

# Internship Guidelines & Application (IAFF 3195 – Professional Development Pilot – For Credit)

## Eligibility Requirements

Students must meet following requirements:

- Students must have completed at least one year of coursework at GWU
  - Students must be in good academic standing
  - Students are responsible for finding their own internships
  - Internships must be relevant to the field of international affairs
  - Internship supervisor must support students taking the course for credit
- 

## Application Deadline

Fall 2020	Friday September 4, 2020
Spring 2021	Friday January 22, 2021

## General Course Information

The course will explore topics such as:

- The value of experiential learning for your personal & professional development
- Considering how your internship fits with your passions and overall goals
- Enhancing self-awareness and leadership skills
- Revisiting strengths and weaknesses and considering how you practice them
- Improving capacities for having difficult conversations
- Understanding conflict styles and your preferred method for dealing with conflict
- Improving your listening skills and abilities to collaborate with others
- Learning how to highlight and leverage skills & competencies you develop in your internship

Assignments will likely include:

- Reflective journal assignments
- A video where you discuss what you learned at your internship in response to a future interview scenario
- A paper integrating what you learned at your internship with research on a specific content area related to your areas of interest in international affairs

Students interested in this opportunity must contact Dr. Alexander Cromwell, Professorial Lecturer in International Affairs and the Associate Director of Dean's Scholars and Experiential Learning ([acromwell@gwu.edu](mailto:acromwell@gwu.edu)). Dr. Cromwell will serve as the faculty advisor for this option and teach the course. After completing this form, signing it, and receiving their internship supervisor's signature, students will submit it to Dr. Cromwell for his

*(Continue to next page)*

review and signature. He will verify that students have met all requirements and get them registered for the course.

The course will meet 6 times on Thursday evenings from 5:10 - 7:00pm throughout the semester. It will generally meet every other week, and it will not begin meeting until Week 4 (Thursday, 9/24 in Fall 20; Thursday, 2/4 in Spring 21), allowing students some time to finalize their internships in the beginning of the semester. The course will count for 3 credits and will require that students attend their internships for at least a total of 180 hours throughout the semester (roughly 15 hrs/week for at least 12 weeks)

### **Differences from the Traditional Internship-for-Credit Model**

The pilot version of the course will depart from the current model in the following ways:

- Students will no longer need to seek out a faculty advisor in order to enroll in the course; Dr. Cromwell will serve as the faculty advisor for all students interested in this option. The course currently only fulfills elective credit. Students will not be able to take the internship pilot for credit more than once.
- The course will count for 3 credits and will require that you attend your internship for at least a total of 180 hours (roughly 15 hrs/week for at least 12 weeks)
- The course will no longer require a 10, 20, or 30-page research paper based on the number of credits students hope to earn. Instead, assignments will focus on students integrating course concepts with their experience at their internship. All assignments will be graded and students will receive a final letter grade for the course.
- The class will meet 6 times for 110 minute class sessions to allow for group reflections on students' internship experiences and to explore content in leadership and career-related competencies and practices. The content explored in class will then provide the foundation for the next reflective assignment that students write.
- The new model will also require more buy-in from each student's internship supervisor. Students will be required to submit information on their internship, what their responsibilities will be, the competencies they hope to strengthen, their learning objectives, etc. Internship supervisors and the faculty member for the course will both need to review this information and approve it early in the semester. Supervisors' final evaluation of the students' performance will count for a portion of the students' final grade.

If you have any questions about the pilot, please reach out to Dr. Cromwell at [acromwell@gwu.edu](mailto:acromwell@gwu.edu).

Students selecting this option will receive a detailed syllabus outlining the necessary requirements for the course.

*(Continue to next page)*

# Internship Application (IAFF 3195 – Professional Development Pilot – For Credit)

Name: \_\_\_\_\_

GWid: \_\_\_\_\_

GW Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Intended Semester: \_\_\_\_\_

Student Class Status: \_\_\_\_\_ Completed Credits: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Current Cum. GPA: \_\_\_\_\_

---

Internship Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ Number of Hours per Week: \_\_\_\_\_

Starting Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

We ask that the student's internship supervisor plan to meet 1-1 with the student within the first 3-4 weeks of their internship. Please discuss the [GW competency](#) that the student wants to improve upon, the 2-3 goals they have related to this competency, and the specific tasks they can work on with these goals in mind. At the end of the semester, we also ask that you meet with your intern to review how well they did in achieving these goals. Please sign below to indicate your willingness to engage in these activities.

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

---

The course will be taught by Dr. Alexander Cromwell. Once you have completed the form, signed it, and received your supervisor's signature, please send this form to Dr. Cromwell for his review and signature. He will then get you registered for the course.

Faculty Advisor: Alexander Cromwell Email: [acromwell@gwu.edu](mailto:acromwell@gwu.edu)

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

(Continue to next page)

