

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

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(Form must be typed and signed)

## IAFF 3195 – For Credit Eligibility Requirements (All boxes must be checked before submission)

- Elliott School undergraduate
- 24 credit hours or more completed in residence at GW
- 2.5 cumulative GPA or higher
- No more than one incomplete on transcript
- Completion of IAFF 3195 Online Information Session

## Application Deadlines

Summer 2019	Friday, May 31, 2019
Fall 2019	Friday, September 6, 2019
Spring 2020	Friday, January 24, 2020

## 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 full-time GW professor; however, he/she 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 complete a mandatory online **IAFF 3195 Info Session**. **Applications will not be considered** without an electronic signature acknowledging the completion of the info session.

## Specific Requirements

- Students will conduct in-person meetings with their faculty advisor once every three weeks.
- Students will have weekly contact through phone or email with their faculty advisor.
- First rough draft due: End of 7<sup>th</sup> week of semester
- Second rough draft due: End of 12<sup>th</sup> 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.

Number of Credits	Minimum hours worked per week	Minimum pages of research paper	Minimum pages of reading per week
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 Internship Coordinator by the evaluation 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.

### Evaluation Deadlines

Summer 2019	Friday, August 9, 2019
Fall 2019	Friday, December 13, 2019
Spring 2020	Friday, May 8, 2020

### 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 Internship Coordinator regarding changes in the internship or delays in the submission of evaluations or other paperwork.

# Internship Application (IAFF 3195 – For Credit)

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

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

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

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

Intended Semester:  Fall  Spring  Summer  
(Select One)

Intended Year: \_\_\_\_\_

Number of Internship Credits (1-3): \_\_\_\_\_

Student Class Status: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Completed Credits: \_\_\_\_\_

Current Cum. GPA: \_\_\_\_\_

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

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

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

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

Supervisor's Email: \_\_\_\_\_

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

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

Number of Hours per Week: \_\_\_\_\_

*I, the supervisor, certify that the above named student is working as an intern in my office. I agree to complete an evaluation, which will be sent directly to me by the Internship Coordinator at the conclusion of the internship*

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

\_\_\_\_\_  
Date

Faculty Advisor's Name: \_\_\_\_\_

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

Campus Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Faculty Subject/Department: \_\_\_\_\_ Full-Time: Yes

*I, the Faculty Advisor, certify that I have met with the student and discussed possible research paper topics and readings relevant to his/her internship. I understand the terms of this Learning Contract and the academic requirements for the student to receive credit for IAFF 3195.*

\_\_\_\_\_  
Faculty Advisor's Signature

\_\_\_\_\_  
Date

## Details on Internship and Research Paper

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? What are your learning objectives for the internship?

3. Your research paper topic must be relevant to contemporary International Affairs and your internship. What is your proposed topic?

4. What books, articles, publications, ect. will you read that are relevant to your internship?

5. Regular meetings with the Faculty Advisor are required. How frequently will you meet with your faculty advisor?

*I, the student, certify that I have met with my Faculty Advisor and discussed possible research paper topics and readings relevant to my internship. I understand the terms of this Learning Contract and the academic requirements for me to receive credit for IAFF 3195.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date