

Internship Guidelines & Application (IAFF 3195 – Zero Credit)

(Form must be typed and signed)

IAFF 3195 – Zero Credit Eligibility Requirements

- Elliott School undergraduate
- Be in Good Academic Standing
- No more than one incomplete on transcript
- Internships must be relevant to the field of international affairs

Application Materials

Students must submit a completed (*typed*) Internship Application to Academic Advising Office by the appropriate deadline. *Partial or handwritten applications will not be accepted.*

Application Deadlines

Summer 2023	Friday, May 26, 2023
Fall 2023	Friday, September 8, 2023
Spring 2024	Friday, January 26, 2024

Grading

IAFF 3195 – Zero Credit is graded Pass/No Pass. The final grade is contingent upon the timely receipt of the following two documents to the Elliott School Internship Coordinator by the evaluation deadline (see next section).

1. The completed Student Evaluation Form.
2. The completed Internship Supervisor Evaluation Form.

The student's evaluation form will be emailed to the student shortly before the end of the semester. Likewise, the supervisor's evaluation form will be emailed directly to the internship supervisor shortly before the end of the semester. It is the responsibility of the student to ensure both evaluations are submitted by the appropriate deadline.

Final Evaluation Deadlines

Summer 2023	Friday, August 11, 2023
Fall 2023	Friday, December 15, 2023
Spring 2024	Friday, May 10, 2024

Internship Application (IAFF 3195 – Zero Credit)

Name: _____

GWid: _____

GW Email: _____

Phone: _____

Intended Semester: ☐ Fall
(Select One)

☐ Spring

☐ Summer

Intended Year: _____

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: _____

Brief description of the internship and specific responsibility:

Student/Supervisor Agreement:

I, the student, certify that I have read zero-credit internship guidelines and agree to the terms detailed in this form.

Student's Signature Date

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

Supervisor's Signature Date

REGISTRATION TRANSACTION FORM CLASSIC

This form must be submitted to your academic advisor or program office
for approval.

Semester	Year
<input type="checkbox"/> Fall	_____
<input type="checkbox"/> Spring	_____
<input type="checkbox"/> Summer	_____

GWid	LAST NAME	FIRST NAME	EMAIL ADDRESS

ADD

CRN	SUBJECT	COURSE	SECTION	CREDITS	LEVEL	TITLE	GRADE MODE*	INSTRUCTOR SIGNATURE
								D. Yang

DROP or WITHDRAW (please circle one)

CRN	SUBJECT	COURSE NUMBER	SECTION	CREDITS	TITLE

TIME CONFLICT APPROVAL
<input type="checkbox"/> YES <input type="checkbox"/> NO

REPEAT COURSE FOR CREDIT
<input type="checkbox"/> YES <input type="checkbox"/> NO

*GRADE MODE OPTIONS: A= AUDIT C= LETTER GRADE P= PASS/NO PASS (undergraduates only) R= CREDIT/NO CREDIT (graduates only)

STUDENT LEVEL
<input type="checkbox"/> UNDERGRADUATE <input type="checkbox"/> GRADUATE <input type="checkbox"/> OTHER _____

<i>I request the above action be performed.</i> <hr/> Student Signature Date
--

AUTHORIZED COLLEGE/SCHOOL OFFICIAL USE ONLY
<input type="checkbox"/> Prior to start of the semester OR Effective Date: ____/____/____ Signature: Today's Date:

Note: This form cannot be used to register for a class that has a waitlist. Students will be added to the waitlist and if offered a seat, must then register through GWeb.