



Elliott

Guidelines & Application

IAFF 3196 – Internship Professional Development Seminar

Eligibility Requirements

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

- Student must have completed at least 24 credit hours in residence at GW, or at a previous college or university.
- Student must be in good academic standing
- Student must have already secured an internship
- Internships must be relevant to the field of international affairs
- Student's internship supervisor must fully support the student taking the course for credit

Application Deadlines

Fall 2023	Friday, September 8
Spring 2024	Tuesday, January 30

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 interests 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 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 OR a paper reflecting on an informational interview with an experienced professional in your field of interest

How to Register

1. **PART I: SUPERVISOR** - After receiving their internship supervisor's signature, students will submit the form (scroll down to page 3) by email to **Prof. Sheehan** (laura.sheehan@georgetown.edu)
2. **PART II: STUDENT** - Students will submit this [application form](#), in order to describe in greater detail their interest in the course, and their commitment to its requirements.
3. **PART III: RTF** - Fill out and email a completed RTF to Prof. Sheehan

Once **all three forms** are received and Prof. Sheehan verifies that a student has met all requirements, she will have them registered for the course.

Schedule

- The course will meet **6 times on Thursday evenings, from 5:10 - 7:00pm ET**. It will generally meet every other week (skipping holiday weeks), and it **will not begin meeting until Week 4** of the semester (**Sept. 21, 2023** and **Feb. 1, 2024** respectively), allowing students extra time to finalize and get settled in their internships at the beginning of the semester. There is a final presentation, but no exam.



Class Dates for Fall 2023: Sept 21, Oct 5, 19, Nov 2, 16, 30



Class Dates for Spring 2024: Feb 1, 15, 29, March 21, 28, April 11

- 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/wk for at least 12 weeks). **NOTE:** *This will be verified with internship supervisors at the beginning & end of the semester. Doing the internship for less than 180 hours total will result in a reduction of points from your total grade.*

Differences from IAFF 3195 (the traditional Internship-for-Credit model)

This version of the course is different from the traditional ESIA Internship course in the following ways:

- Students do not need to seek out a faculty advisor to enroll in the course; it is taught by a dedicated instructor. *The course currently only fulfills elective credit.* Students **will not** be able to take the IAFF 3196 Internship Professional Development Seminar more than once. However, they can still enroll in the IAFF 3195 Internship-for-Credit course for up to 3 credits in addition to enrolling in IAFF 3196.
- The course does *not* require a 10, 20, or 30-page research paper based on the number of credits students hope to earn. Instead, assignments focus on integrating course concepts with the students' internship experience. All assignments are graded and students receive a final letter grade for the course.
- Students in IAFF 3196 are 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 a student's performance, based on goals established at the beginning of the semester, will count for a portion of the student's final grade.

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

Questions? Email Prof. Laura Sheehan (laura.sheehan@georgetown.edu)

Application: Part I (Supervisor Approval)

Student Name	Email
TO BE FILLED OUT BY INTERNSHIP SUPERVISOR:	
Internship Org	
Address	
Supervisor's Name	Supervisor's Title
Supervisor's Email	Supervisor's Phone
Internship # of hrs/week	Start/End Dates
Pls confirm this student's basic internship duties: * * * *	

We ask that the student's internship supervisor:

1. Meet 1:1 with the student within the first 1-3 weeks of their internship. Please discuss the [2 GW competencies](#) that the student has selected to improve upon, the 2-3 SMART goals they have created related to these competencies, and the specific tasks they can work on with these goals in mind.
2. Meet 1:1 at the end of the semester, to review with your intern how well they did in achieving these goals.
3. Submit a final score (0-100) of the student's attendance, attitude and performance during their internship,, which will be calculated as 20% of the student's final course grade.

Please sign below to indicate your willingness to engage in the above activities.

Supervisor's Signature

Date

This course will be taught by **Prof. Laura Sheehan** (laura.sheehan@georgetown.edu). Please feel free to direct any questions to her, either now or throughout the semester.