

ISTD-4910: Internship in International Studies

Note: the internship must be approved and signed by the I.S. advisor 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 12-15 research paper, including the 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 on Reading Day 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: _____ Check here if you are an Int'l. Business major: _____