

**University of Nevada, Las Vegas**  
**Department of Political Science**  
**Undergraduate Internships (1 of 5 pages)**

**PLEASE READ AND COMPLETE THIS FORM.**  
**YOU WILL THEN RECEIVE PERMISSION FOR ENROLLMENT.**

**PSC 490 A-E**  
**Internships**

**Students work for a semester in the specific area and make monthly reports on work activities and assigned readings.** Students earn a specified number of credit hours for their internship activities under the supervision of agency personnel and designated university faculty. May be repeated for a maximum of six credits.

**Prerequisites:**

**PSC 490A, PSC 490C, PSC 490D, & PSC 490E**

*PSC 101 and sophomore, junior, or senior standing and PSC major*  
*or*

*PSC 101 and junior or senior standing.*

**PSC 490B**

*PSC 101 and junior or senior standing.*

The Political Science Department Internship form must be completed by the student and approved by the internship coordinator and the chair (bring form to the main office, WRI B227, for the department chair signature) within the normal registration period before permission is provided for enrollment. A copy of this signed form must be submitted to the student, internship coordinator, and department office.

The Internship coordinator (Dr John Tuman [john.tuman@unlv.edu](mailto:john.tuman@unlv.edu)) will communicate periodically with your supervisor and document your progress.

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**COURSE REQUIREMENTS**

1. On-site work at the place of your internship at the rate of 60 hours for each academic credit to be earned. (Example: Sign up for 3 credits during a 15 week semester and work 12 hours per week.)
2. Keep a daily or weekly log of your work experience: activities, tasks, skills applied / learned, etc.
3. During the term, use this same log to write two brief reports summarizing your internship experience to date. Specific deadlines for the submission of these papers will be provided by Dr Tuman.
4. Attend 2 or 3 meetings (1 hour each) with other interns and Dr Tuman. The purpose of these meetings will be to share and discuss internship experiences to that point.
5. Read one book related to your internship and write a (5 page) report on it.
  - a. Within 10 days of the start of the internship send Dr Tuman information on three books that interest you: title, author and a one-paragraph abstract of each book's content. He will approve or disapprove your selections thus providing you with certainty as to whether your book choice(s) will qualify as fulfilling this segment of the internship.
  - b. The 5-page book report will be due approximately one week prior to the end of the term.
6. Required book for this course: "Starting Work: For Interns, New Hires and Summer Associates" by Mary Crane. Book is available for purchase at the UNLV Bookstore.
7. A ten-page report summarizing and evaluating the overall internship experience itself. Once again, your log will be your main source of data. This paper will also be due approximately one week prior to the end of the term.
8. The completion of an evaluation form that will be filled out by your on-site, internship supervisor. This form will also be due approximately one week prior to the end of the term.

**University of Nevada, Las Vegas  
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**Undergraduate Internships (2 of 5 pages)**

**PLEASE FILL OUT ALL SECTIONS OF THIS FORM  
BEFORE PERMISSION IS PROVIDED FOR ENROLLMENT**

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_ NSHE ID: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Rebel Mail: \_\_\_\_\_

Personal E-Mail: \_\_\_\_\_

Major: \_\_\_\_\_ Standing: \_\_\_\_\_

SEMESTER Spring  Summer  Fall  20\_\_\_\_

CREDITS: \_\_\_\_\_ HOURS: \_\_\_\_\_

Check one: PSC 490A - Internship: Administrative   
PSC 490B - Internship: Legislative   
PSC 490C - Internship: Campaign   
PSC 490D - Internship: Legal   
PSC 490E - Internship: Political News Broadcast

Interning Institution/Office: \_\_\_\_\_

Supervisor's Name & Title: (Please Print) \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

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Interning students must submit one copy of all assignments to the Internship Coordinator, Dr Tuman, according to a schedule that they will receive during the first week of class.

Other;  
An evaluation form will also be sent to the intern's on-site supervisor at the end of the semester.



**POLITICAL SCIENCE INTERNSHIP  
GENERAL RELEASE/LIABILITY WAIVER**

This General Release (this “**Release**”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ (“**STUDENT**”) in favor of the Board of Regents of the Nevada System of Higher Education, on behalf of the University of Nevada, Las Vegas (“**UNLV**”).

**I. PRELIMINARY STATEMENTS**

STUDENT desires to participate in the internship program through the UNLV College of Liberal Arts, Department of Political Science as part of PSC 490, or other similar course, during the Spring/Summer/Fall (**circle one**) semester 20\_\_\_. STUDENT will be placed at the following internship site / organization / office:  
\_\_\_\_\_.

In exchange for this Release, (1) UNLV will enroll STUDENT in the Program if STUDENT meets the eligibility requirements of UNLV and has paid the appropriate fees in a timely manner; (2) UNLV will facilitate STUDENT’s participation in the Program by processing the documentation necessary for enrollment in the appropriate UNLV course(s) and in the Program; (3) UNLV will provide the personnel and/or resources required by the Program; and (4) upon satisfactory completion of the Program, UNLV will grant STUDENT the credits earned for participation in the Program.

**II. STUDENT’S OBLIGATIONS**

1. STUDENT understands and agrees that UNLV is not responsible for any personal injury or loss or damage to property suffered by STUDENT during participation in the Program or during periods of travel to and from the Program Site or other locations required for participation in the Program (including, but not limited to, public or other ground transportation and crimes against person/property)..
2. STUDENT understands and acknowledges that UNLV cannot guarantee his/her health and safety while participating in the Program. STUDENT is responsible for acting prudently and exercising caution and common sense at all times. STUDENT agrees to abide by the Program Site’s policies, procedures, rules and regulations throughout the Program.
3. If, during his/her participation in the Program, STUDENT becomes incapacitated or otherwise unable to provide consent to medical treatment and advance consent cannot be obtained from STUDENT’S family, STUDENT agrees that medical treatment may be performed when, in the opinion of competent medical personnel, the health or welfare of STUDENT will be adversely affected by any delay. In such event, STUDENT authorizes UNLV’s designated representative to grant permission for the necessary medical treatment of STUDENT.
4. STUDENT shall abide by all applicable laws, as well as all applicable rules, regulations and policies of UNLV during his/her participation in the Program. STUDENT agrees that failure to do so may result in the termination of his/her participation in the Program.
5. STUDENT understands and agrees that his/her status with the Program Site throughout the internship period is that of a student receiving education, and STUDENT agrees he/she has no expectation of receiving compensation from, or future employment with, either the Program Site or UNLV.
6. STUDENT, on behalf of himself/herself and his/her heirs, insurers, executors, administrators, successors and assigns, hereby does release, acquit and forever discharge the Board of Regents of the Nevada System of Higher Education, and its employees (most specifically Dr. John Tuman), officers, agents, representatives, insurers, successors and assigns, from any and all actions, suits, claims, damages, judgments and executions, whether known or unknown, liquidated or unliquidated, fixed, contingent, direct or indirect (including pain and suffering, punitive damages, death, dismemberment, disability, physical or mental illness/distress or the loss or destruction of the personal property of STUDENT) arising out of STUDENT's participation in the Program. STUDENT acknowledges that UNLV and Dr Tuman do not directly oversee the Program and that the Program is voluntary and that this Release is made freely, voluntarily, and under no compulsion.

\_\_\_\_\_  
Initial

7. STUDENT agrees to indemnify and hold UNLV and Dr. John Tuman harmless for any financial or other liability, distress or obligation which he/she personally incurs/encounters, and for any injury, loss, damage, distress, liability, cost or expense to the person or property of another which is caused or contributed to by STUDENT during his/her participation in the Program.
8. STUDENT affirms that he/she has read and fully understood all the materials provided to him/her in connection with STUDENT's participation in the Program.
9. STUDENT further affirms that (a) he/she is of legal age and is freely signing this Release and (b) he/she understands that Dr. Tuman does not in any way visit or supervise on-going operations / activities in this office/organization and thus cannot be held liable for what happens there. Thus, the STUDENT understands that if behavioral, financial, relationship or other problems arise it is his/her responsibility to inform Dr. Tuman of these same problems.

### **III. MISCELLANEOUS PROVISIONS**

This Release shall be construed and enforced in accordance with the laws of the State of Nevada. The jurisdiction and venue for any action relating to any claims or causes of action brought with regard to this Release or in any way relating to STUDENT's participation in the Program shall be governed by the laws of the State of Nevada and shall be litigated in a court of competent jurisdiction in the State of Nevada, County of Clark.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***EMERGENCY NOTIFICATION INFORMATION:***

Student Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Emergency Contact's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

On reverse side of this sheet please list any special medical services required, existing medical conditions, or allergies of Student. If reverse side is blank UNLV concludes that there are none.