

Internship for Credit Program

Elliott School of International Affairs

Disclaimer

Students planning to pursue an *internship for credit* are required to view this presentation and are responsible for all policies and guidelines outlined herein. No internship application will be reviewed without acknowledgment of these responsibilities on the last page of this presentation.

GW Internship Credit Policy

- **GW does not award credit for internship experience alone**, no matter how relevant to a career in international affairs. Internships are considered work experience, and valuable additions for a resume.
- In order to accommodate students whose employer requires them to gain academic credit, the Elliott School has created a program whereby students can complete an academic project that bridges the gap between their academic program and internship experience. This project is eligible for credit on a pass/no pass basis, and as such is not subject to petition for use toward a specific curricular requirement.

Academic Project

- The U.S. Department of Labor stipulates that internships are a continuation of educational training conducted through a student's academic institution. As such, the Elliott School internship for credit program seeks to bridge the gap between work experience and curriculum to supplement the objectives of the academic program.
- This means that the academic project completed through the Elliott School internship for credit program must represent a distinct link between a student's curriculum within the Elliott School and on-the-job duties.

Requirements for Academic Project

- Length and time requirements vary depending on the number of credits sought, but all students earning credit are responsible for completing the following criteria:
 - Academic Paper (ten pages per credit)
 - Supplemental Reading (as assigned by Faculty Advisor)
 - Minimum weekly work requirement for internship

Number of credits	Minimum hours worked per week	Minimum pages of research paper	Minimum pages of reading per week
1	4	10	100
2	8	20	200
3	12	30	300

Academic Paper

- Students must complete an academic research paper on a subject relevant to the internship and contemporary international affairs.
- The research paper should be academic in nature, include citations throughout the text, and include a bibliography. A 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 negotiate the subject of the research paper (though it must be related to contemporary international affairs).

Additional Requirements

Supplemental Reading

- Students must read a designated number of pages of literature relevant to their internship and research paper. Faculty Advisors may assign readings or they may approve readings that students suggest if they feel the content is appropriate and relevant to the internship.

Hourly Work Requirement

- To qualify for credit, students must meet a weekly hour requirement. Students are eligible to conduct an internship for any credit total for which they meet the requirement (e.g. if working 20 hours per week, a student is still eligible to conduct a 1-credit project).

Finding a Faculty Advisor

- Students are responsible for finding a Faculty Advisor to oversee their academic project.
- Faculty Advisors must be full-time faculty members. You can search for full-time Elliott School faculty members here: [Full-Time Faculty](#).
- Faculty Advisors do not have to be Elliott School faculty. Full-time GW faculty from other departments are eligible to serve as advisor to the internship project.
- Students should plan to meet with their Faculty Advisor regularly over the course of the internship term.

Eligible Paper Topics

- Note that the internship for credit project carries an International Affairs (IAFF) heading - this means that the project must be international in scope. Projects on domestic issues (either US or foreign) will not be allowed.
- For the purpose of independent study and internship projects, the Elliott School **defines the study of international affairs as both contemporary and multilateral or transnational**. This means that all paper topics should focus on the time period of the 20th century or more recent, and should either be transnational or multilateral in scope. A project on domestic French labor relations will not work. A paper on EU labor comparisons will.
- If you have any questions about whether your topic conforms to this standard, please email the Internship Coordinator.

Grading

- Your final grade for IAFF 3195 is contingent upon the timely receipt of the following four documents:
 1. Student's final evaluation form
 2. Faculty Advisor's final evaluation form
 3. Internship Supervisor's final evaluation form
 4. A copy of student's research paper
- All three evaluation forms, along with the copy of your research paper, are due to the Elliott School Office of Academic Advising and Student Services by the date listed on the application. As such, you should submit your final research paper to your faculty advisor in advance of this date. Your faculty advisor will need time to grade your paper and submit their final evaluation by the deadline listed.

Dates & Deadlines

Application and Final Evaluation deadlines are listed on the Internship Application page. These deadlines are strictly observed, so be sure to plan ahead.

Internship Start Date

- You must start your internship by the end of the semester's Add/Drop period.
- If your internship requires a security clearance that has not been granted by this time, or if you are unable to start your internship for any other reason, you must contact the Internship Coordinator to drop you from IAFF 3195. Failure to do so will lead to a grade of W (Withdraw) or NP (No Pass).

Length of Internship

- Internships must be for a duration of no less than 75% of the semester.
- The fall and spring semesters are 16 weeks. Internships during the academic year must be for a duration of at least 12 weeks.
- The summer semester is 12 weeks. Internships during the summer semester must be for a duration of at least 9 weeks.

Additional Notes

- Students are eligible to earn up to 3 credits for an internship project. Students must note on their application how many credits they are seeking for registration - otherwise registration cannot be processed.
- Grades are submitted on a Pass/No Pass basis. This means that internship credit can be used solely as an elective.
- A maximum of 6 internship credits can be applied toward graduation.

Summer Internships

- Students seeking internship credit over the summer will be charged at the prevailing tuition rate.
- To determine an exact amount for summer internship credit costs, please contact the Student Accounts Office (sao@gwu.edu).

Acknowledgment

Please click on the link below and provide the information required to certify that you have read the information included in this presentation and acknowledge that you understand you will be held to the requirements and guidelines of the Elliott School's internship for credit program.

[Acknowledgement Form](#)