



INR 4943 International Studies Internship Application

INR 4943 Introduction

The Government & International Affairs department encourages students majoring in International Studies to complete an internship as part of their undergraduate degree program. While an internship is not required for the degree, it does provide the student with valuable, real world experience that can assist the student in preparation for a career after finishing the International Studies degree. The Government & International Affairs department allows up to 6 credits of unpaid internship to count as an INT elective.

General Requirements

- I. Student must be in good academic standing at USF.
 - II. Students are responsible for arranging their own internship with an appropriate international organization/business. Some examples of appropriate internship opportunities are:
 - An immigration attorney
 - An international business
 - An international non-profit
 - The United Nations
 - The State Department
 - An embassy or consulate office
 - III. The internship must be relevant to the field of International Affairs.
 - IV. Students must have an internship site supervisor who agrees to provide a job description for the internship position and complete an evaluation of intern at the completion of internship.
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Required Application Materials

The student must submit the following materials to the International Studies Internship Coordinator in the GIA department.

- I. Internship Application
- II. Personal Statement (typed and a minimum of 300 words)
- III. Signed Site Supervisor Agreement



Academic Requirements

In an effort to ensure consistency and fairness to all students, we have established three general academic requirements that students must fulfill to receive course credit for the internship. The length of the assignments is dependent upon the academic credit you are seeking for the internship.

- **Letter from Internship Supervisor** – The Internship Supervisor from the organization or business must provide the Internship Coordinator with a letter on the organization letterhead or send an email from an official organization email account detailing the student’s job duties, the student’s performance, the number of hours the student worked, etc.
- **Reflective Journal** - The student will be responsible for keeping a weekly journal of the internship experience. The journal entries should be no more than and no less than one page in length.
- **Reflective Paper** – The final paper should incorporate your experiences from the internship during the semester. The page requirement will be determined by the Internship Coordinator.

Internship Hours

Students that work a minimum of 15 hours a week can earn 3 credits of INT internship credit and students that work a minimum of 25 hours a week can earn 6 credits of INT internship credit.

Grading & Evaluations

INR 4943 is for academic credit only. Students will receive a grade of S/U upon completion of the internship. To receive a satisfactory grade the following items must be submitted to the Internship Coordinator by the 3rd to last week of the semester:

- I. **Student’s Final Evaluation Form**
- II. **Internship Supervisor’s Evaluation Form**
- III. **Internship Supervisor’s Letter**
- IV. **Submission of all Journal Entries**
- V. **Reflection Paper**



**INR 4943 International Studies Internship
Application**

Name: _____ USF ID: _____

Email: _____ Phone: _____

Semester/Year: _____ Major: _____

Current GPA: _____ Minor: _____

Credits Earned: _____ Anticipated Graduation Date: _____

Internship Organization: _____

Address: _____

Supervisor's Name: _____ Phone _____

Supervisor's Title: _____ Email: _____

Starting Date: _____ Ending Date: _____

Number of Hours Per Week: _____

Student Signature: _____ Date: _____

Personal Statement (this should be typed and a minimum of 300 words)

- 1. Please write the mission statement of the organization.**
 - 2. How will this internship relate to your academic program and areas of interest?**
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For approval: International Studies Internship Coordinator Signature

_____ Date