

# EASTERN MICHIGAN UNIVERSITY™

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Dear Colleague,

I want to thank you for agreeing to accept a student intern from the Political Science Department at Eastern Michigan University in your agency for the upcoming term. We are grateful for your commitment of time and energy in directing and supervising your intern. As you know, the success of this learning experience for the intern is strongly related to your commitment to providing the intern with opportunities to learn and observe.

Although student interests and skills may vary, the typical intern is well on the way to completing the undergraduate or graduate degree. We realize that some clerical or support tasks may be expected of the student, but expect the internship experience, overall, to provide additional learning opportunities not available in more traditional classroom settings. Task assignments and opportunities to observe professionals in action are a crucial part of that learning process. Thus, we feel that both students and their placement agencies benefit most when interns are assigned responsibilities commensurate with an entry level professional position.

In addition to the hours worked at your agency, your student intern is required to attend a weekly seminar, and submit a weekly journal account of his or her internship experiences. As internship director, I teach the seminar and evaluate the journals, in an effort to enhance the student's educational experience. I enclose further information about the Department's expectations from interns.

Toward the end of the internship experience or the end of the academic term, you will be asked to complete a form evaluating your intern's performance. This evaluation, in conjunction with the student's performance in the seminar and journal requirements, will form the basis for the student's grade in the course.

Again, I thank you for your participation in our program and ask you to contact me if you have any further questions or concerns.

Sincerely,



Raymond A. Rosenfeld  
Professor of Political Science  
Internship Director

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