



Internship Credits for the ISS Master's Degree

An internship can be applied towards the ISS Master's degree, worth 3 credit hours, if it meets the following conditions:

- It is a formal internship, and not a part of the student's day-to-day job/occupation.
- The internship lasts at least 135 hours.
- The internship is approved for ISS credit by either the Director or Associate Director of the program.

To earn internship credits, students must:

- Complete the letter of agreement, which confirms that the internship is in fact a genuine internship and different from a career promotion or training opportunity. Once this is complete, the student can be enrolled in up to three internship credits (POL 593).
- Complete a report at the end of the internship-credit period (the term for which the student is enrolled in internship credits). This report is the student's opportunity to evaluate the internship in light of their completed course work, by drawing connections to their completed classwork and detailing what was learned during the internship. The report should be around 1,500-2,000 words in length.
- Submit a letter of completion at the end of the internship.

For further questions please contact Professor Kurzer (ISS Director) at kurzer@arizona.edu .

Letter of Agreement

Intern's Name: _____

Agency: _____

Agency Supervisor: _____

Telephone OR email: _____

Period of Internship: _____

Description of Tasks: [A separate page may be attached if preferable]

Signatures:

Intern

Date

Agency Supervisor

Date

Evaluation of Internship by Agency Supervisor

Intern's Name: _____

Agency: _____

Agency Supervisor: _____

Telephone OR email: _____

1. In what ways was this internship of value to your agency?

2. In what areas did this intern demonstrate particular strength? In what "areas did this intern show a need for improvement? (You might consider such areas as analytic, interpersonal, and communication skills.)

3. What problems arose during the internship that would be helpful to know about for future internships?

Evaluation of Internship by Student

Intern's Name: _____

Agency: _____

Agency Supervisor: _____

Telephone OR email: _____

1. Was your experience valuable to you as a student? Did your activities reflect the activities of the agency?
2. Do you feel that the internship was valuable to the agency?
3. Would you recommend this agency for future interns?
4. Are there any other changes in the internship process that you would suggest to make it a more useful experience?