

USING BASS CONNECTIONS TO COMPLETE THE UNDERGRADUATE PUBLIC POLICY INTERNSHIP REQUIREMENT

Participation in a [Bass Connections](#) Project can be used by undergraduate Public Policy majors to complete their internship requirement during two consecutive semesters (beginning Fall semester and ending in Spring semester) during the academic year **provided they simultaneously complete an intensive, separate and individual project based on a policy interest of the student, that will contribute to the success of the project as well.**

To qualify, **the following steps** must be completed by the student and the Agreement below must be signed by the student, their Bass Connections Project Lead, and their Direct Internship Supervisor (if different from the Bass Connections Project Lead.) **Once the Student, Direct Supervisor and Project Lead have signed this document, the student must upload it along with the approved work plan to [Handshake platform](#) under the MY DOCUMENTS tab of the Student Profile Section.**

1. **Approval of Student's Participation:** During the student application cycle that generally runs from mid-January through mid-February, the student will arrange a meeting with the Bass Connections Project Lead and explain their intent to participate in the project for two consecutive semesters during the academic year and use Bass Connections to fulfill their Undergraduate Public Policy Internship graduation requirement.
2. **Designating a Direct Internship Supervisor for the Student Participant:** The faculty member serving as the Bass Connections Project Lead will either agree to serve as the student's Direct Internship Supervisor or they may designate a graduate student team member or another faculty team member to serve as the Direct Internship Supervisor. *However, the Bass Connections Project Lead is ultimately responsible for the student's completion of the internship requirement using Bass Connections.*
3. **Determining the Student's Team Commitment and Their Individual Project Scope:** The Direct Internship Supervisor will meet with the student to help them determine 1) the student's role/tasks in the Bass Connections team; and 2) the scope and tasks of the additional, individual project that aligns with the student's academic and intellectual interests and will benefit the team's overall goals.
 - a) Following this meeting, the student must submit a Sanford Undergraduate Internship Experience Approval Form via [Handshake](#) by **the final day of drop/add of Fall semester**. This Sanford Undergraduate Internship Experience Approval Form must follow the guidelines outlined in the [Sanford Undergraduate Student Handbook](#) and include a personalized work plan.
 - b) This work plan must be reviewed and approved in [Handshake](#) by the Sanford Undergraduate Internship Advisors by **September 1**, during an in-person (strongly preferred) or virtual appointment.
 - c) The approval link will be sent via [Handshake](#) to the Direct Internship Supervisor as designated by the student. It is requested that the Direct Internship Supervisor reviews and approves the work plan within 2 business days, if possible.
4. **Clarifying the Student's Time Commitment:** The student must attend all Bass Connections team meetings. In addition to the hours worked to fulfill their team commitments, The Bass Connections Project Lead, either serving as the Direct Internship Supervisor or acting in concert with the Direct Internship Supervisor, will determine the number of hours that the student will commit to completing while executing their individual project.

5. **Submitting Mid-Point Supervisor Evaluation:** The Direct Internship Supervisor will be required to complete a mid-point evaluation of the student's progress. Qualtrics-based Evaluations will be distributed via email **the week of February 15**.
6. **Conducting Student-Directed Supervisor Information-Gathering Meeting:** During **the week after Spring Break**, the student will meet with their Direct Internship Supervisor to ensure that the supervisor has all information necessary for the timely submission of the Sanford Supervisor Internship Experience Evaluation.
7. **Submitting Direct Internship Supervisor Evaluation:** The Direct Internship Supervisor must submit their Sanford Undergraduate Internship Experience Evaluation Form of the student's performance by **April 1**. A link will be emailed to the Supervisor via [Handshake](#).
8. **Submitting Final Student Evaluation:** The student must submit their Sanford Undergraduate Internship Experience Evaluation Form via [Handshake](#) by **April 1**. A link will be emailed to the student via [Handshake](#).
9. **Submitting Student's Individual Project Summary:** The student must submit a summary of their individual research project **April 1**, via [Handshake](#) on their Sanford Undergraduate Internship Experience Evaluation Form.

Attestation and Signatures:

By choosing to complete my Public Policy internship to satisfy the Undergraduate Internship Graduation requirement via Bass Connections project during two consecutive semesters (Fall and Spring) of the academic year, I accept the additional responsibilities described above. I understand that I must attend the weekly course, but I must also complete an additional policy-related research project that is of interest to me but is also relevant to the focus of my Bass Connections project. I will keep my Undergraduate Internship Advisor updated regarding any issues or concerns. The completion of my internship requirement is contingent on the delivery of all internship documentation by the set deadlines. Inability to meet any set deadlines will result in the necessity to complete an additional internship during the summer. I further understand that I will not receive my diploma in May if any of my internship documentation is late. I agree that my electronic signature is the legal equivalent of my manual/handwritten signature on this document.

Student Name, Signature, Date, and Duke email address

As the Direct Internship Supervisor of this student's two consecutive semester (Fall and Spring) Bass Connections project during the academic year, I understand that the student must be in compliance with all of the policies above to receive the Required Undergraduate Internship credit and be cleared for graduation. I agree to create a personalized work plan with the student and manage the student's individual policy-related project, as described in the work plan. I agree that if there are any signs of concern that the student is falling behind and will not be able to complete the Bass Connections project satisfactorily, I will alert the Sanford Undergraduate Internship Advisor as soon as possible. I agree that my electronic signature is the legal equivalent of my manual/handwritten signature on this document.

Designated Supervisor Name, Signature, Date, and Duke email address

Bass Connections Project Lead: Name, Title, and Email address

Bass Connections Course Title/ Semester/ Year/ Date