

# Internship in Politics: Application for Approval

Please note: Internship applications are due **September 30** (for fall semester internships) and **January 30** (for spring semester internships).

## 1. Personal Data:

Name: _____	NYU ID #: _____
Campus Address: _____	
Telephone: _____	Email: _____

## 2. Academic Standing:

Overall GPA: _____	Politics GPA: _____
Expected Graduation: _____ / _____ mm                                  yyyy	

## 3. About the Internship:

Employer Name: _____		
Street Address: _____		
City: _____	State: _____	Zip Code: _____
Phone: _____	Fax: _____	
Contact Person: _____	Title: _____	
Contact Person Email: _____		

### FOR INTERNSHIP SUPERVISOR ONLY:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR THE ACADEMIC ADVISOR ONLY:**

I support Mr./Ms. \_\_\_\_\_ application for 2\_\_4\_\_ credits of Internship. I agree to supervise him/her for the duration of this internship. At the end of the internship I will read and grade his/her Journal and assess whether or not academic credit must be granted.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

# Internship in Politics: Approval Letter for Internship Supervisor

Dear Designated Supervisor:

Thank you for accepting the responsibility to supervise our student \_\_\_\_\_ during his/her internship at your organization. Internships are a very important part of the education we provide to our majors at the Department of Politics at NYU. Through carefully selected internships we aim to offer to some of our best students the opportunity to work in and be a part of the activities of agencies, offices and organizations so that they can combine real life experience with the study of related problems in politics and political science.

Please take a few minutes to fill out this form, which is very important for assessing how effective this internship might be for our student. If you have any questions, do not hesitate to contact us at [politics.undergrads@nyu.edu](mailto:politics.undergrads@nyu.edu). Thank you for your time.

## What is your position within this organization?

### How closely will you work with our student?

He/she will work closely with me.

He/she will work in the office (agency, organization) but not with me.

I will meet him/her occasionally.

I will not work with him/her but I will supervise him/her anyway.

## What kind of activities will the intern perform?

### How many hours per week will she/he work?

6 Hours

8 hours

10 hours

12 hours

14 hours

### How will you assess performance? Please Explain.

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Please return to:

New York University, Department of Politics, 19 West 4<sup>th</sup> Street, 2<sup>nd</sup> Floor, 10012  
Email: [politics.undergrads@nyu.edu](mailto:politics.undergrads@nyu.edu) Tel: (212) 998-8500 Fax: (212) 995-4184

## Internship in Politics: End of Internship Letter for Supervisor

*This evaluation is confidential and must be faxed by the supervisor directly to the department.*

Dear Designated Supervisor:

Thank you for taking your time to supervise our student \_\_\_\_\_ during his/her internship in your organization. Please take a few minutes to fill out this form, which is very important for our records and for assessing how effective this internship was for our student. If you have any questions, do not hesitate to contact us: [politics.undergrads@nyu.edu](mailto:politics.undergrads@nyu.edu). Thank you.

### How closely did you work with our student?

He/she worked closely with me.

He/she did work in the office, but not with me.

I met with the student occasionally.

I did not work with student, but I supervised him/her anyway.

### What kind of activities did the intern perform?

### How many hours per week did she/he work?

6 Hours

8 hours

10 hours

12 hours

14 hours

### How would you assess his/her performance?

Excellent

Very Good

Good

Satisfactory

Not satisfactory

### Please explain:

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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