

## Requirements for Obtaining UTK Academic Credit for POLS 494 Internship

UT Knoxville students with course work in political science who are awarded a Congressional Internship may apply for 3 hours of POLS 494 Internship credit. Satisfactory/No Credit (S/NC) is the only grading allowed for 494.

### **Requirements for an "S" grade in PS 494, section #001:**

Students must complete all responsibilities associated with the internship including punctual attendance and commitment to all internship duties until the end of the legislative session which may not correspond to the semester calendar. Students who are approved to register for 3 hours of PS 494 Internship are required to prepare and submit to the designated Faculty Sponsor (Dr. David H. Folz [dfolz@utk.edu](mailto:dfolz@utk.edu)) **typed**, bi-weekly reports, each of which should be 1-2 pages in length. The first report is due two weeks after the beginning of the internship and the last bi-weekly report is due at the end of the internship.

These bi-weekly reports should be typed in Word, double-spaced with 1" margins, 12 font. Attach each bi-weekly report to an e-mail sent to the Faculty Sponsor. Please include your name in the file name of the attachment, e.g. "Smith bi-weekly #1." All bi-weekly reports are considered to be confidential. It is recommended that interns use their own PC's to type and send these reports. Interns should not use any office PC's in the capitol to prepare or send their bi-weekly reports.

### **Content of Bi-weekly Reports:**

Every report should have your name, date and the bi-weekly report number at the top of the document. Your **first** report should indicate your committee and/or legislator assignments. Each bi-weekly report should be a candid appraisal of your internship experiences during the previous two weeks. Each report should cover what you did, what tasks that you were assigned, any difficulties or challenges that you encountered in trying to fulfill your assignments, your perspectives on the committee or office that you serve or in which you work and the individuals with whom you work, whether your time & talents are being fully utilized, policy issues that you have learned more about as a result of your research or legislative debate, what you have learned about various issues and the decision making process in the legislature.

Also submit a copy of all bi-weekly reports to Ms. Stephanie Kit, Director of the Center for Career Development at: [smkit@utk.edu](mailto:smkit@utk.edu)