**Department of Government**

Internship Application

Department of Government

Minnesota State University, Mankato

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Government Department Internship Coordinator

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## Minnesota State University, Mankato Department of Government

Internship

**Important Information and Requirements**

1. This application is only to be used by students who wish to take Criminal Justice, Law Enforcement, Political Science or URSI Internship credits at Minnesota State University, Mankato.
2. **Internship Credits WILL NOT be authorized for work completed prior to approval and registration.**
3. Undergraduate students will not be allowed to register for and participate in internship until all core requirement courses are successfully passed with a grade of C or better in each, and the student has completed 80 or more credit hours. Exceptions to this requirement can be waived **only** by the student's faculty adviser and/or the Internship Coordinator. Graduate students are able to register for internship credits at any point in the program.
4. Registration for internship credits will not be authorized until all paperwork is completed.
5. **It is the responsibility of the student to locate in internship.** The Internship Coordinator or program faculty members may provide suggestions for locations and assistance in applying. The process is designed to improve the student's skill in locating and securing employment upon graduation. Securing an internship is similar to applying and interviewing for positions upon graduation. Some internship opportunities are posted on the bulletin boards in the hallway by MH109 and by the Internship Coordinator’s office near MH126. Assistance in preparing a resume or cover letter is available from the Career Development Center.
6. Prior to permission being given to register for the appropriate internship course and credits, the student must include, from the agency who is offering the internship, a letter or email of acceptance to the Internship Coordinator.
7. A grade for the internship credits will not be entered until all of the following are thoroughly completed and received by the Internship Coordinator:
	* Internship journal (entries must be entered for each working day at the internship site)
	* Critique of the student's internship experience (synthesis of the internship experience)
	* Evaluation of the student by the internship provider
8. Internships are graded as Pass or No Pass. Grades of “No Pass” may be issued for, among other things, poor internship performance, excessive absences or tardiness, ethical failures, theft, destruction of property on the part of the intern, or failure to complete the internship and provide all documentation to the Internship Coordinator within one calendar year from the first graded semester of the internship.
9. **Semester Credit Hours:** It is possible to earn a maximum of 8 depending on the student’s program. A minimum of 30 hours of internship work or experience is equal to one semester credit hour. For example, if a student wants to earn three internship credits, that student must work at least 90 hours for the agency or organization.
10. A student should have earned a minimum of 80 semester credits; however, the student’s faculty adviser will determine if the student has met adequate prerequisites to register for an internship. The Internship Coordinator will normally support the adviser’s recommendation.

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**Internship Application**

Note: The application must be completed in its entirety and a letter or email of confirmation or acceptance from the organization where the internship is to completed must be received prior to registering for the internship. Permission to register for internship credits is given by the Government Department Internship Coordinator, but must first be approved by the student's academic adviser.

### Student information

Last name First name Middle initial

Tech ID number Email address

Street address and apartment number (if applicable)

State Zip code Phone number

### Internship information

When do you want to register for the internship?

Term (circle one): Fall Spring Summer

Year

Name of the organization

Name of supervisor

Supervisor telephone number Supervisor email address

Organization street address

Organization State/Country Zip/Province code Phone number

When can the supervisor be contacted? am / pm to am / pm

The course you want to register for will be emailed to you, along with the credit hours.

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**Internship Application (cont.)**

Remember that one semester credit equals 30 internship work hours. How many total hours will you actually spend working with the organization during your semester internship (please do not include travel time, lunch, breaks, etc.)?

Number of internship credits requested?

* International Relations: Maximum of 6 credits
* Law Enforcement/Criminal Justice: Maximum of 8 credits
* Political Science: Maximum of 6 credits
* Urban and Regional Studies: Maximum of 12 credits

### Internship outline

Please consult with the internship provider and write out an outline of duties, projects and experiences that you expect to work on during your internship. Use the space below or attach a separate page if necessary.

### Student’s signature Date

=======================================================================

This section to be completed by Department of Government Faculty

Faculty adviser check one of the following:

* I concur with the above plan and the number of hours requested.
* I do not concur with the above plan. I believed the number of internship credits should be .

Faculty adviser signature Date

Government Department Internship Coordinator check one of the following:

* I concur with the above plan and the number of hours requested.
* I do not concur with the above plan. I believed the number of internship credits should be .

Government Department Internship Coordinator’s signature Date

## Minnesota State University, Mankato Department of Government

**Counseling Record and Hold Harmless Agreement Form**

I, ,

(Print your name please)

agree to hold Minnesota State University, Mankato and its employees, agents, faculty and administration as well as the MinnState system free and harmless from and against any and all losses, injuries, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this internship.

I also acknowledge that I have been advised of the risks and understand the risks that are involved with the internship experience. Specifically, that health insurance, disability insurance or indemnification from civil liability suits is not provided by the Minnesota State University, Mankato, the MinnState system or internship site or organization. I have been advised that the internship location, supervisors, internship coordinator, faculty adviser and Minnesota State University, Mankato may not be held liable for any property or financial loss, destruction of property, injury (including but not limited to physical injury, psychological injury, emotional injury, or injury to one's reputation) or death which may arise from this internship. I have also been advised that I should try to procure insurance from a private company during the time of the internship experience should I not already have desired coverage.

I am of sound mind and I agree to all of the above.

Student’s signature Date

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**Applicant’s Receipt**

On , submitted a (Date) (Student's name)

* fall

completed application form for an internship for the □ spring term.

* summer (Year)

Prior to this I also □ have received a letter of confirmation of acceptance from the agency

□ have not

or organization providing this internship opportunity. Electronic authorization will be entered into the system, authorizing the student to register for , Section \_\_\_\_\_\_\_, for \_\_\_\_\_\_\_ semester credit hours of internship.

Government Department Internship Coordinator’s signature Date

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**Chronology of the Internship**

1. The student begins to look for an internship which will complement their academic program and is consistent with their professional goals. Your academic adviser or other program faculty members may be aware of some internship opportunities; however, it is not the responsibility of faculty members to find internships for students.
2. The student selects an internship and develops an outline of the internship with the internship provider or organization.
3. The internship application contained in this manual is completed in its entirety, including the outline in number 2 above.
4. The internship provider or organization sends the Department of Government Internship Coordinator a letter or email confirming the student's acceptance.
5. The completed application is presented to the student's academic adviser.
6. The adviser either approves the number of semester internship credit hours requested, denies the request or modifies the program outlined by the student.
7. The completed internship application is presented to the Government Department Internship Coordinator, who then in cooperation with the student's program adviser finalizes the student's internship program, reviews the internship program with the student and confirms that all other requirements have been met.
8. If all requirements are met, the application is complete, the letter of confirmation has been received and if the student agrees to the program, the Government Department Internship Coordinator will authorize permission for the student to register for the internship credits and will email the student with the specific course, section, and number of credits they are to register for.
9. The student completes the registration/payment process.
10. The student completes the internship program and all requirements (journal, critiques, miscellaneous assignments, etc.). These requirements may vary based on the student's internship experience.
11. The Government Department internship coordinator will email the internship provider the Intern Rating Report Form. The agency’s or organization’s internship provider completes the form and it is returned to the Government Department Internship Coordinator.
12. Upon satisfactory completion of all requirements (in a timely manner) and receipt of an acceptable evaluation, the student will receive the appropriate grade of PASS (“P”) for the internship course. Students not receiving acceptable evaluations or failing to complete other requirements will receive a grade of NO CREDIT (“N”).

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**Internship Objectives**

It is hoped that your internship experience will provide you the following opportunities:

1. To expand your awareness of the non-academic world. This means an exposure to other lifestyles, problems, methods, work environments, etc.
2. To provide exposure to the application of your discipline in an actual work setting.
3. To provide actual work experience in your discipline or field of study.
4. To provide interaction with practitioners in an actual work environment.
5. To learn to draw on your academic skills to solve real world problems.
6. To improve and expand your interpersonal skills.
7. To gain self-confidence and in turn develop better self-reliance.
8. To identify your strengths and weaknesses to help improve your career opportunities.
9. To learn the importance of accepting responsibility, being self-sufficient, and showing initiative in an actual work environment.
10. To develop and use an ethical perspective in complex situations.

# Workplace Standards

Keep in mind that you are representing yourself, the Government Department, and MSU, Mankato. Therefore, you should adhere to these minimal standards:

* 1. Dress appropriately for the work place. Do not wear anything (including language on shirts) that may be considered by anyone to be offensive.
	2. Do not wear clothes that appear dirty, wrinkled, or in need of repair.
	3. Pay attention to your shoes. They should be clean or shined, and not in need of repair.
	4. Do not wear a hat or cap inside the workplace.
	5. Your fingernails should be clean. If fingernail polished is used, be sure it is appropriate to the workplace.
	6. Your hair should be clean and neatly groomed.
	7. Be clean and well-groomed. Please wear deodorant, but be free of excessive fragrances or odors.
	8. Do not use inappropriate, unprofessional language, including anything that may be considered by anyone to be racially, sexually, or otherwise objectionable.
	9. If you have facial hair, be sure it is kept well-trimmed and clean.