work time the student spent doing each of the following:
  - Research
  - Writing (including correspondence)
  - Organizing meetings or related activities
  - Clerical (e.g. filing, errands, photocopying, receptionist, typing, etc.)
  - Other (please describe)
3. Evaluate the quality of the student's writing.
4. Evaluate the student's analytical skills and the quality and accuracy of his or her research.
5. Evaluate the student's interpersonal skills, initiative, willingness to accept responsibility and dependability.
6. Were any problems with punctuality or attendance described in the mid-internship evaluation resolved or did any develop since that evaluation?
7. What are this student's work-related strengths?
8. Any weakness in the student's performance and suggestions for how he or she might improve?
9. Was the student given opportunities to accomplish his or her learning objectives? To what extent do you feel he or she has taken advantage of those opportunities?
10. To the best of your knowledge, has the student completed the total work hours agreed to when accepted for this internship? If not, how many hours has he/she completed.
11. How do you rate this student's overall performance as compared with other interns or personnel assigned the same or similar tasks? Possible rating include excellent (equivalent to an "A" grade), very good (a "B" grade), acceptable (a "C" grade), below average (a "D" grade), and unacceptable (a failing grade).
12. Would you like to have another BYU intern? Any other comments.

# PORTFOLIO ASSESSMENT WORKSHEET

## PLSC 399R 9 CREDITS

Assessment Criteria	Points Available	Points Earned
1. Does the portfolio conform to the formatting instructions and have at least 14 different acceptable entries, each identified by a separate cover page?	14	
2. For each entry is there a brief explanation of the entry, including any skills you developed or improved as a result of working on it.	14	
3. Each cover page has a careful analysis of how the item illustrates or contradicts some generally accepted theory, concept, institution, or process you have studied in political science.	14	
4. For each entry there are questions raised or ideas for future investigation (either during the internship or later) that have come to you as a result of having worked on this item.	8	
5. You have included a minimum five-page “ <b>analytical summary</b> ” in which you detail the theories, models, or concept from your past political science coursework that you have come to understand better as a result of your internship, and why. (Reference the items in your portfolio as the evidence to support your analysis.)	40	
6. A “ <b>personal growth paper</b> ” 3-5 page paper is included describing additional skills and general knowledge you have acquired as a result of the internship along with the personal growth and understanding of career possibilities that you have developed.	10	
7. Any reduction of grade because of tardiness of portfolio submission?	?	
<b>TOTAL</b>	<b>100</b>	