

**Department of Political Science Internship Program
Employer Agreement
INTERNSHIP SUPERVISOR**

I UNDERSTAND THE PLACEMENT OF _____ IN MY OFFICE IS PRIMARILY FOR THE EDUCATIONAL ENHANCEMENT OF THIS STUDENT.

I WILL WORK WITH THE INTERN TO EXPLAIN BOTH THE PURPOSES AND METHODS OF ACCOMPLISHING ASSIGNED TASKS. I WILL SEEK OUT OPPORTUNITIES FOR EXPANDING THE INTERN'S RESPONSIBILITIES AND OFFERING A VARIETY OF MEANINGFUL TASKS.

I WILL HELP INTEGRATE THE INTERN INTO THE OFFICE, INTRODUCING THE INTERN TO COLLEAGUES, OFFICE PROCEDURES, AND EXPECTATIONS. I WILL EXPLAIN THE ROLE OF THE INTERN TO COLLEAGUES AND ENCOURAGE THAT THE INTERN BE OFFERED APPROPRIATE OPPORTUNITIES.

I WILL MAINTAIN CONTACT WITH THE USD INTERNSHIP COORDINATOR TO SOLVE ANY PENDING OR POTENTIAL PROBLEMS.

I WILL OFFER A FRANK, BUT CONSTRUCTIVE, PERSONAL EVALUATION OF THE INTERN AT THE MID-TERM AND AT THE END OF THE INTERNSHIP.

Please describe the major tasks the intern will be performing. If you prefer, please attach a job description.

Number of work hours per week: _____

Regularly scheduled hours of work:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

Starting Date: _____ Ending Date: _____

Name of Organization

Organization's Mailing Address

City State Zip

Internship Supervisor's Name (printed or typed)

Internship Supervisor's Title (printed or typed)

Internship Supervisor's Telephone #

Internship Supervisor's Signature

Student Intern's Signature

Department Internship Coordinator's Contact Information:

Ms. Mary Pat Bierle
Dakota Hall 233D
University of South Dakota
414 E. Clark St.
Vermillion, SD 57069
605.677.6317 (office)
605.677.8808 (fax)
mbierle@usd.edu