

## Internship Guidelines (IAFF 3195 – For Credit)

### IAFF 3195 – For Credit Eligibility Requirements

- Elliott School undergraduate 24 credit hours or more completed in residence at GW or at a previous college or university
- Be in Good Academic Standing
- No more than one incomplete on transcript
- Completion of IAFF 3195 Online Information Session

### General Requirements

- Students are responsible for finding their own internships.
- Internships must be relevant to the field of international affairs.
- Students must have an **internship supervisor** at the internship site who agrees to complete a final evaluation of the student's performance at the end of the semester.
- Students must find a **Faculty Advisor** who agrees to “sponsor” the internship. *The faculty advisor may be any GW professor; however, they must be knowledgeable about the field in which the student will intern. The student and faculty advisor must meet regularly throughout the semester. The faculty advisor grades the student's academic research paper and completes a final evaluation form at the end of the semester.*
- Students must review the **IAFF 3195 Information slides**. **Applications will not be considered** without an electronic signature acknowledging the review of the slides. This question is indicated on the Qualtrics survey.

### Specific Requirements

- Students will conduct meetings with their faculty advisor at least once every three weeks.
- Students will have weekly contact through phone or email with their faculty advisor.
- First rough draft due: End of 7th week of semester
- Second rough draft due: End of 12th week of semester
- Final draft due: Last day of classes

### Academic Requirements

In order to ensure consistency and fairness, the Elliott School has established general academic requirements that students must satisfy to receive credit for their internship. The amount of work varies depending upon the number of credits the student wishes to receive. All students enrolled in IAFF 3195 – For Credit must complete the following:

- **Research Paper:** Students must complete a research paper on a subject relevant to both internship and contemporary international affairs. The research paper should include appropriate citations throughout the text and a bibliography. A reflective journal or outline-style paper is not acceptable. The final paper should be independent of work conducted on the job. The student and the faculty advisor should finalize the topic of the research paper at the start of the semester.
- **Readings:** Students must read a designated number of pages of literature (see table below) relevant to their internship and research paper. Faculty advisors may assign or approve readings that students suggest if they feel the content is appropriate and relevant to the internship.
- **Internship Hours:** See the table below for minimum requirements.

<b>Number of Credits</b>	<b>Minimum hours worked per week</b>	<b>Minimum pages of research paper</b>	<b>Minimum pages of reading per week</b>
1	4	10	50
2	9	20	75
3	12	30	100

### **Grading**

IAFF 3195 – For Credit is graded Pass/No Pass. The final grade is contingent upon the timely receipt of the following four documents to the Elliott School Undergraduate Program Coordinator ([esiaugresearch@gwu.edu](mailto:esiaugresearch@gwu.edu)) by the evaluation deadline. A message will be sent from this email address specifying the deadline.

1. The student’s final evaluation form (emailed to the student)
2. The faculty advisor’s final evaluation form (emailed to faculty advisor)
3. The internship supervisor’s final evaluation form (emailed to the internship supervisor)
4. A copy of student’s research paper

**The faculty advisor needs ample time to grade the research paper and complete the final evaluation form prior to the evaluation deadline.** As such, the student and faculty advisor should, at the start of the semester, establish a research paper submission date in advance of the evaluation deadline. The evaluation form will be sent in an email from [esiaugresearch@gwu.edu](mailto:esiaugresearch@gwu.edu).

### **Communication**

Communication is an important part of the internship experience. The faculty advisor is one of the greatest resources that the student can have. Frequent communication with the faculty advisor enables students to write better papers. The student should also communicate with the Elliott School Undergraduate Program Coordinator ([esiaugresearch@gwu.edu](mailto:esiaugresearch@gwu.edu)) regarding changes in the internship or delays in the submission of evaluations or other paperwork.