



Undergraduate Internship Program Packet

Schar School of Policy and Government
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PROGRAM OVERVIEW AND GUIDELINES

- The Schar School of Policy and Government (Schar School) Undergraduate Internship Program provides an opportunity for you to gain professional experience and skills that will complement your academic program and enhance your career opportunities. The program also is intended to support area organizations by allowing employers to work with undergraduate students in an effort to increase recruiting success.
- Enrollment in GOVT 480 is open to sophomores, juniors, and seniors who have completed most of the required GOVT introductory courses (100 level courses) in their major or minor. Students must be in academic good standing.
- The Schar School reserves the right to deny internship placements.
- During mid-semester, the undergraduate internship faculty advisor will check in with you and your employer to ensure that your internship is of benefit to both of you. If you or your supervisor would like an in-person site visit, to assist in the continued development and quality of the internship experience, one can easily be arranged.
- Students may register for three or six credits of GOVT 480 internship.
 - To receive 3 credits, students must work a minimum of 135 hours.
 - To receive 6 credits, students must work a minimum of 270 hours. Six-credit internships carry an additional assignment; please view the syllabus for more details.
 - No credit is awarded retroactively.
 - Current place of employment is not eligible.
 - Student must register and pay tuition for GOVT 480 section(s).

Schar School majors may take a maximum of 6 credits of GOVT 480 during their entire academic career at George Mason. Three credits may count toward the major as a field elective and three additional credits may count as upper division electives. Permission to use the internship to fulfill a major field elective or minor elective must be requested on the internship agreement form and will be granted at the discretion of the undergraduate internship faculty advisor.

Important Steps and Information for International Students

- If you are a student on an F-1 visa, and you have a **paid** internship opportunity, you **must** be authorized for off-campus employment **before** beginning a paid internship position.
- F-1 students must be full-time students for one academic year before they become eligible for off-campus work authorization.
- To be authorized, you must have work authorization noted on page 3 of your I-20 by the Office of International Programs and Services (OIPS) for the period of time of the internship.
 - ❖ Violating the regulations of your visa by working without authorization, even accidentally, is a very serious offense that can result in the revocation of your F-1 visa status.
- If your I-20 has not been stamped within three days of your registering for the internship class, your enrollment in the internship class will be suspended. Please make sure that your I-20 indicates that you are authorized to work in the United States.
- Any questions or uncertainties about this process, or other processes that involve your F-1 visa status, should immediately be addressed to the Office of International Programs and Services at (703) 993-2970.

Internship Approval Guidelines & Registration Instructions Prior to Registering for the Internship:

* The following items must be turned in together to Dr. Ann Ludwick, undergraduate internship faculty advisor, Research Hall, Room 359. Materials can be submitted by email (aludwick@gmu.edu), fax (703-993-1399), or in hard-copy.

1) INTERNSHIP CONSENT and RELEASE AGREEMENT FORM

- The Internship Consent and Release Agreement Form is located in this packet in Appendix A, page 6.
- **DEADLINE:** by the last day to add for each semester.

2) INTERNSHIP AGREEMENT FORM

- The Internship/Experiential Education Agreement Form is located in this packet in Appendix A, pages 7-11.
- **DEADLINE:** by the last day to add for each semester.

3) COPY OF JOB DESCRIPTION

- A copy of the duties that will be performed must be submitted with the two above referenced forms.
- **DEADLINE:** by the last day to add for each semester.

After obtaining an internship, students should submit the three above items to the undergraduate internship faculty advisor as soon as possible. Upon receiving approval from Dr. Ludwick, students will be notified by email with instructions on how to enroll in GOVT 480.

All coursework is conducted via Blackboard. Students are responsible for actively participating in the course and completing all assignments within published deadlines. A welcome message will be emailed to the class list before the semester begins.

Appendix A – Internship Forms

**SCHAR SCHOOL of POLICY and GOVERNMENT
at GEORGE MASON UNIVERSITY
INTERNSHIP/EXPERIENTIAL EDUCATION AGREEMENT FORM**

THIS AGREEMENT ("Agreement"), is by and among _____ (Student Name), hereinafter "**Student**," _____ (Agency Name), hereinafter "**Agency**," and George Mason University; on behalf of its Schar School of Policy and Government; hereinafter collectively and individually referred to as "Mason." The term of this Agreement shall extend from the ____ of ____, 20____ to the ____ of ____, 20____.
Day Month Year Day Month Year

1. Purpose.

The purpose of this Agreement is to place Student in a work assignment with the Agency as part of an Experiential Education Program, hereinafter "Program" offered by Mason for academic credit or required by course of study.

In consideration of the mutual provisions herein, the parties hereby agree as follows:

2. Terms.

The following terms and their definitions will apply:

- 2.1** "Agency Mentor" shall be defined as an Agency employee, member, or volunteer who is responsible for monitoring and supervising the Student throughout the experiential education program.
- 2.2** "Experiential Education Program" shall be defined as a structured learning experience at a public, private or non-profit organization with employees, members or volunteers who agree to supervise and mentor Students. An experiential education program shall be defined to include, but not be limited to, internships, externships and practicums.
- 2.3** "Faculty Advisor" shall be defined as a Mason employee designated to monitor the Student in the experiential education program.

3. Agency Obligations and Responsibilities.

3.1 Agency's General Information:

Organization Name: _____


Organization Address: _____

Supervisor Name: _____

Title: _____

Telephone: _____ E-mail: _____

Fax Number: _____

3.2 The Agency has reviewed and is aware of student attendance requirements for Program (please see course syllabus). **Agency Representative Initials Here:** _____ 

3.3 The Agency shall provide the Student with an Agency Mentor. The Agency Mentor shall monitor and supervise the Student throughout the Program.

- 3.4** *Advertising.* The Agency shall not use, in its external advertising, marketing programs or promotional efforts, any data, pictures or other representation of Mason except on the specific written authorization in advance by Mason. Mason shall not unreasonably withhold consent.
- 3.5** *Agency Insurance.* Agency shall maintain in force during the Term, general and professional liability insurance, insuring itself and its agents and employees for their acts, failures to act or negligence, in an amount not less than \$1,000,000 for each occurrence and \$2,000,000 aggregate. Agency agrees to advise the University of any changes in this insurance coverage. Agency will provide University a Certificate of Insurance ten (10) days prior to the start of performance of this agreement. Continued evidence of insurance shall be provided upon replacement of coverage and at least 15 days prior to each renewal until no longer required by this agreement.
- 3.6** *Compliance with Laws.* The Agency shall at all times remain in compliance with all Federal and State laws and regulations, which may affect the Program.
- 3.7** *Orientation.* Site shall orient both Faculty Supervisor and Student to the rules, policies, regulations and procedures of the Site.
- 3.8** *Performance Evaluation.* Upon request, Site shall assist the University in the evaluation of the learning and performance of participating Student.
- 3.9** *Disclosure of Known Risks.* The Agency shall disclose to Student known risks associated with Student's placement.
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4. University Responsibilities.

- 4.1** Mason shall assign to the Agency only those Students who shall have successfully completed any necessary prerequisite courses.
- 4.2** Mason shall assign a Faculty Advisor to the Student. The Faculty Advisor shall monitor the Student throughout the Program.
- 4.3** *University Insurance.* Mason is an agency of the Commonwealth of Virginia and is self-insured by the Commonwealth of Virginia Risk Management Plan for all claims up to the maximum provided by the Code of Virginia. This insurance does not cover the operation of Agency vehicles. A certificate of insurance is available upon request.
- 4.4** Mason is responsible to Student for academic supervision and grading.
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5. Student Obligations and Responsibilities.

5.1 Student General Information:

Student Name: _____

Degree or Minor Program: _____ G#: _____

Student Mailing Address: _____

Telephone: _____ GMU E-mail: _____

Internship Course (check one):

GOVT 480 (3 credits, 135 work hours)

GOVT 480 (6 credits, 270 work hours)

*Note: 3 credits of GOVT 480 is automatically eligible to count as one major field course. Check your Degree Evaluation to ensure GOVT 480 is counting as you desire. If you would like GOVT 480 to satisfy a minor elective, contact the Internship Faculty Advisor.

Semester of Internship Enrollment (circle one): Fall _____ Spring _____ Summer _____
Year Year Year

Paid Unpaid Hours per week: _____ Start Date: _____ End Date: _____

5.2 Student must register and pay tuition for the experiential education program prior to the commencement of the Program.

5.3 *Student Insurance.* Student shall at all times maintain sufficient health, accident, disability and hospitalization insurance for the duration of the Program. Student shall be responsible for any expenses incurred due to injury, illness or damage suffered during the course of the Program.

5.4 *Honor Code.* Student understands and agrees that he or she is at all times during the Program bound by the George Mason University Honor Code, and that Program activities are subject to the Honor Code.

5.5 Student understands that he or she is at all times subject to the Catalog and University Policy.

5.6 *Consent Form.* Student agrees to sign the internship/experiential education program consent and release agreement.

5.7 Please see Attachment for Student obligations specific to this experiential education program.

6. General

- 6.1** Independent Contractors. The relationship of the parties to each other is solely that of independent contractors. No party shall be considered an employee, agent, partner or fiduciary of the other except for such purposes as may be specifically enumerated herein, nor shall anything contained in this Agreement be construed to create any partnership or joint venture between the parties.
- 6.2** Liability. To the extent provided by the laws of the Commonwealth of Virginia, Mason shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing injury to another person. The Agency agrees that it shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing injury to another person. Nothing herein shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia.
- 6.3** Nondiscrimination. The parties agree not to discriminate on any basis prohibited under state or federal law.
- 6.4** Confidential Information. No party shall disclose or use any information of a private, confidential or proprietary nature or any other trade secret without prior written authorization, except as required by law.
- 6.5** Termination. The Site or the University may terminate this Agreement at any time without cause, provided that any student currently engaged in the Program at Site shall be given the opportunity to complete the Program, unless the release is related to poor performance.
- 6.6** Federal Employee. As required by some U.S. Government agencies, the participating student is not to be considered a federal employee for any purpose other than:
(a) of the Federal Tort Claims provisions published in 28 U.S.C. 2671-2680. Claims arising as a result of student participation should be referred to the Department of Justice.
(b) of Title 5 U.S.C. Chapter 81, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers' Compensation Programs, U.S. Department of Labor for adjudication.
- 6.7** Amendment to Agreement. No amendment or modification of this Agreement shall be valid unless in writing and executed by authorized representatives of the parties.
- 6.8** Applicable Laws. It is understood and agreed that this Agreement shall be construed, governed and interpreted pursuant to the laws of the Commonwealth of Virginia, and if any provisions of this Agreement or parts thereof are held to be invalid under such laws, the other such provisions or parts thereof will nevertheless continue in full force and effect. All disputes arising under this contract shall be brought before a proper state court in the Commonwealth of Virginia.
- 6.9** No Assignment. No party shall assign or otherwise transfer its rights or delegate its obligations under this Agreement without all parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void. All of the terms and provisions of this Agreement are binding upon and inure to the benefit of the parties hereto and their successors and assigns.
- 6.10** Force Majeure. Neither Mason nor the Agency will be responsible for any losses resulting from delay or failure in performance resulting from any cause beyond such party's control, including without limitation: war, strikes or labor disputes, civil disturbances, fires, natural disasters, and acts of God.

**THE NOTE ON THIS PAGE IS
TO REMIND YOU TO
INSERT HARD COPY JOB DESCRIPTION HERE
OR PROVIDE ONE BY EMAIL IN ADVANCE
TO DR. LUDWICK**

6.11 Final Agreement. This Agreement is the complete and final agreement between the parties and supersedes all prior oral or written agreements with respect to the subject matter herein. No oral or written promises or conditions exist outside this Agreement. This Agreement represents the entire understanding of the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Approval Signatures:

Student

Date

Agency Representative/Internship Supervisor

Date

Schar School Undergraduate Internship Faculty Advisor

Date

George Mason University – Schar School of Policy and Government
4400 University Drive, MS 3F4, Fairfax VA 22030, Phone: (703) 993-1400 Fax: (703) 993-1399

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