

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 2022	Friday, May 27, 2022
Fall 2022	Friday, September 16, 2022
Spring 2023	Friday, February 3, 2023

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 2022	Friday, August 5, 2022
Fall 2022	Friday, December 9, 2022
Spring 2023	Friday, May 12, 2023

