



Elliott

Internship Guidelines & Application

IAFF 3195 – Internship in IA (For Credit)

Eligibility Requirements

A student must meet following requirements in order to register for this course:

- Student must have completed at least one year of coursework at GWU
- Student must be in good academic standing
- Student must have found/secured an internship
- Internships must be relevant to the field of international affairs
- Student's internship supervisor must support the student taking the course for credit

Application Deadlines

Summer 2021	Friday, May 21, 2021
Fall 2021	Friday, September 10, 2021
Spring 2022	Friday, January 21, 2022

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

How to Register

After completing this form, signing it, and receiving their internship supervisor's signature, students will submit the form as follows:

- **Summer 2021:** Dr. Alex Cromwell (acromwell@gwu.edu), Professorial Lecturer in International Affairs and Associate Director of Dean's Scholars and Experiential Learning
- **Fall 2021:** Elizabeth Boesen (eboesen@gwu.edu), Career Coach for International Affairs
- **Spring 2022:** Dr. Alex Cromwell (acromwell@gwu.edu)

Once Dr. Cromwell or Ms. Boesen verifies a student has met all requirements, they will register them for the course.

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Schedule

- The course will meet **6 times on Thursday evenings, from 5:10 - 7:00pm ET** throughout the fall and spring semesters. It will generally meet every other week, and it **will not begin meeting until Week 4** (Thursday, 9/23 in Fall 2021; Thursday, 2/3 in Spring 2022), allowing students some time to finalize their internships in the beginning of the semester.
- The Summer 2021 course will meet on Mondays from 5:10-7:00pm ET beginning on Monday, 5/24.
- 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.

Students selecting the traditional option will receive a detailed syllabus outlining the necessary requirements.

Questions? Please email the relevant instructor for your semester of interest: Dr. Cromwell (acromwell@gwu.edu) for Summer 2021 or Spring 2022, or Ms. Boesen (eboesen@gwu.edu) for Fall 2021.

Internship Application

IAFF 3195 – Professional Development Pilot – For Credit

Name	GWID
GW email	Phone
Intended Semester	Phone
Student Class Status	Completed Credits
Degree Program	Current Cum. GPA
Internship Org	
Address	
Supervisor’s Name	Supervisor’s Phone
Supervisor’s Email	# of hrs/week
Start Date	End 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

This Internship course will be taught by Dr. Alexander Cromwell (Summer 2021 and Spring 2022 semesters) and Ms. Elizabeth Boesen (Fall 2021 semester).

Once you have completed the form, signed it, and received your supervisor's signature, please email (see above) the relevant instructor for their review and signature. They will then get you registered for the course.

Details of Internship

1. Please discuss the nature of your internship and describe your specific responsibilities. Please provide as much detail as possible.

2. How does this internship compliment your academic studies at the Elliott School?

3. Which [GW Competency](#) do you plan to work on during your internship? Why?

4. Please list 2-3 goals you have for how you will improve this competency.

I, the student, certify that I will meet with my internship supervisor to discuss the GW competency I will work on during my internship, the 2-3 goals related to my improvement of this competency, and how I can achieve these goals during my internship. At the end of the internship, I will meet with the supervisor again to review my progress on achieving these goals.

Student's Signature:

Date:
