

**Student and Agency Contract (Summer & Fall 2024, Spring 2025)**  
**School of Public and International Affairs (SPIA) Internship Practicum (15-POL-4090)**

Dr. Ivan Dinev Ivanov, M.L. 0375, University of Cincinnati, Cincinnati, OH 45221, 556-3318

Student Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

Agency \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Schedule: Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Weekly Hours: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ -

1. Agency expectations and projected intern responsibilities:

2. Relevant prior study and personal skills the intern expects to apply in completing assignments:

3. Any additional orientation/training that may be required and/or provided by the agency:

4. Agency expectations regarding confidentiality:

**Student Commitment:**

As the student intern for this service-learning experience, I agree to complete assignments to the best of my ability, work in collaboration with the agency supervisor, report any problems I encounter, respect the confidentiality requirements of the agency, and present the course instructor and the agency with copies of my final report.

(Signed) \_\_\_\_\_ Date \_\_\_\_\_

**Agency Supervisor:**

As the agency supervisor for this service-learning experience, I agree to work in collaboration with the U.C. student, provide information/resources for completing assignments, explain the agency's confidentiality requirements, and communicate assessment of the intern to the course instructor.

(Signed) \_\_\_\_\_ Date \_\_\_\_\_

A copy of this form in word format is available [here](#).

# TIME SHEET FOR SPIA INTERNS (15-POL-4090)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Agency \_\_\_\_\_ Supervisor \_\_\_\_\_ Ph \_\_\_\_\_

(1) Week of \_\_\_\_\_ Week 1 Total Hours \_\_\_\_\_ Approved \_\_\_\_\_

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_

Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

(2) Week of \_\_\_\_\_ Week 2 Total Hours \_\_\_\_\_ Approved \_\_\_\_\_

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_

Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

(3) Week of \_\_\_\_\_ Week 3 Total Hours \_\_\_\_\_ Approved \_\_\_\_\_

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_

Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

(4) Week of \_\_\_\_\_ Week 4 Total Hours \_\_\_\_\_ Approved \_\_\_\_\_

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_

Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

(5) Week of \_\_\_\_\_ Week 5 Total Hours \_\_\_\_\_ Approved \_\_\_\_\_

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_

Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

(6) Week of \_\_\_\_\_ Week 6 Total Hours \_\_\_\_\_ Approved \_\_\_\_\_

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_

Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

(7) Week of \_\_\_\_\_ Week 7 Total Hours \_\_\_\_\_ Approved \_\_\_\_\_

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_

Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

(8) Week of \_\_\_\_\_ Week 8 Total Hours \_\_\_\_\_ Approved \_\_\_\_\_

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_

Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

(9) Week of \_\_\_\_\_ Week 9 Total Hours \_\_\_\_\_ Approved \_\_\_\_\_

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_

Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

(10) Week of \_\_\_\_\_ Week 10 Total Hours \_\_\_\_\_ Approved \_\_\_\_\_

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_

Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_

A copy of this form in a word document format is available [here](#).

## ISSUES TO BE CONSIDERED IN INTERNSHIP JOURNALS AND REPORTS

The successful internship provides experiential learning about government, politics, and public policy. Therefore, in addition to meeting the supervisor's expectations about your work, the student should approach the internship as a field research project using participant observation. To assist you in this process, select scholarly publications (e.g. articles, books or other texts) relevant to the nature of the agency and the work you will be doing for it.

### **Journals:**

The expectation is to produce a journal entry for every 10-15 hours on the job or a total of 10-15 journal entries each consisting of approximately 250-300 words (or 1-page double-spaced text). A minimally acceptable intern's journal simply describes the daily routine. A quality journal provides substantive analysis of the organization and its personnel.

Prepare a list of questions to be answered or a hypothesis to be tested and determine how to proceed. Clearly identify the questions that you intend to explore before the start of each journal period. Here are some sample questions to get you started. These may or may not apply to your particular agency. Come up with questions to explore that work for your situation.

1. What is the agency's public function--policy or law making, enforcement, representation, advocacy, education?
2. Does political party affiliation or ideology affect staff appointments?
3. What are the political values reflected by the agency staff, if any?
4. What is the nature of agency relations with its clientele?
5. What is the agency's degree of independence and autonomy? Who is in control? To whom is the agency accountable and how is it held accountable?
6. Are there any public relations activities or press relations? If so, how are they handled and are they effective?
7. How would you evaluate staff morale, and cohesiveness? Is there a communitarian ethic or individualist approach?
8. Are there any gender and/or race issues evidenced in the operation of the agency?
9. Does agency management illustrate shared decision-making, the iron law of oligarchy or a strong leadership model?

### **Final Reflection Essay (approximately 2,500 words):**

In preparing for your final reflection essay due at the end of the semester, think about the big picture of the work of your agency and how it operates and whether or not observations and findings in the literature apply in the real world that you experienced. For example:

1. Have political scientists accurately explained how a U.S. Senator responds to constituent concerns or how a candidate for local office runs an election campaign?
2. Based on your intern observations, does political science literature on and interest groups and political activism correctly explains various issues related with poverty law, criminal procedures, or prison conditions?
3. Do non-profits interact with public officials and the public in ways that have a meaningful effect on public policy?

A Word format copy of the required forms is available [here](#).

## SUPERVISOR'S INTERN EVALUATION

The University of Cincinnati's School of Public and International Affairs (SPIA) sponsors an internship program to provide undergraduates with experience related to their political science and/or international affairs coursework while offering volunteer public service of value to a professional supervisor. The students are required to keep and submit a journal and to write a final report that describes and analyzes their work experience. Interns from different agencies meet to compare and discuss their experiences. We would appreciate your assistance in evaluating the student intern you supervised and in reflecting on the effectiveness of our attempt to develop an intern program. Use additional sheets or agency letterhead if you prefer.

Supervisor's Name \_\_\_\_\_

Office/Agency \_\_\_\_\_

Intern's Name \_\_\_\_\_

Tasks assigned \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attendance/Punctuality \_\_\_\_\_

Success in completing assignments \_\_\_\_\_

\_\_\_\_\_

Working relationship with others \_\_\_\_\_

\_\_\_\_\_

Personal initiative \_\_\_\_\_

\_\_\_\_\_

Overall individual assessment/evaluation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor signature/date

\_\_\_\_\_  
Intern's signature/date

Return the completed form to the student or email to Professor Ivan Dinev Ivanov, School of Public and International Affairs, M.L. 0375, University of Cincinnati 45221-0375. On second page of this form please offer any suggestions about how the department could improve the intern program and whether you would consider accepting another U.C. intern in the future. Thank you for your assistance in helping our student and our program. A Word Document copy of this form is available [here](#).