

Internship Guidelines & Application (IAFF 3195 - For Credit)

IAFF 3195 - For Credit Eligibility Requirements

- Elliott School undergraduate
- 24 credit hours or more completed in residence at GW
- 2.5 cumulative GPA or higher
- No more than one incomplete grade on the transcript
- Completion of the mandatory IAFF 3195 online info session:
<http://elliott.gwu.edu/academics/ugrad/advising/internships.cfm>

Application Materials

Students must **submit the following documents** to the Office of Academic Advising and Student Services by the **appropriate deadline**. (*Incomplete applications will not be accepted.*)

1. Internship Application (attached)
2. Internship Supervisor's Agreement (attached)
3. Registration Transaction Form (attached)

Application Deadlines

| | |
|-------------|------------------------------------|
| Summer 2015 | Friday, May 29, 2015, 5:00 pm |
| Fall 2015 | Friday, September 4, 2015, 5:00 pm |
| Spring 2016 | Friday, January 22, 2016, 5:00 pm |

General Requirements

- Students are responsible for finding their own internships.
- Internships must be relevant to the field of international affairs.
- Students must have an **internship supervisor** at the internship site who agrees to complete a final evaluation of the student's performance at the end of the semester.
- Students must find a **faculty advisor** who agrees to "sponsor" the internship.
The faculty advisor may be any full-time GW professor; however, he/she must be knowledgeable about the field in which the student will intern. The student and faculty advisor must meet regularly throughout the semester. The faculty advisor grades the student's academic research paper and completes a final evaluation form at the end of the semester.
- Students must complete a mandatory online **IAFF 3195 Info Session**. ***Applications will not be considered without an electronic signature acknowledging the completion of the info session.***

Specific Requirements

- Students will conduct in-person meetings with their faculty advisor once every three weeks.
- Students will have weekly contact through phone or email with their faculty advisor
- First rough draft due: End of 7th week of semester
- Second rough draft due: End of 12th week of semester
- Final draft due: Last day of classes

Academic Requirements

In order to ensure consistency and fairness to all students, the Elliott School has established general academic requirements that students must satisfy to receive credit for their internship. The amount of work varies depending upon the number of credits the student wishes to receive. All students enrolled in IAFF 3195 - For Credit must complete the following:

- **Research Paper:** Students must complete a research paper on a subject relevant to both the internship and contemporary international affairs. The research paper should include appropriate citations throughout the text and a bibliography. A reflective journal or outline-style paper is not acceptable. The student and the faculty advisor should finalize the topic of the research paper at the start of the semester. Faculty advisors
- **Readings:** Students must read a designated number of pages of literature (see table below) relevant to their internship and research paper. Faculty advisors may assign readings or they may approve readings that students suggest if they feel the content is appropriate and relevant to the internship.
- **Internship Hours:** See the table below for minimum requirements.

| Number of credits | Minimum hours worked per week | Minimum pages of research paper | Minimum pages of reading per week |
|-------------------|-------------------------------|---------------------------------|-----------------------------------|
| 1 | 4 | 10 | 50 |
| 2 | 8 | 20 | 75 |
| 3 | 12 | 30 | 100 |

Grading

IAFF 3195 - For Credit is graded Pass/No Pass. The final grade is contingent upon the timely receipt of these four documents by the Elliott School internship coordinator by the evaluation deadline (see next section):

1. The student's final evaluation form (emailed to the student)
2. The faculty advisor's final evaluation form (emailed to the faculty advisor)
3. The internship supervisor's final evaluation form (emailed to the internship supervisor)
4. A copy of student's research paper

The faculty advisor needs ample time to grade the research paper and complete the final evaluation form prior to the evaluation deadline. As such, the student and faculty advisor should, at the start of the semester, establish a research paper submission deadline in advance of the evaluation deadline.

Evaluation Deadlines

| | |
|-------------|------------------------------------|
| Spring 2015 | Friday, May 8, 2015, 5:00 pm |
| Summer 2015 | Friday, August 18, 2015, 5:00 pm |
| Fall 2015 | Friday, December 18, 2015, 5:00 pm |
| Spring 2016 | Friday, May 6, 2016, 5:00 pm |

Credit Information

- Students may earn 1-3 credit hours for an internship in a given semester. A maximum of 6 internship credit hours may be applied to the baccalaureate.
- IAFF 3195 is graded Pass/No Pass, as such credit earned from this course is elective and cannot be used to fulfill curriculum requirements.
- The final grade for IAFF 3195 is based on the content of the four documents listed above.
- Grades of "Incomplete" will be changed to "No Pass" if the student does not complete the outstanding work by the end of the following semester.

Communication

Communication is an important part of the internship experience. The faculty advisor is one of the greatest resources that the student can have. Frequent communication with the faculty advisor enables students to write better papers. The student should also communicate with the Elliott School internship coordinator regarding changes in the internship or delays in the submission of evaluations or other paperwork.

Other Information

- For help finding internships, visit the GW Career Center in Old Main, 1922 F Street, NW, or visit their website at: <http://gwired.gwu.edu/career/>
- For more information about IAFF 3195 - For Credit, contact the internship coordinator via email at advising@gwu.edu or (202) 994-3002.

Internship Application (IAFF 3195 - For Credit)

Name: _____ GWid: _____
GW Email: _____@gwmail.gwu.edu Phone: _____

Intended Semester: Fall Spring Summer **Intended Year:** _____
(Select One)

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: _____

Faculty Advisor's Name: _____

Campus Address: _____

Campus Phone: _____ **Email:** _____

Details of Internship

1. Please discuss the nature of your internship and describe your specific responsibilities. Please provide as much detail as possible.

2. How does this internship complement your academic studies at the Elliott School? What are your learning objectives for the internship?

3. Your research paper topic must be relevant to contemporary international affairs and your internship. What is your proposed topic?

4. What books, articles, publications, etc. will you read that are relevant to your internship?

5. Regular meetings with the faculty advisor are required. How frequently will you meet with your faculty advisor?

Student/Faculty Advisor Agreement

I, the student, certify that I have met with my Faculty Advisor and discussed possible research paper topics and reading relevant to my internship. I understand the terms of this Learning Contract and the academic requirements for me to receive credit for IAFF 3195.

Student's Signature

Date

I, the Faculty Advisor, certify that I have met with the student and discussed possible research paper topics and reading relevant to his/her internship. I understand the terms of this Learning Contract and the academic requirements for the student to receive credit for IAFF 3195.

Faculty Advisor's Signature

Date

Office Use Only

Internship Coordinator's Signature

Date

Internship Supervisor's Agreement (IAFF 3195 - For Credit)

Name: _____

GWid: _____

GW Email: _____ @gwmil.gwu.edu

Phone: _____

The Elliott School of International Affairs encourages students to participate in internships, as they enable students to gain professional experiences that complement academic studies and individual interests. We thank you and your organization for agreeing to provide an internship for our student.

The internship for credit is an academic course requiring both practical work in your organization and academic work assigned by a faculty advisor. The Internship Guidelines & Application document outlines the expectations and requirements for the internship. The faculty member working with this student is:

Faculty Advisor's Name: _____

Faculty Advisor's Phone: _____

Faculty Advisor's Email: _____

You are encouraged to contact the faculty advisor with questions or concerns about the student.

The student is registered for _____ credit hours for this internship, and should work _____ hours per week at your organization. If there is a change in the responsibilities assigned to the intern as described in the Internship Guidelines & Application document, this should be reported to the Elliott School internship coordinator at advising@gwu.edu.

The Elliott School will email a final evaluation form to you at the end of the semester. The student will not receive credit for the internship until we have received your evaluation of his/her work performance. Your signature on this agreement indicates that you have read and understand the conditions of this internship program.

Supervisor's Name (please print)

Supervisor's Signature

Date

Internship Supervisor's Title: _____

Organization: _____

Supervisor's Address: _____

Supervisor's Phone: _____

Supervisor's Email: _____

