

Application
Department of Political Science Internship

Section I: Student Information

Name _____

Student identification no. _____

UTK email address _____

Permanent address _____

Telephone (local) _____

Major _____

Class level (F/S/J/Sr.) _____

Current grade point average _____

Section II. Internship Information

Internship organization/sponsor _____

Immediate supervisor's name _____

Immediate supervisor's email address _____

Immediate supervisor's telephone _____

Internship starting date _____

Internship ending date _____

Total number of weeks you will work _____

Hours per week that you will work _____

Internship semester (e.g., "Summer 2021") _____

Number of credit hours requested
(1-6 hours possible) _____

Internship duties (What will you be doing?)

Describe the method and frequency with which you will communicate with your academic advisor during the semester.

Is this your first political science internship? YES NO

If "No," please list previous political science internship(s) below, and tell us how many hours you received for each.

For Department Use:	
Approval	DF: _____

Instructions and Guidelines:

A. Instructions:

1. Complete this form and attach a copy of your most recent transcript **AND** a letter from your internship organization that verifies your status as an intern. This letter should detail the dates and nature of your internship, and should also include the name of your immediate supervisor.
2. Submit your application to: *Dr. Anthony Nownes, Director of Undergraduate Studies, Department of Political Science, 1001 McClung Tower, University of Tennessee, Knoxville, TN 37996, RE: Political Science Internship.* This form *may* be submitted electronically.
3. When you receive word from Dr. Nownes (Director of Undergraduate Studies) that your internship application has been approved, you will enroll in Political Science 494, Political Science Internship. Enrollment in POLS 494 is by permission only, and once the department approves your application, you will receive word that may enroll.

B. Guidelines:

1. You must submit your application at least fifteen (15) days before the start of your internship.
2. You will be required to keep an internship journal, which you will turn into to Dr. Nownes (or your supervisor) at the end of your internship semester.
3. Possible grades in POLS 494 are “Satisfactory” and “No Credit.”
5. The Department of Political Science does not award retroactive credit for internships.
6. All internship applications are evaluated by the Head of the Department of Political Science, Dr. Richard Pacelle, who has sole discretion in approving them. He may be reached by telephone at 974-2261, or by email at Rpacelle@utk.edu.
7. You will be notified via email or in person within fifteen (15) days about the disposition of your internship application.