



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 2022 Friday, September 9, 2022

Spring 2023 Friday, January 20, 2023

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 as follows to the instructor, **Elizabeth Boesen** (eboesen@gwu.edu)
2. **Part II: STUDENT** - Students will submit the [application form](#) spelling out their interest in the course, and their commitment to its requirements.

Once Ms. Boesen verifies that a student has met all requirements, she will register them for the course.

Schedule

- The course will meet **6 times on Thursday evenings, from 5:10 - 7:00pm ET** throughout the semesters. It will generally meet every other week (skipping holiday weeks), and it **will not begin meeting until Week 4** of the semester (Sept. 22, 2022 and Feb. 2, 2023 respectively), allowing students extra time to finalize and get settled in their internships at the beginning of the semester.
- 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. Boesen (eboesen@gwu.edu).

Internship Application: Part I

IAFF 3196 – Internship for Prof. Development Seminar

Name	GWID
GW email	Phone
Student Class Status	Completed Credits
Degree Program	Current Cum. GPA
Internship Org	
Address	
Supervisor's Name	Supervisor's Phone
Supervisor's Email	# of hrs/week
Start Date	End Date

We ask that the student's internship supervisor plan to meet 1:1 with the student within the first 3-4 weeks of their internship. Please discuss the [GW competency](#) that the student wants to improve upon, the 2-3 goals they have related to this competency, and the specific tasks they can work on with these goals in mind. At the end of the semester, we also ask that you meet with your intern to review how well they did in achieving these goals. Finally, we ask that you submit to the professor a final review of the student's attendance and performance.

Please sign below to indicate your willingness to engage in these activities.

Supervisor's Signature

Date

This Internship course will be taught by Ms. Elizabeth Boesen (eboesen@gwu.edu).

Once you have completed the form, signed it, and received your supervisor's signature, please email (see above) the relevant instructor for their review. **Then please fill out the Part II of the application [here](#).** Once you have finished that and it is approved by the instructor, they will register you for the course.