ISTD-4910: Internship in International Studies  

Note: the internship must be approved and signed by the International Studies Director prior to beginning work.

Date: ____________________ Date of expected graduation: ____________________

Name: ___________________________________________________ Banner ID: _______________

Address: ___________________________________________________________________________

Phone: _______________________ E-mail: ______________________________

Internship site company name: _________________________________________________________

Address: ____________________________________________________________________________

Site supervisor’s name: ________________________ Tel.: ________________________

Supervisor’s (or company’s) e-mail: ________________________________

Supervisor’s signature _________________________________ Date: _______________________

Requirements for completing internship:

1. Internship approval. The student, with the approval of the Director of the Center for International Studies, selects an appropriate internship.

2. Number of hours. The student must commit to 10-12 hours of service per week if the internship is to be carried out during the semester. If it is a summer internship, hours of service should total 130-40.

3. Journal. As a part of the evaluation of this work, the student will record internship activities in a journal, which will be submitted to the Director of International Studies upon completion of the internship. The journal should be an accurate reflection of what the student did on a daily basis.

4. Meetings. The student will meet with the Director at the outset of the semester to discuss the parameters of the internship course.

5. Letter of evaluation. The site supervisor will write a letter of evaluation of the student’s work upon completion of the internship. This should be sent directly to the Center for International Studies.

6. Final paper. The student chooses, in consultation with the Director, one aspect of his or her work to be analyzed from an international perspective. The student researches the chosen topic and presents a 15-page research paper, including a list of works consulted. Students are not required to submit preliminary components of the paper, but should schedule meetings with the director to discuss progress.

7. Deadline. All materials (journal, letter of evaluation, final paper) must be turned in to the Director by the last day of classes for which the student is registered for the internship.

8. All correspondence for the internship course should be directed to the Director of the Center for International Studies, or through the Center Office Assistant, at 977-5124.

Note: The College of Arts and Sciences Academic Honesty Policy will be implemented for all work.

Student signature: ________________________ IS Director: ________________________

Date: ____________________ Date: ____________________