

Department of International Studies Guidelines for Undergraduate Internship

Any International Studies major with an overall GPA of 3.2, or higher, may apply for credit for an internship involving international relations, international business or international humanitarian organizations.

1. The student will propose the internship to the Director of the Undergraduate Program [internships must be approved in advance; retroactive credit for an internship already completed or in process will not be considered].
2. The student's request for three hours of credit must be accompanied by a letter from the internship supervisor specifying the following:
 - a. the amount of time that the student will work [a minimum of 120 hours];
 - b. the type and extent of supervision that the student will receive;
 - c. a description of the nature of the workUp (which must be more than clerical work and relevant to the international studies major)
 - d. an agreement by the supervisor to provide a letter of evaluation at the end of the internship.
3. The student will also submit a letter from a faculty member who agrees to serve as advisor of the academic portion of the enrollment [this may be the Director of Undergraduate Studies].
4. With the written approval of the Director the student will register for INS 519 for 3 credits. [Only under exceptional circumstances will a second internship be approved for credit.]
5. Early in the internship period the student should agree with her/his advisor on the specific nature of a 15-18 page report to be submitted as soon as possible after the completion of the internship. The report will:
 - a. examine the subject matter of the internship (for example, an internship at the Red Cross would require a paper which examines the place of nongovernmental organizations as actors in international relations or the relevance of humanitarian actions in world politics) . This section of the paper is academically focused using scholarly analysis of the topic. A minimum of three journal or book sources are required.
 - b. describe the internship itself and discuss the role of the internship agency/ business in relationship to the topic;
 - c. discuss the student's work within the agency or business;
 - d. and assess the relevance of the internship to his/her degree.
6. The faculty advisor will submit a grade for the internship based on the letter of evaluation provided by the internship supervisor and on the student's report.