NEVADA SENATE DEMOCRATS INTERNSHIP SYLLABUS

**Objective:** To provide interns a deeper understanding of the political and campaign process at the state level, providing them with experience working in a fast-paced environment, communication skills, and other professional development skills.

**Course Description:** This internship is to provide the intern the opportunity to explore his/her career interests in political and campaign organizations. This experience will also help him/her gain a better idea of what a political campaign entails as well as the opportunity to build professional networks.

**Learning Goals:**

The internship will provide interns the opportunity to:

- Help organize and lead campaign events
- Recruit and maintain a strong volunteer base
- Campaign research projects
- Website management
- Social networking management
- Finance database management

**Required Materials:** Laptop, phone/phone charger, internship folder & reflective journal (will be provided)

**Expectations:**

To receive credit/extra-credit for the internship, you are required to meet the curriculum of your school as well as the expectations of our political organization. Additionally, you are not only representing yourself, but you are also representing the Nevada Senate Caucus as an intern for the Nevada Senate Democrats.

1. Arrive at NSD Headquarters as scheduled, ready to work, and stay for the agreed upon time.
2. Present yourself in a professional manner, including being appropriately dressed for the workplace (no gym attire, skirts/shorts at appropriate length, no spaghetti straps/tank tops unless covered with cardigan/cover-up, no midriff)
3. Communicate any concerns with your internship coordinators
4. Demonstrate enthusiasm and interests in what you are doing (ask questions & take initiative)
5. Complete all assigned work in a timely manner/by designated timeline
6. Participate in assigned meetings and campaign events
7. Keep track of assignments, reflective journal, and internship hours worked
**Evaluations:**

Performance evaluations are a key component to internship development. This evaluation is intended to be a fair and balanced assessment of the intern’s performance. Interns are required to participate in a monthly performance evaluation which will cover job performance, setting goals for professional development, establishing objectives for next month, discussing expectations and accomplishments, etc.

**Special Needs:**

If you require accommodation (ex: illness, vacation time, religious obligation), please notify one of the internship coordinators, so that appropriate modifications can be made.

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This serves as an official agreement between my internship coordinators and me. We have agreed that I will be working for the Nevada Senate Democrats in Las Vegas, Nevada. This internship is open from Fall 2015 to November 8, 2016.

Intern Signature: ___________________________  Date: ______________

Internship Coordinator Signature: ________________________________

Date: ______________

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Office Headquarters: 6233 Dean Martin Dr.
Las Vegas, Nevada 89118

For additional information contact Tina Nguyen at (702) 324-2853 or tnguyen@nvsenatedems.com.

Internship Coordinator: Professor Steve Parker

Office Number: (702) 895-3710

Email: parkers@unlv.nevada.edu