

University shall maintain adequate insurance (through the State's Risk Management Division, which is a self-insurance program) to cover any liability arising from the acts and omissions of University's agents and employees arising out of the performance of this Agreement. University shall not be responsible for maintaining insurance coverage for liability arising from the acts and omissions of Host Site's employees or agents.

The Host Site shall maintain adequate insurance to cover any liability arising from the acts and omissions of Host Site's employees or agents arising out of the performance of this Agreement. The Host Site shall not be responsible for maintaining insurance to cover liability arising from the acts and omissions of employees of University.

Evaluation The Host Site supervisor agrees to submit to the Sponsoring Faculty Member a written evaluation of the student's internship performance. The evaluation shall be submitted no later than the first day of final examinations for each semester, which shall be due on _____, 20____.

Term This Agreement becomes effective upon the last date accompanying the signatures to the agreement and remains in effect until terminated by mutual consent of the parties or by one party upon 30 days prior notice in writing to the other party. The terms of this agreement may be modified, supplemented, or amended only by written agreement signed by authorized representatives of all parties. By their signature, the parties below acknowledge that they have read and understood the Agreement and agree to be bound to its terms and conditions.

Student Name (print) _____

Student Signature (signed) _____

Host Site (agency name and address)		
_____	_____	_____
Host Site's Supervisor of Internship	Title	Date
_____		_____
Sponsoring Faculty Member		Date
_____		_____
Politics and International Affairs Chair		Date
_____		_____
Dean, College of Social & Behavioral Sciences		Date

Return signed form to Politics & International Affairs Department. Student should keep a copy of the signed contract until the internship is completed.

PERFORMANCE APPRAISAL FORM

To be completed by Site Supervisor and returned to faculty sponsor by _____, 20__

Student Intern: _____

Host Site Supervisor: _____ Agency: _____

Instructions: Rate the intern's performance in each category below.

	5 Superior	4 Above average	3 Average	2 Below Average	1 Unsatisfactory
Overall quality of work					
Written communication skills					
Oral communication skills					
Creativity and initiative					
Performance of tasks in timely manner					
Ability to follow directions					
Appropriate response to criticism					
Works well/rapport with other staff					
Ability to set goals					
Ability to achieve goals					
Appropriate response to work pressures					
Appropriately professional appearance					
Enthusiasm for responsibilities					
Dependability and punctuality					
Self-motivation					

The intern's areas of strength(s):

Area(s) where the intern needs improvement:

At this point, would you write a letter of recommendation for this intern?

Duration of internship: _____, 20__ to _____, 20__ Hours worked per week: _____

Has the student fulfilled the expectations of the work site? (Explain)

Additional comments:

Supervisor Signature _____ Date _____

Please return Performance Appraisal form to: Faculty Sponsor (name) _____
 Politics & International Affairs, Northern Arizona University, Box 15036, Flagstaff, AZ 86011-5036 / FAX: (928) 523-6777

**NAU POLITICS & INTERNATIONAL AFFAIRS INTERNSHIPS
INSTRUCTIONS AND INFORMATION**

How to get started	Check the bulletin board across from the POS office and the internship book in the POS department office for internship opportunities. Resource links and nationwide listings can be found on the POS web site at www.nau.edu/pos . We suggest you make contact with a prospective internship site first to inquire if openings are available. Be prepared to provide a resume, references, and to go through the interview or testing process. Some positions may involve a security check or drug testing.
How to get academic credit	When you have secured an internship, complete the 3 forms in this internship packet and make arrangements with a faculty sponsor to supervise the academic portion of the internship experience. See instructions below for completing these forms. When the forms are completed and submitted to your faculty sponsor, you will be able to obtain a sequence number to enroll for academic credit.

To complete the forms in this packet:

Internship Application and Student Participation Agreement	Memorandum of Understanding	Performance Appraisal Form
Student, Sponsoring Faculty Member, and Advisor should discuss this form in detail. After completing and signing the form, it should be forwarded to the Political Science department Chair for approval. The form must then be attached to the Memorandum of Understanding and filed with the Vice Provost. A copy should also be kept on file in the POS department.	Student, Sponsoring Faculty Member, and Host Site Supervisor must be fully aware of all provisions in this document. It is to be completed and signed, and kept on file in the Vice Provost's office and in the POS department office.	Student intern must give this form to the Host Site Supervisor. Host Site Supervisor must complete the form and forward it to the Sponsoring Faculty Member by the date noted.

FREQUENTLY ASKED QUESTIONS

Q: What kinds of internship experiences are available?

A: The opportunities are unlimited. Some students seek experience in working in an administrative position with a local, tribal, or state agency. Others may work in a law office, with a non-profit organization, or in a political campaign. The only requirement is that there is a linkage between what you are doing and political science or public administration. A "job" is not necessarily an internship.

Q: What would I be expected to do?

A: The nature of the internship varies considerably, based on your expertise, previous experience, and interests. Some interns conduct research for an organization, help coordinate special events, membership campaigns, or fundraising. Those with Internet experience may assist in development of a web site or electronic communication. Most positions involve at least some clerical or administrative duties, especially at the beginning while they learn about the tasks they are expected to complete.

Q: When are internships available?

A: The majority of internships are available during the summer, although some programs use interns throughout the year. Internships vary from a summer session of about ten weeks to a full year. Most programs have flexible start dates and hours to accommodate a student's schedule.

Q: What hours would I be working?

A: Your schedule will be arranged in conjunction with your work site supervisor. Some internships involve attending meetings in the evening or on weekends; others allow you to work at home on a project. It is important that you inform your supervisor of your academic schedule, including dates for field trips, exams, or other activities when you will not be available.

Q: Are internships available in Flagstaff?

A: Yes, although most local internships are developed directly through student contact. There is tremendous competition for internships in this area, and more volunteers than positions.

Q: Can I do an internship in another city, state, or abroad?

A: Yes, with the approval of a faculty sponsor. There are many internships available in the Washington, D.C., area, for example, or you may make arrangements with someone in your home town or another community where you make contact.

Q: What about getting to and from my internship site?

A: Some internship positions require that you have a valid driver's license, and you are responsible for your own transportation. If you are interested in an internship outside of Coconino County, you will generally be expected to provide your own transportation, and housing once you arrive.

Q: Can I get academic credit for an internship?

A: Yes, by enrolling in POS 408 (undergraduates) or POS 608 (graduate students). Tuition is based on the number of credits for which you register. You may enroll for 1-12 units of academic credit. Department practice, which is based on Arizona Board of Regents policy, is that for each three units of credit you receive during a Fall or Spring semester, you are expected to work ten hours per week. (For six units of credit, you would work 20 hours/week, etc.) During a 5- or 10-week summer session, you would be expected to work 30 or 15 hours per week, respectively, to earn three units of credit. You must keep a log of your hours to verify your schedule. POS 408 and POS 608 are graded Pass/Fail only.

Q: Do I need to be a Politics and International Affairs major or minor to participate in an internship?

A: No, but you must register for POS credit. Undergraduates may apply a maximum of 6 units of internship credit toward the major or minor. Graduate students may include 12-15 credit hours (depending on program) of POS 608, 685 or 697 toward their graduate program of study. No graduate program of study will be approved which includes fewer than 24 units of formal coursework (apart from directed studies).

Q: What is the Legislative Internship Program?

A: This is a formal program conducted through the state legislative agencies. Legislative Internships are open to students who have completed 75 credit hours and have a cumulative GPA of 3.00 or higher. Each fall, students may apply to serve as interns with the Arizona state legislature, the Governor's Office, or the Arizona Supreme Court. The selection process includes the submission of an application and letters of recommendation, a screening interview at NAU, and an interview with legislative staff members in Phoenix. The internship runs from January to May in Phoenix. Students receive a stipend, tuition reimbursement, and may be eligible for relocation assistance. Housing is not provided. Undergraduates may register for up to 12 units of Legislative Internship credit; graduate students 9 units. Students who are selected will register for POS 466. Other internships with individual legislators, candidates, or government offices that are not part of this program may also be available.

Q: Are paid internships available?

A: Yes, but the majority are considered experiential, rather than as paid positions. The average wage for student interns is about \$7-8 per hour. Some positions will provide a mileage reimbursement. Undergraduate students may also apply for the Gabaldon Scholarship in the College of Social and Behavioral Sciences, which provides an internship stipend, or the Vaughn Scholarship, which is available for graduate student interns in the Department of Political Science.

Q: When should I start looking for an internship?

A: Immediately! Some internship programs have deadlines up to nine months in advance; some have rolling applications so you can apply at any time. Be sure to allow yourself time to find a faculty sponsor, complete the necessary paperwork, and register before you begin. As a general rule, start looking 6-9 months before you hope to be an intern.

Q: What is the value of an internship experience?

A: Priceless. An internship can help you make decisions about potential career paths, and may open the door to future employment. Even a negative experience is important because it helps you decide the kind of work and setting that you enjoy. You will be able to make contacts and network within the organization, and learn what types of skills you might need to enter the profession.

**MEMORANDUM OF UNDERSTANDING
NAU DEPARTMENT OF POLITICS and INTERNATIONAL AFFAIRS
INTERNSHIP PROGRAM**

This Agreement is entered into by and between the State of Arizona, acting by and through the Arizona Board of Regents on behalf of Northern Arizona University, and a Host Site identified below.

The University wishes to offer its students opportunities for internship training and experience in their fields of study. The host site wishes to cooperate in the University's academic objectives by providing an appropriate work environment for students. The parties agree as follows:

Participating Students Students desiring academic credit for an internship may identify a Sponsoring Faculty Member and make arrangements with the Host Site. The determination of the suitability of an intern for a particular work site shall rest with the Host Site supervisor.

Internship Standards The specific internship experiences to be provided, the duration of the internship, the criteria to be used to determine successful completion of the experience, and the granting of academic credit shall comply with the University's academic standards established for internships. Such details shall be documented in writing and made a part of this Agreement.

Discrimination Neither party shall engage in discrimination in the treatment of any participant connected with the internship. Discrimination means any act that unreasonably differentiates selection and treatment, intended or unintended, based upon age, disability, national origin, race, marital status, veteran status, religion, sex, or sexual orientation.

Termination of Student Participation for Cause The Host Site supervisor may request the University to withdraw from the program any student who, in the opinion of the Host Site, is not performing satisfactorily, or who refuses to follow the Host Site's administrative and operating procedures, policies, rules, and regulations. Such requests must be in writing and must include a statement of reasons, which shall not be based on discriminatory treatment.

Consideration The basis of this Agreement is that the Host Site agrees to provide the internship experience to the University at no charge to the University, and the student completes the internship and any required academic work for the granting of academic credit. Any additional special arrangements in which the University agrees to supply any supplies, equipment, etc., as a part of the internship shall be documented in writing and made a part of the Agreement. The student is not an employee of the University. Any compensation arrangements made between the Host Site and the student are outside of this Agreement. Except for any special arrangements specifically agreed upon by the parties, the student is responsible for his/her own transportation, parking, and expenses associated with the internship.

Insurance Northern Arizona University is an institution of higher education, supported by the State of Arizona and governed by the Arizona Board of Regents. University counsel has advised that Arizona Revised Statutes Section 35-154 prohibits any language which commits the Arizona Board of Regents to indemnify, hold harmless, or in any way assume a potential unspecified liability of the contracting party, and must be stricken. This position is also supported by Attorney General's Opinion 67-36-L.

The University is insured through the AZ Department of Administration, Risk Management Section. The State's self-insurance program, in accordance with Arizona Revised Statutes Sections 41-621 and 622, provides liability and state-owned property coverage to all Arizona State agencies, including the universities. As such, Certificates of Insurance will be issued, upon request, for valid contracts. The following language is acceptable and preferred by the State: