

INTS 400 Internship in International Studies

Internship Application and Completion Information and Instructions

General Information

International Studies undergraduate majors may complete internships to earn both academic credit and valuable professional experience. Internships can provide a great opportunity to apply international studies theories and skills, as well as gain practical experience under the guidance of an organizational practitioner. Interns may work in any area of International Studies under the supervision of individuals from a variety of organizations with an international focus or pursuing projects in international contexts.

Requirements for International Studies Internships:

- Undergraduate student must be International Studies majors.
- Undergraduate student must have at least junior standing.
- Undergraduate student must have a minimum GPA of 2.5.
- Internships must be approved by the Director of the International Studies Program as well as a student's academic advisor before the student can receive internship credit.

Internship Application Process

For students, the Internship Application Process consists of the following three steps:

- (1) Locating and securing an appropriate internship;
- (2) Completing and submitting to program director an Internship Agreement; and
- (3) Registering for INTS 400 Internship in International Studies before semester deadlines.

Internship Completion Process

For students, the Internship Completion Process consists of the following three steps:

- (1) Completing and emailing to program director the Internship Summary;
- (2) Ensuring that internship supervisor completes and emails to program director the Final Evaluation of Student Intern; and
- (3) Receiving a grade for INTS 400 at the end of the semester.

Internship Agreement
International Studies Program, Southern Illinois University Edwardsville

Return the completed and signed form to Dr. Sorin Nastasia, Director of International Studies Program.

Office: Peck Hall, Room 2334
Email: snastas@siue.edu

Mailing Address: Campus Box 1440, Edwardsville, IL 62026-1440
Phone: 618.650.2548

Student Information

Name: _____ Student ID Number: _____

Local Address: _____

Phone: _____ Email: _____

Major Concentration: _____ Minor: _____

Year in School: _____ Expected Graduation Date: _____

Internship Information

Organization: _____

Internship Start Date: _____ Internship End Date: _____ (e.g. 08/15/2017)

Paid: No Yes \$ _____

Hours worked per week: _____

Job Description/Responsibilities/Examples of Work (Attach job description if available)

Supervisor Information

Name: _____ Title: _____

Mailing Address: _____

Phone: _____ Email: _____

Signatures

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

**SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE
INTERNATIONAL STUDIES PROGRAM
INTERNSHIP SUMMARY**

Name of student intern: _____

Organization providing internship experience: _____

Dates of internship: _____

Student Position and Duties:

In replying to the following statements, please use the following scale:

1 = Strongly Agree 2 = Agree 3 = Disagree 4 = Strongly Disagree

Enter the number of your response in the blank space before each statement.

___ 1. My internship was a meaningful **academic** experience.

COMMENTS:

___ 2. My internship was a meaningful **pre-professional** experience.

COMMENTS:

___ 3. My internship experience was very similar to the one for which I negotiated (and that was specified in my Internship Agreement).

COMMENTS:

___ 4. I would recommend an internship like mine, with the same organization, to other qualified International Studies students.

COMMENTS:

Please specify the three **most satisfactory** features of your internship experience:

Please specify the three **least satisfactory** features of your internship experience:

What specific suggestions do you have that would help make future internships (of the type that you completed) better experiences for students?

Please return by email to: Dr. Sorin Nastasia
Director, International Studies Program; Associate Professor, Applied Communication Studies
Southern Illinois University Edwardsville
Email: snastas@siue.edu

**SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE
INTERNATIONAL STUDIES PROGRAM
FINAL EVALUATION OF STUDENT INTERN**

Name of student intern: _____

Name and title of organizational representative: _____

Dates of internship: _____

PLEASE RESPOND TO EACH OF THE FOLLOWING:

1. The nature of the internship assignment, including responsibilities assigned (attach formal job description, if applicable):

2. The number of hours that the intern actually worked: _____ per _____

3. The nature and amount of the supervision provided, and by whom:

4. How academically and professionally prepared was this student intern?

5. How would you characterize this student intern's major strengths and areas for improvement?

6. On a standard grading scale (A, B, C, etc.), what letter grade would you assign this student intern, and why?

7. Is there anything else you would like either the student intern or the International Studies program director to know?

8. Would you be willing to consider another intern in the future?

Please return by email to: Dr. Sorin Nastasia
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Southern Illinois University Edwardsville
Email: snastas@siue.edu

Thank you very much for your time and effort. I hope that your experience with our intern was a positive one.