# GW 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

**Spring 2027:** Friday, January 22

## 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
- 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 discussion questions
- A mock job application where you apply skills and experiences gained in your internship to future career prospects
- Regular check ins with your internship supervisor, to ensure you are working towards your professional goals

- A presentation integrating what you learned at your internship with other topics covered in class, including the NACE Competencies, your Top 5 CliftonStrengths, and your SMART Goals.

## How to Register

1. **PART I: SUPERVISOR** - Students will request their internship supervisor's signature for the supervisor approval form (scroll down to page 3). This signed form must be submitted by email to the instructor, Kisha Manning Bilal (kmanningbilal@gwu.edu).
2. **PART II: STUDENT** - Before the first day of class (but after registration), students will submit an initial enrollment form to describe in greater detail their interest in the course, and their commitment to its requirements. Professor Kisha Manning Bilal will provide this form to students.

## 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 5 of the semester (February 11, 2027), 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 Spring 2027:** Feb 11; Feb 25; March 11; March 25; Apr 8; Apr 22
- 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.

**Questions?** Email Professor Kisha Manning Bilal at kmanningbilal@gwu.edu

# Seminar 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** |
| **Please confirm this student's basic internship duties:**<br>• <br>• <br>• <br>• | |

**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 NACE 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. Kisha Manning Bilal (kmanningbilal@gwu.edu). Please feel free to direct any questions to her, either now or throughout the semester.*