

LEVINE INTERNSHIP AWARDS IN AMERICAN GOVERNMENT, POLITICS, AND LAW

APPLICATION PROCESS Skidmore College ~ Dean of Studies Office

- ❑ **Award Competition:** These internship awards honor the memory of Erwin L. Levine, who was a Skidmore Government Department Professor of American Politics and Law from 1961 until his retirement in 1988. Through the generosity of his family and friends, these awards celebrate the life and legacy of a beloved teacher; respected scholar; treasured colleague; and inspired student of the history, theory and practice of American politics and law. The Levine Internship Awards are offered on a competitive basis to support Skidmore students who wish to undertake government internships in fields related to the practice of American government, politics and/or law. Skidmore students from any major or minor may apply. Students are not required to apply for academic credit, but proposals must demonstrate the academic aspects of the internship experiences. Students may propose an internship in government, political, or legal offices and must demonstrate appropriate academic preparation. Examples of internship sites include: city, state, or federal government office, federal agencies (e.g., State Department) or international agencies addressing U.S. political and legal issues (e.g., the United Nations), a pressure group lobbying Congress, or a Presidential library with an emphasis on the president's politics.

Preference will be given to students who receive financial aid. During the academic year, one grant is awarded in fall and another in spring semester in the amount of \$1,000 cash stipends. Summer grants are awarded in the amount of \$3,000 cash stipends (typically one or two grants are awarded in the summer). Selected students for summer grants will receive a \$300 per week stipend for an 8 to 10 week internships (not to exceed \$3,000); local summer internships may include housing on campus. Students apply by the due dates established by the Dean of Studies Office.

- ❑ **Internship Resources:** Consult the Internship Coordinator in the Government Department. In addition, the Career Services office (Starbuck Center) maintains an electronic library of internships. You can register for and access these listings through any computer connected to the main system (skidmore.edu/administration/career) or through a visit to Career Services. Many students, on the other hand, locate their own internship sponsor through faculty advisors, family members, or alumni contacts or simply by approaching an organization or office directly.
- ❑ **Academic Internship Experiences:** As you search for an internship source and construct the proposal, keep in mind that you are applying for an academic internship experience in a liberal arts context. Stronger applications will propose internship activities that demonstrate clear links to your Skidmore education (previous courses, major or minor, plans for a senior thesis, etc.). The more that you and the on-site supervisor can identify academic aspects of the internship (informing concepts, theoretical as well as hands-on knowledge), the more likely the faculty are to support your application. While applying for credit is not required for the Levine Internship Awards, students registering for internship credit must demonstrate how the internship builds on previous coursework. Internships that are largely clerical or mechanical in

nature are not eligible for these awards or for higher education credit. Also, refer to the Skidmore *Catalog* to see just how much credit your sponsoring academic department has approved for a 299 or a 399-level internship.

- ❑ **Proposal Process:** The internship proposal involves you in a three-way “contract” negotiation between the intern, the faculty sponsor, and the on-site supervisor. The content description on the proposal needs to reflect an agreement that meets your interests as well as the expectations of a Skidmore faculty sponsor who will endorse the relevance of the internship experience to the study of American government, politics, and/or law. If you are applying for academic credit, the faculty member must also provide a means of evaluating the internship for credit and for a grade. The on-site supervisor must also indicate agreement with the internship experience and describe how he or she will guide your on-site activities. Your role in bringing about this agreement is fairly complex, but it is also educational. The Dean of Studies Office can help you with the process if you give us enough lead time. It usually takes two to three weeks for a student to secure all the necessary information and approvals for an internship proposal.
- ❑ **Time Commitment and Proposal Deadlines:** You must meet established deadlines for submitting applications for a Levine Internship Award to the Dean of Studies Office, which includes department or program approval. **UNDER NO CIRCUMSTANCES WILL LATE PROPOSALS BE ACCEPTED!** Skidmore will not retroactively approve credit for experiences undertaken without the formal sponsorship and guidance of a Skidmore faculty member and without a completed internship proposal submitted to the Dean of Studies Office *before* the commencement of the internship. (You are responsible as well for providing copies of the internship agreement to your faculty sponsor and to the on-site supervisor.) The period covered by the internship must be no fewer than five weeks for three credits (and at least 130 hours of internship involvement), no fewer than ten weeks for six credits (and at least 260 contact hours), and no fewer than 10-14 weeks for nine credits (and at least 400 contact hours). This is *in addition* to the assigned coursework, which should be commensurate with the number of credit hours for the internship.
- ❑ **Costs and Registration:** If registering for internship credit, keep in mind that you will be charged the regular application and tuition fees, as is for any other credit-bearing course taken during the academic year or a summer session at Skidmore. A limited amount of Skidmore financial aid for summer internships may be available through application to the Office of Student Aid and Family Finance (apply early!).
- ❑ **International Students:** If you are an International Student, you must check with Student Academic Services before submitting your Levine Internship Award application as there may be Visa implications.
- ❑ **Questions:** If you have any questions, please contact Pat Choukeir (pchoukei@skidmore.edu) or call the Dean of Studies Office at 518-580-5720.

Note: If you are applying for academic credit, please review the *Guidelines for Internship Credit* attached to this packet.

LEVINE INTERNSHIP AWARDS IN AMERICAN GOVERNMENT, POLITICS, AND LAW

APPLICATION

Must be returned by the established deadlines to the Dean of Studies Office, Skidmore College,
Saratoga Springs, New York 12866

The Levine Internship Awards are granted on a competitive basis to support Skidmore students who wish to undertake internships in fields related to the practice of American government, politics, and law.

- During the academic year, one grant is awarded in both the fall and spring semesters in the amount of \$1,000 cash stipend.
- Summer grants are awarded in the amount of \$3,000 cash stipend plus \$1000 housing allowance.

Student's Name: _____ Class Year: _____

Major(s): _____ Minor(s): _____

Are you an International Student (Please check one): Yes No

Will this be a paid internship (Please check one): Yes No

Cell Phone: _____ E-Mail Address: _____

Faculty Sponsor: _____ Dept/Prgm: _____

Faculty Advisor: _____ Dept/Prgm: _____

Most Recent GPA: _____ Cumulative GPA: _____

Descriptive Title of
Internship: _____

On-Site Supervisor (name and title): _____

Name of Organization: _____

Address of Organization: _____

Phone: _____ FAX: _____ E-Mail: _____

Dates of involvement in the internship: Begin: ___ / ___ / ___ Conclude: ___ / ___ / ___
(mo/day/yr) (mo/day/yr)

Term of Internship: Fall Term 200 ___ Spring Term 200 ___ Summer Term 200 ___

Total number of weeks for the internship: _____

Total number of hours per week for the internship: _____

Total number contact hours for the internship: _____

Are you applying for internship credit? Please check No or Yes below:

<input type="checkbox"/> No, not for credit
<input type="checkbox"/> Yes, for credit
Fill out the information on the type and amount of credit requested (complete A, B, and C):
NOTE: In addition to the agreed upon research papers, journals or other assigned coursework, a three-credit internship requires no fewer than five weeks of active internship involvement and no fewer than 130 internship contact hours; a six-credit internship requires at least 10 weeks and 260 contact hours; a nine- credit internship requires at least 10-14 weeks and 400 contact hours.
A) Internship course number and sponsoring department or program: _____ Please check the <i>College Catalog</i> for accurate course numbers (for example, GO229, GO339, LW399)
B) Number of semester hours: <input type="checkbox"/> 3 sem. hrs. <input type="checkbox"/> 6 sem. hrs. <input type="checkbox"/> 9 sem. hrs
C) Grading option**: <input type="checkbox"/> Satisfactory/Unsatisfactory <input type="checkbox"/> For a grade **(Note: some internships are offered as S/U ONLY. Consult the <i>Skidmore Catalog</i> .)
IMPORTANT: The work for the internship credit must be completed and the grade submitted to the Registrar, by the end of the term in which the student registered the internship credit. If no grade is submitted by the sponsoring faculty member by the grading deadline, the grade will be recorded as a "U" or "WF."

Application Essay: Attach a brief essay (2-3 pages; typed) describing the relevance of your internship for the study of American government, politics, and/or law. Describe your preparation for the internship and how the internship experience will enhance your liberal arts education. You must also provide a specific description of the activities and responsibilities of the internship. This application process is competitive, and your essay will be judged on the quality and clarity of the writing. No vague or poorly written proposals will be accepted.

Faculty endorsement and means of evaluation: Each applicant must have a faculty sponsor who endorses the proposed internship experience. Strong endorsements will describe how the student's experience will further the study of American government, politics, and/or law. If the internship is for credit and a grade, the faculty sponsor must also provide a means of evaluation and describe the materials upon which he or she will assess the completed internship credit and assign a grade. Please include all papers, journals, or other coursework to be completed by the student. The faculty letter must include the faculty name, student name, and date.

In signing below, we agree to the content description and to the means of evaluation:

Student signature: _____ **Date:** _____
Faculty sponsor approval: _____ **Date:** _____
Review by Faculty advisor: _____ **Date:** _____
Dept chair or Prgm director approval: _____ **Date:** _____
Review by the Dean of Studies: _____ **Date:** _____

***On-Site Supervisor statement:** The On-Site Supervisor must submit a *signed letter* detailing the duties and work schedule for the student.

Revised 10/08

GUIDELINES FOR INTERNSHIP CREDIT
Skidmore College ~ Dean of Studies Office

I. GENERAL INTERNSHIP CREDIT CRITERIA

A. Internships undertaken for academic credit require a strong academic center, a set of organizing principles that will foster a particular discipline of mind. The central question is the value of the internship experience to higher education in a liberal arts and science context. Internships that are primarily clerical or mechanical will not qualify for academic credit.

B. Internships must run for an entire term of study. In addition to assigned coursework, internship must meet minimal contact hours requirements according to the following scale:

3 semester hours of credit: no fewer than 130 contact hours and no fewer than 5 weeks duration

6 semester hours of credit: no fewer than 260 contact hours and no fewer than 10 weeks duration

9 semester hours of credit: no fewer than 400 contact hours and no fewer than 10-14 weeks duration

"Contact hours" are defined as hours actually spent on site performing the activities of an intern.

C. The amount of additional academic work assigned by the faculty sponsor should be commensurate with the number of credit hours for the internship.

D. The student's background preparation (formal course work, reading, research, co-curricular experience, and jobs or other internships) is especially important for 299 and 399 Professional Internships and plays a less important role in IN100 Exploration Internships.

E. Students proposing an internship must be in good academic standing, which is defined for this purpose as a 2.00 or better total GPA and not on academic probation.

F. Students proposing internships for credit must submit thorough, accurate, and lucid proposals to the Dean of Studies Office by the established deadlines. The deadline for submitting all internship credit proposals to the Dean of Studies Office is the third day of classes. **No late applications will be accepted.** (for late requests to add internship credit, we will only consider unusual circumstances and only if cleared with the Dean of Studies Office in advance. As with any course, a late drop or withdrawal will require approval from the faculty sponsor and the Committee on Academic Standing.) Skidmore will not retroactively approve credit for experiences that were undertaken without the formal sponsorship and guidance of a Skidmore faculty member and without a completed internship application submitted to the Dean of Studies Office before the commencement of the internship. (You are responsible as well for providing copies of the internship agreement to your faculty sponsor and to the on-site supervisor.)

G. **FEES:** As a reminder, because this is a credit-bearing course, students will be charged the regular application and tuition fees during the academic year as well as during the summer session at Skidmore. Consult the Office of Special Programs for information on summer term fees and guidelines.

H. Internships should, whenever possible, involve the student in some expository writing beyond the keeping of a journal and will often include a research paper. Other material submitted to the faculty sponsor at the conclusion of the internship might include a portfolio or project of an appropriate nature.

I. A maximum of **twelve** semester hours of internship credit may be counted toward the student's degree program. This maximum may be exceeded only through prior approval by the Committee on Academic Standing. All 399 internships count toward the Skidmore "maturity" requirement. 299 and 399 internships (but not IN100) may count for "liberal arts" credit only as indicated in the *Catalog* under each departmental description of internships. Only 399 internships may count toward an academic major or minor, as indicated in the *Catalog* under each departmental and program description. Internship credits are offered on a graded (A-F) or Satisfactory-Unsatisfactory (S/U) basis as determined by the sponsoring department or program and indicated in the *Catalog*.

J. Internships may not be supervised by a member of the student's immediate family. One person may not serve as *both* the faculty sponsor and the on-site supervisor.

II. STUDENT RESPONSIBILITIES AND GUIDELINES

A. Responsibilities Prior to the Internship:

- 1) Explore resources in the Career Services Office as well as the internet.
- 2) Discuss plans with a faculty member who might sponsor an internship. The faculty sponsor for an Exploration Internship (IN100) may be in any department or program, but the sponsor for a Professional Internship (299, 399) must be a member of the department or program in which the internship course is offered.
- 3) Contact a prospective on-site supervisor and, with the help of the faculty sponsor and the on-site supervisor, design a proposal (must be typed) that will promote direct involvement in the occupational, creative, or research field of the internship.

The student should do the following in designing the proposal:

- ✓ Define exactly what he or she will be doing as an intern.
- ✓ Specify goals and objectives and how background and responsibilities will help fulfill these objectives.
- ✓ Specify how much and by what means communication will occur with the faculty sponsor during the internship (**remember that a mid-point written communication between the sponsor and the student is required**).

- ✓ Indicate how the internship will be integrated with a liberal arts education and how it will contribute to intellectual and personal growth.
- ✓ Describe the exhibit, project, term paper, or other materials that will be presented to the faculty sponsor for evaluation of the completed internship. This material will usually include some expository writing. The amount of the assigned coursework should be commensurate with the number of credit hours for the internship.

4) Submit the proposal, **with all approval signatures** and supporting documents, to the Dean of Studies Office no later than the established deadline.

5) The student must make and retain a copy of the proposal and provide a copy to the faculty sponsor and on-site supervisor.

B. Responsibilities During the Internship:

1) The student should conscientiously fulfill all the responsibilities defined in the internship proposal and expected of a motivated intern and serious college student. Significant lapses in meeting these responsibilities may result in termination of the internship and/or academic failure.

2) The student should keep a detailed record of goals, responsibilities, and accomplishments during the internship.

3) On a regular basis, the student should discuss his or her progress and performance with the on-site supervisor.

4) The student should maintain contact with the faculty sponsor by phone, letter, or in person. This contact with the sponsor must include the student's written mid-point assessment of the internship.

C. Responsibilities After the Internship:

1) Present the term paper, project, exhibit, or other materials to the faculty sponsor for discussion and evaluation of the internship. The student must meet the pre-established deadlines for submitting all required materials.

2) The student must remind the on-site supervisor to write an evaluation of the intern at the conclusion of the internship and submit to the faculty sponsor. The on-site supervisor's evaluation of the intern is an important component of the faculty member's evaluation of the project for academic credit.

III. RESPONSIBILITIES OF THE FACULTY SPONSOR

A. The faculty sponsor should be qualified by current or previous professional or job experience, or by department or program affiliation, to guide and evaluate the internship activity.

B. The faculty sponsor should be prepared to fulfill the following responsibilities:

- ✓ To judge the proposed internship for its learning objectives, methods, and evaluation criteria for higher education credit in a liberal arts context.
- ✓ To consult with the prospective on-site supervisor concerning their mutual interests in the supervising and guiding of the student. Phone calls, e-mails, or letters exchanged during the placement period are encouraged to achieve effective contact between the on-site supervisor and the faculty sponsor.
- ✓ To assist the student in drawing up a reading list of materials pertinent to the proposed internship.
- ✓ To supervise and approve the formal internship proposal, which the student then submits either to the Department Chairperson or Program Director (for 299 or 399 internships) or to the Dean of Studies (for an IN 100 Exploration Internship).
- ✓ To communicate with the on-site supervisor and the student intern during the course of the internship.
- ✓ To evaluate and grade the student's internship experience, taking into consideration the on-site supervisor's evaluation (the form is given to the on-site supervisor by the student intern), the student's written and oral evaluation of the experience, and the student's paper or project. Sponsors must submit an S/U or letter grade (according to individual department or program policy) to the Office of the Registrar by the established deadlines for the appropriate term of study.
- ✓ To provide the Dean of Studies, upon request, with a brief written assessment of the success and educational value of the internship (the Dean of Studies is responsible for the overall quality of the program and, in partnership with the Office of Career Services, for cultivating internship resources). The Dean of Studies will report periodically to the Curriculum Committee and the Committee on Educational Policies and Planning on issues related to the academic quality of internships.

C. Since the faculty sponsor's responsibility for the overall quality and evaluation of the internship experience is a time-consuming commitment, no faculty member engaged in full-time teaching may sponsor more than five internships in a single academic term. Departures from this maximum workload must be approved by the Dean of Studies and the Dean of the Faculty. During a summer term, and in the absence of other teaching responsibilities, a faculty member may sponsor as many as fifteen internships.

IV. GUIDELINES FOR THE ON-SITE SUPERVISOR

A. The on-site supervisor must clearly be qualified by professional experience and affiliations, job status, professional credentials, etc., to guide and evaluate the internship activity. The student's parent(s) or an immediate family member may not serve as the on-site supervisor.

B. The on-site supervisor is asked to meet the following expectations:

- ✓ To consult with the student applicant and the faculty sponsor concerning their expectations and plans.
- ✓ To review the description of internship content on the student's proposal form, and submit a letter detailing the student's duties, in time for the student to meet proposal deadlines. Note that the letter from the on-site supervisor must be attached to the internship proposal, or faxed to 518-580-5749.
- ✓ To provide appropriate professional guidance and instruction to the student during the internship.
- ✓ To ensure that the internship closely matches the agreed upon activities and learning experiences. Major departures from the approved plan must be reviewed by the faculty sponsor (and, in the case of Exploration Internships, by the Dean of Studies).
- ✓ To write an evaluation of the intern at the conclusion of the internship and submit this appraisal to the faculty sponsor. The on-site supervisor's evaluation of the intern is an important component of the faculty member's evaluation of the project for academic credit.

C. The on-site supervisor is not responsible for providing housing for or remuneration to the student intern. The student intern remains responsible for his or her general well-being, health, and living expenses. An internship may, however, become a paid position if the supervisor so desires.

Dean of Studies Office, September 2007

Endorsed by the Committee on Educational Policies and Planning, Spring 2007