

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?)

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 (it need not be official) **AND** a letter from your immediate supervisor that verifies your status as an intern.
2. Submit your application to: *Dr. Pat Freeland, Internship Coordinator, Department of Political Science, 1001 McClung Tower, University of Tennessee, Knoxville, TN 37996, RE: Political Science Internship.* This form *may* be (but does not have to be) submitted electronically.
3. When you receive word from Dr. Freeland that your internship application has been approved, you will enroll in *Political Science 494, Internship*. Enrollment in POLS 494 is by permission only, and once the department approves your application, you will receive word that you have permission to enroll. When you receive permission, be sure to enroll in the correct number of hours.

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. Freeland at the end of your internship semester.
3. Possible grades in POLS 494 are “PASS” and “FAIL.”
5. The Department of Political Science does not award retroactive credit for internships.
6. All internship applications are ultimately evaluated by the Head of the Department of Political Science, Dr. Brandon Prins, who has sole discretion in approving them. He may be reached by telephone at 974-2261, or by email at bprins@utk.edu.
7. You will be notified via email or in person within fifteen (15) days about the disposition of your internship application.