

JUS496, PSC496 or PAD 496 Internship
Department of Political Science and Criminal Justice
College of Arts and Sciences
Northern Kentucky University

Internship Application Cover Sheet

I. Student Information

Name of Intern: _____ Phone: _____

Student Email: _____ Faculty Reference Name: _____ PSC/ JUS/PAD _____

Request Placement for _____ credit hours during the _____ semester of _____
(#) (Fall, Spring, or Summer) (Year)

Student agrees:

1. To complete 200/400 clock hours by the last day of classes at the agency placement for a 3/6 credit-hour internship (a different form is required if this does not apply to you).
2. To abide by the agency's rules, regulations, and policies.
3. To inform internship coordinator of any changes to the above contact information or any changes pertaining to the internship.
4. To maintain a professional attitude toward work and the work environment.
5. To assume responsibility for punctual and accurate preparation of reports, records, and other materials requested by the Intern Supervisor.

Waiver:

I am aware that risks may be involved and agree that neither the agency (listed in Section B) nor any member of the agency nor any member of Northern Kentucky University nor any local, state, or federal governmental unit is responsible for any harm that may result from activities related in any way to the internship or in transit to or from the internship.

I certify that I have carefully read and agree with the above statement and that all information I have provided is correct:

Signature of Intern: _____ Date: _____

II. You must deliver the following to FH 560 C (internship coordinator) by November 1 (for Spring), March 1 (for Summer), or May 1 (for Fall) placement. Note: Some Federal placements require a 1-year advanced application.

- This Cover Sheet Completed and Signed
 - Name of NKU faculty member who will serve as a reference (write name above)
 - Number of Credits and Semester and Year of Placement Request
- Typed word document with three placement choices (order by preference) and reasoning (if applicable)
- Agreement and release form

Current Résumé

III. Agency Information and Intern Supervisor Information

Name of Agency: _____ Mailing Address: _____

Agency Head: _____ Phone: _____

Intern Supervisor: _____ Phone: _____

*E-mail (if available): _____ *Fax (if available): _____

Agency agrees:

1. To aid and support the student in his/her efforts to complete assigned tasks.
2. To allow time for field instruction as well as formal and informal conferences to enhance constructive learning, self-awareness, and self-evaluation.
3. To provide a safe physical environment.

Role of Intern In Agency (To be completed by the Intern Supervisor whose signature appears above).

Signature of Intern Supervisor: _____ Date: _____

Signature of Student Intern: _____ Date: _____