

UK Department of Political Science
PS 399 Internship Program

Semester (circle one): Fall / Spring / Summer Year: _____

Memorandum of Agreement

The Department of Political Science encourages UK undergraduates to learn about government, law, or politics through hands-on experience. We thank you and your organization for agreeing to provide an internship experience for: _____

(Student enters name here)

The student has asked that we grant course credit for the internship with you. Our ability to grant such credit relies on your cooperation in three ways:

1. By **confirming the number of hours** the student will work for you,
2. By **verifying some of the tasks** that will be involved in the student's job, and
3. By **agreeing to provide a brief performance evaluation** when the semester ends

The student has reported that the internship with your organization will involve a total of at least: _____ hours (or an average of _____ hours per week during the internship)

2. The student has reported that the internship will involve, among its various duties, the following tasks related to political science (that is, politics, government, public policy, the law):

3. The student has reported that you will be willing to provide an evaluation of his/her performance no later than ____ / ____ / ____ using a simple evaluation form that the student will provide you.

I, the undersigned, confirm that the student's expectations are correct. My organization will provide an opportunity this semester for the student to work the reported number of hours in a job that will include the reported tasks, and I will be willing to provide the University of Kentucky Dept. of Political Science with a brief evaluation of the intern's performance so that a grade may be submitted.

(Internship supervisor's name & title)

(Internship supervisor's signature)

(Internship supervisor's address)